2013-2014
Student Catalog

VANCE-GRANVILLE
COMMUNITY COLLEGE

Your Gateway To Endless Possibilities

www.vgcc.edu

ACCREDITATION

Vance-Granville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Vance-Granville Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

APPROVAL

Vance-Granville Community College is approved by the:

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

MEMBERSHIP

Vance-Granville Community College is a member of the following:

• North Carolina Community College System
• Southern Association of Colleges and Schools
• American Association of Community Colleges

CATALOG INFORMATION

Vance-Granville Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of publication. However, the N.C. General Assembly, the State Board of Community Colleges or the VGCC Board of Trustees may make changes in policy, graduation requirement, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The N.C. General Assembly may make changes in tuition without notice. The official version of the college catalog can be found at www.vgcc.edu or by contacting Dean of Student Development.

Vance-Granville Community College is an equal opportunity institution. The College serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions.

Vance-Granville Community College is a Tobacco-Free College.

The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991 prohibiting discrimination with regard to disabilities.

DIRECTORY INFORMATION
Vance-Granville Community College

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

SATELLITE CAMPUSES

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

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

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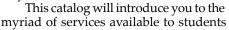
DIRECTORY OF CORRESPONDENCE

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

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

MESSAGE FROM THE PRESIDENT

Welcome to Vance-Granville Community College! Thank you for your interest in our outstanding programs and services.

At VGCC, you will find a supportive learning environment that provides a high-quality education and comprehensive services to assist students like you. Continuing your education requires a commitment, but in turn, our college keeps a commitment to your success. Our dedicated faculty, staff and other college resources introduced in this catalog will be here to help you along the way.

This catalog will introduce you to the myriad of services available to students and the community, as well as information that will be helpful in navigating your college experience. You will learn about our 40-plus curriculum programs of study, leading to certificates, diplomas, and degrees in a number of exciting career fields. VGCC not only has one of the state's best College Transfer programs in which you can complete the first two years of a four-year degree, but also provides preparation for Health Sciences careers, business programs like Global Logistics Technology and Entrepreneurship, and Bioprocess Technology (one of only a few programs of its kind in the state), among other opportunities. We serve our students in a variety of settings: in classrooms and labs on our four campuses, on-site at locations throughout our communities, and online. Our classes are taught by respected faculty members who have the academic credentials, commitment to teaching and real-world experience to help you succeed. Plus, you will benefit from modern library services and student success centers on each campus.

When you combine our curriculum programs with Basic Skills programs like GED and Adult High School, classes offered by our Continuing Education division, and business services provided through customized training and the Small Business Center, you can see that Vance-Granville Community College is truly your Gateway to Endless Possibilities.

Take a look at this catalog to explore all your options for education and training, and to learn about how we carry out the mission of VGCC. We are delighted that you have chosen to join us as part of the Vanguards community and we wish you much success!

Dr. Stelfanie Williams

TABLE OF CONTENTS

CONTENTS

VANCE-GRANVILLE COMMUNITY COLLEGE
2013-2014 ACADEMIC CALENDAR

SEMESTER SYSTEM

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks (80 days) in length. The summer term is 8 weeks (40 days) in length. In addition, mini-terms are offered during fall and spring semesters. These include 12, 10, 8, and 4 week terms. Each mini-term has a census date, add/drop period, and withdrawal dates that are published in the College registration bulletin (ARCHES).

Fall Semester 2013

August 19	Monday	Curriculum Classes Begin
August 21	Wednesday	Last Day To Add A Class*
August 28	Wednesday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date (16 Wk)
September 2	Monday	Labor Day Holiday (College Closed)
September 17	Tuesday	12-Week Term Classes Begin
September 18	Wednesday	Last Day to Add a Class (12-Wk term)
September 24	Tuesday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date (12 Wk)
October 7,8	Monday, Tuesday	Fall Break
November 14	Thursday	Last Day To Withdraw With "WP" Grade (16 & 12 Wk terms)
November 28,29	Thursday, Friday	Thanksgiving Holidays (College Closed)
December 16	Monday	Curriculum Classes End

Spring Semester 2014

January 13	Monday	Curriculum Classes Begin
January 15	Wednesday	Last Day To Add A Class*
January 20	Monday	Martin Luther King, Jr. Holiday
January 23	Thursday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date (16 Wk)
February 11	Tuesday	12-Week Term Classes Begin
February 12	Wednesday	Last Day to Add a Class (12-Wk term)
February 18	Tuesday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date (12 Wk)
March 24-28	Monday-Friday	Spring Break (College Open)
April 15	Tuesday	Last Day To Withdraw With "WP" Grade (16 & 12 Wk terms)
April 18	Friday	Good Friday (College Closed)
May 14	Wednesday	Curriculum Classes End
May 16	Friday	Graduation
May 17	Saturday	Graduation (Rain Date)

**Summer Semester 2014

May 26	Monday	Memorial Day Holiday (College Closed)
May 27	Tuesday	Curriculum Classes Begin
May 28	Wednesday	Last Day To Add A Class*
May 30	Friday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date
June 30-July 3	Monday-Thursday	Summer Break (College Open)
July 4	Friday	Independence Day Holiday (College Closed)
July 14	Monday	Last Day To Withdraw With "WP" Grade
July 28	Monday	Curriculum Classes End

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

THE COLLEGE ADMINISTRATION

Dr. Stelfanie Williams ....President
Dr. Angela Ballentine...Vice President of Academic and Student Affairs
Stacey Carter-Coley, Esq...Vice President of Employee and Public Relations
Dr. Ken Lewis...Vice President of Institutional Research and Technology
Steven Graham……………Vice President of Finance and Operations
Jo Anna Jones…....................Executive Director of Endowment Fund

BOARD OF TRUSTEES
2012-2013

THE COLLEGE

The North Carolina General Assembly founded Vance-Granville Community College as Vance County Technical Institute in 1969. After offering classes in various community locations, VCTI officially moved into renovated quarters of the former Maria Parham Hospital building near downtown Henderson in January 1970 and began offering extension classes. By the fall of that year, eight vocational and technical courses were added to the curriculum.

During the ensuing year, VCTI experienced a phenomenal growth in enrollment, and the need for larger, more permanent facilities became increasingly evident. The Board of Trustees requested that the Vance County Board of Commissioners 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 a new campus. A joint bond issue passed in 1972, and the name of the institution was changed to Vance-Granville Technical Institute.

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

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

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

VGCC reactivated its Endowment Fund Corporation in 1982 to seek contributions from the community for its scholarship program and other support for the college. The fund at that time held approximately $15,000, but since then has received gifts of more than $6 million. Over 7,000 students have received scholarships through the Endowment Fund in recognition of their academic achievement.

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

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

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

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

The year 1993 brought more good news for the College's growth plans, as North Carolina voters passed a $200 million Community College Bond Referendum. VGCC's share of the monies, $4.2 million, was earmarked for a variety of construction and renovation projects. Part of the funds supported the

construction of a new classroom/day care building, completed in the summer of 1996 on Main Campus. Other funds helped with construction, renovation and expansion needs at the other three campuses.

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

This expansion of Vance-Granville's total physical plant and equipment has helped accommodate a larger student enrollment. During 2011-2012, the College served more than 17,000 curriculum and extension students. Consistent with the structural and enrollment growth of the College has been its increase in curriculum program offerings. To keep up with changing economic demands, several new areas of study – in fields including information technology, culinary arts, logistics, entrepreneurship, health and human services – were added during the first decade of the 21st century. Meanwhile, the College has expanded both its use of technology to deliver "distance education" and partnerships that allow high school students to earn college credits. Between 2008 and 2010, VGCC opened four Early College high schools -- one at each VGCC campus -- in partnership with local public school systems.

CAMPUSES

The Main Campus of Vance-Granville Community College is located midway between Oxford and Henderson on an 83-acre tract of land off Interstate 85. The Main Campus consists of nine buildings, including a Civic Center, totaling 249,320 square feet.

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

Since their formal dedication in the fall of 1988, both South Campus and Warren County Campus have been renovated, enlarged and improved to accommodate a growing number of students.

South Campus consists of one building of 49,175 square feet, including a major two-story addition completed in January 2007.

Warren County Campus today includes four buildings totaling 29,505 square feet, the most recent addition being a classroom building that opened in January 2005.

Franklin County Campus, which first opened its doors to students in 1991, shared space in a local government building before moving in 1998 to its permanent new home outside Louisburg. The campus added two structures in 2001: the Biotechnology Lab/classroom building and a multipurpose facility. The completion of a two-story building in 2006 gave the campus five buildings, totaling 62,639 square feet.

MISSION

Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success.

VISION

In partnership with our community, Vance-Granville Community College will lead the economic development of our region, be nationally-recognized for educational excellence, and improve our world through stewardship and sustainability.

VALUES

Excellence - We value working to our full potential and demonstrating quality at all levels by meeting or exceeding our goals and establishing high expectations for achievement by everyone through continuous improvement.

Teaching - We value rigorous, quality instruction that maximizes student success through focused and purposeful student support and activities.

Communication - We value decision making through broad-based, respectful team work and effective dialogue.

Respect - We value professional working relationships and exceptional service for our faculty, staff, students, and community.

Access - We value keeping our services accessible to our communities through a welcoming and supportive environment for all.

Diversity - We value the unique attributes and contributions of the members who enrich our college and its community.

Innovation - We value innovation and creativity through our leadership in learning, technology, and community partnerships.

Community - We value positive and supportive relationships among the faculty, staff, students, and community of our service area.

Sustainability - We value prudent stewardship of our resources and implementation of best practices in policies and operations that are ecologically, socially, and economically sustainable.

GOALS

Educational Excellence from Access to Success

    1.1 Increase student achievement through student centered teaching.
    1.2 Increase student completion through effective academic advising.
    1.3 Facilitate college growth.
    1.4 Cultivate a college-wide culture of support for a diverse community of learners.
    1.5 Provide resources and experiences to empower students and prepare them for work or higher education.

An *Organizational Culture* of Quality, Cooperation, and Engagement

    2.1 Recruit and hire exceptional employees.
    2.2 Retain qualified employees.
    2.3 Foster participation in meaningful professional development opportunities.
    2.4 Enhance open communication.
    2.5 Develop a campus community valuing health, safety, and quality of life opportunities.

A Learning Community of *Continuous Improvement*

    3.1 Develop a culture that prioritizes individualized service to students.
    3.2 Develop a culture of continuous quality improvement and best practices.
    3.3 Institute leadership development that supports and empowers all employees.

One College Experience

    4.1 Enhance support services.
    4.2 Foster student and employee engagement in college life.
    4.3 Partner with community organizations to support the college mission.
    4.4 Improve, maintain, and utilize adequate technology.

Institutional Stewardship: Securing and Sustaining Our Resources

    5.1 Secure new and innovative resources to support institutional goals.
    5.2 Implement risk assessment and management at the college.
    5.3 Advance environmentally-friendly practices at the college.

OPEN DOOR PHILOSOPHY

Vance-Granville Community College, through its open door philosophy, is committed to serving all individuals who seek knowledge or new skills to improve their quality of life. This open door philosophy was described by W. Dallas Herring, the "father" of the North Carolina Community College System, in 1964.

The only valid philosophy for North Carolina is the philosophy of total education, a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents (however great or however limited or however different from the traditional), the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our State, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them to maturity.

-W.D. Herring, 1964

continued...

Performance Measures and Standards

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

In 2010, President Scott Ralls appointed members of a Performance Measures Committee to review the current performance measures and recommend changes to the State Board of Community Colleges. These changes were approved by the State Board in 2011 and the General Assembly in 2012.

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

NCCCS PERFORMANCE MEASURES 2011-2012

Performance Measures	Performance Baseline	System Average	VGCC Achievement
A - Basic Skills Progress	51.2%	41.0%	40.2%
B - GED Pass Rate	82.0%	71.1%	73.6%
C - Developmental English Subsequent Success	74.9%	63.7%	58.6%
D - Developmental Mathematics Subsequent Success	75.4%	64.8%	54.4%
E - Year One Progress	74.6%	67.7%	63.8%
F - Current Completion Rate	45.6%	41.6%	34.4%
G - Licensure & Certification Passing Rate	91.7%	85.0%	92.0%

Passing Rates on Licensure & Certification Examinations: Two Standards must be met for this measure:

BLET	71%	84%	91%
Cosmetology	71%	92%	93%
Cosmetology Apprentice	71%	95%	100%
Manicurist	71%	**	**
EMT	71%	79%	87%
EMT-I	71%	67%	**
EMT-P	71%	91%	75%
Practical Nursing	71%	95%	92%
Registered Nursing	71%	95%	98%
Radiography	71%	97%	100%
Real Estate	71%	69%	**

H - College Transfer Performance	71.2%	86.7%	90.3%

Source: North Carolina Community College System. See Critical Success Factors report for detailed analysis of these data & methodologies.
NCCCS Web Page: http://www.nccommunitycolleges.edu/Publications/docs/Publications/csf2012.pdf

VISITORS

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

Inquiries about the College and its programs should be directed to the Dean of Student Development 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 Development, or the campus deans at the Franklin, South, and Warren county campuses.

PUBLIC COMPLAINT PROCEDURES

Members of the public may register complaints by forwarding a signed, written statement to the Office of the President, Vance-Granville Community College, PO Box 917, Henderson, North Carolina 27536. Vance-Granville Community College will consider complaints that are in writing.

However, complaints that are anonymous, or sent electronically or through facsimile transmission may not be considered. The President, or the President's designee, shall investigate the complaint. The investigating individual may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint. The investigating individual, if not the President, shall make a written report to the President of his/her findings, and the President shall respond to the complaint. A log of all written complaints along with all materials and reports shall be maintained on file in the Office of the President for an indefinite period of time.

DISCLOSURE AND CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) contains numerous federal reporting and disclosure requirements for information from various administrative areas of higher education institutions. In order to make this information readily available, Vance-Granville Community College has created an information page on our Website which is designed to provide quick access to this data. Questions may be directed to the Dean of Student Development. The information can be found at www.vgcc.edu.

EMERGENCY INFORMATION

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

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

ID CARDS

All students enrolled in curriculum classes will be issued ID cards at the beginning of his or her initial enrollment. A semester validation sticker will be required each additional semester.

Curriculum students should have their valid student ID at all times while on campus and be able to provide their ID when requested by VGCC staff or security personnel. There is a replacement cost to reissue lost or damaged ID cards.

INCLEMENT WEATHER

Should it appear that adverse weather or other factors would necessitate closing of Vance-Granville Community College, the President, or the President's 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 television and radio stations and on a taped message at (252) 492-2061 and on the VGCC web page at *www.vgcc.edu.*

PHOTO USAGE STATEMENT

Vance-Granville Community College reserves the right to make photographs, video, motion pictures, and electronic images of students and others on the college's campuses and to use those images for news, marketing/advertising and promotional purposes.

All photographs are the exclusive property of Vance-Granville Community College and may be edited. Images may also be shared with the North Carolina Community College System Office and others. Objection to the use of an individual's image in the manner stated above must be made in writing to the Vice President of Employee and Public Relations.

ADMISSIONS, REGISTRATION, & RECORDS

Vance-Granville Community College maintains an "open door" admissions policy. Placement of students in certain academic curriculum programs of instruction is selective and all students are required to be high school or High School Equivalency (HSE) graduates. The College serves all individuals who can benefit from instruction, regardless of race, creed, sex, age, religion, national origin, disability or other non-relevant factors.

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

Students entering all programs are required to be high school or HSE graduates. Exceptions to this rule require review by the appropriate department and division dean with a recommendation for approval/disapproval to the Vice President of Academic and Student Affairs.

General Admissions Procedures
1. Submit a completed admissions application.
2. Submit official transcripts of secondary education (high school). Students entering a program of study have up to one semester of attendance to submit their official secondary transcript. No financial aid will be awarded until all admissions requirements are met, including receipt of all secondary education transcripts.
3. Submit official post-secondary (college) transcripts if:
   a. You desire to have your post-secondary transcript(s) evaluated for possible transfer credit. (See *Transfer Admissions* section);
   b. You plan to use Veteran's Educational benefits. The Veteran's Administration requires that an official copy of all post-secondary transcripts be on file with the College;
   c. You are seeking admission into one of the selective Health Science Programs;
   d. You plan to participate in Athletics at the College.
4. Students who have graduated from institutions outside the United States must document completion of a nationally recognized secondary school diploma.
5. Take placement test unless exempt by college credit or standardized test scores. (See *Student Assessment and Placement Testing* section).
6. Document NC State residency if requested by the Admissions Office.
7. Attend (New Student) Orientation.

Note: *Students who have an associate degree or higher from an accredited college or university are not required to submit high school transcripts. An official College or University transcript is required to document the degree earned. (Exception: Students entering Health Sciences programs, students who plan to use Veteran's Educational benefits, and students who plan to participate in Athletics at the College must submit high school transcripts.)*

Selective Admissions
Selective admissions are used for programs of study that have limited openings. In addition to the standard procedures required of all applicants, students seeking enrollment in Associate Degree Nursing, Cosmetology Instructor, Medical Assisting, Pharmacy Technology, Practical Nursing,

and Radiography must meet specific departmental requirements. For selection to specific programs of study, students should direct inquiries to the Admissions/Records Office.

Selective Admissions Procedures

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

Transfer Admissions

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

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

1. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study.
2. All credit to be transferred must be equivalent in credit hours and content to course offerings at Vance-Granville Community College.
3. No grade lower than a "C" will be transferred.
4. Applicants to the selective admissions Health Sciences programs must have completed BIO-prefix classes within **10 years** prior to date of enrollment in the selective program. The transfer of all MED-NUR-, PHM-,and RAD-prefix classes are subject to time restrictions determined by each department as outlined in the program-specific admissions documentation.
5. The transfer of all CCT-, CIS-, CSC-, CTI-, CTS-, DBA-, NET-, NOS-, OST-, SEC-, SGD-, and WEB-prefix classes completed more than **5 years** prior to a student's enrollment in any Computer Education and Office Administration related programs of study are subject to approval by the Academic Dean due to the rapid technological changes in those areas of study.
6. The transfer of Cosmetology (COS) hours and performances is limited to the State Board mandated 5 year expiration rule and the passing of a State board required entrance exam. Cosmetology hours expire 5 years from the date of enrollment at which time they become void or invalid and will no longer be eligible for transfer.
7. Transfer credit will not influence the student's quality point average or grade point average, and will not be evaluated in graduation honors or awards. Transfer credit is recorded on the VGCC transcript with a grade of "TR."

8. Students with questions regarding transfer credit should contact the Registrar. Students have a right to appeal transfer credit decisions to the appropriate Academic Dean by submitting a transfer credit appeal request form to the Registrar's office.

Readmission Procedures

A student who previously attended VGCC but was not enrolled during the previous three years must submit a new application for admission to the Admissions/Records Office. Applicants must complete the regular admissions requirements as stated under the *General Admissions Procedures* section.

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

Students seeking readmission into Health Sciences programs must meet additional requirements. Students may contact the Health Sciences Admissions Coordinator for details concerning these requirements.

ADMISSIONS UNDER SPECIAL CONDITIONS

Admission of Undocumented Immigrants: As of July 2010, undocumented immigrant students are admissible to North Carolina Community Colleges with the following limitations: 1) Community Colleges shall only admit an undocumented immigrant if he or she attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law. 2) Any undocumented immigrant student is required to pay the out-of-state tuition rate regardless of the number of years he or she has resided in the state. 3) Additionally, undocumented immigrant students are not permitted to have registration priority over students who are lawfully present in the United States. Consequently, undocumented immigrant students are not permitted to register until the conclusion of the last published registration period.

In order to comply with these regulations, undocumented immigrant students should follow the same admission and residency classification procedures as all other students, but will not be allowed to register for classes through WebAdvisor or during any early registration period. Instead all students classified as undocumented immigrants should bring their completed registration forms to the Registrar to be held until the end of registration. After the close of registration, undocumented immigrant students will be registered into any available classes. This procedure is in keeping with the State Board of Community Colleges Code 1D SBCCC 400.2.

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

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

Career and College Promise (CCP): Career and College Promise Programs offer structured opportunities for qualified high school students to pursue one of three pathways. A brief description of each pathway is listed below. For more detailed information and application procedures please visit the Early College High School Students website at *http://www.vgcc.edu/EarlyCollege/index.cfm* or the High School Students website at *http://www.vgcc.edu/HighSchoolStudents/index.cfm.*

1. **Core 44 College Transfer (CT) Pathway.** The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. Students can choose one of four areas of study in which they can pursue general education courses that can transfer to a North Carolina public university upon the student's acceptance. These courses may also count as high school credit at the discretion of the high school administration.

2. **Career Technical Education (CTE) Pathway.** The Career Technical Education Pathway is designed for high school juniors and seniors who wish to begin the pathway towards completion of a credential prior to graduating high school. Students can choose one of many approved areas of study in which they can pursue courses that can lead to certification or licensure, and increased employment opportunities. These courses may also count as high school credit at the discretion of the high school administration.

3. **Cooperative Innovative High School Program**. VGCC Cooperative Innovative High School Programs take the form of Early College High Schools and are located on the college's campuses. Students enrolled in these programs can concurrently obtain a high school diploma and begin or complete an associate degree program or earn up to two years of college credit within five years. The application process to apply to one of these schools begins in middle school and is conducted by the Local Education Authority (LEA). To obtain additional information about our early college high school partnerships please visit our website. Application information and procedures can be obtained through your servicing LEA.

INTERNATIONAL STUDENT ADMISSIONS

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

1. Submit an Application for Admission with the applicant's original signature;
2. Present official TOEFL, SAT or ACT scores that document academic English ability, or acceptable scores in English, Reading and Mathematics on the college placement test battery. (This option is only available to international applicants who are already in the U.S. on another valid non-immigrant visa type);
3. Submit official secondary and/or high school and college or university transcripts (if applicable). Transcripts must be submitted with the application for admission in sealed envelopes or mailed directly to VGCC from the overseas institution, and must be translated to English if necessary;

4. Submit an Affidavit of Support completed by the applicant's sponsor and accompanied by an original bank letter or statement that certifies the availability of sufficient funds to cover all expenses, food, housing, and transportation.

5. Submit a one semester tuition deposit (approximately $3,500 to $4,000.)

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

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

STUDENT ASSESSMENT AND PLACEMENT TESTING

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

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

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

Students who have not enrolled in a developmental English, reading, or math class within twelve months of testing may test and retest prior to the semester in which they are enrolling. The most recent scores (or the higher of the most recent test-retest scores) will be used for placement. Any additional testing beyond the initital test-retest will require special approval from the Dean of Academic and Career Pathways and/or the Vice President of Academic and Student Affairs. Placement test scores are valid for five years.

Once a student has enrolled in developmental classes, retesting will

only be allowed during the drop/add period of the term. Diagnostic test may be administered by the instructor to ensure correct placement. If scores on the diagnostic tests are sufficient to warrant retesting, then eligible candidates will be referred to Student Development for retesting using the College's official placement test. Students scoring high enough on the College placement test will be given an opportunity to advance to an appropriate course depending upon meeting patterns and availability. *(Effective: 01/01/12)*

WAIVER OF PLACEMENT TESTING

The placement test may be waived under the following circumstances:

1. Transfer students who have successfully completed transferable college or university-level courses in English and/or mathematics from an accredited post-secondary institution.
2. Applicants who met the cut-off scores of approved standardized tests. See Testing Center website for complete details: *http://www.vgcc.edu/TestingCenter/index.cfm*
3. Applicants who have taken placement tests within five years at another NC Community College may transfer those scores to VGCC.
4. **Beginning with fall semester 2014 applicants,** placement tests will be waived if the following criteria are met:
   • Graduation from high school within the past five years with a GPA of 2.6 or higher and a FRC Code of 1, 2, 3, or 4.
   • In the absence of an FRC Code, evidence of a math course sequence consisting of Algebra 1, Geometry, Algebra II, and one math beyond Algebra II may substitute for this requirement.

These placement criteria may be applied at the end of first semester of the senior year for currently enrolled high school students.

TESTING SCHEDULE

The placement test is periodically scheduled throughout each academic term. Testing sessions are scheduled at all campuses during a variety of times to accommodate students. Students are scheduled for placement testing once their Application for Admission is received by the College. Applicants who may need special accommodations should contact the Director of Counseling and Student Support Services prior to their scheduled test date. Testing is available at our Main, Franklin, South, and Warren Campus locations. *For more information, please visit our website at www.vgcc.edu/TestingCenter.*

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

RESIDENCE STATUS FOR TUITION PURPOSES

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

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his/her length of residence in the State. To be eligible for classification as a resident for tuition purposes, a person must establish that his/her presence in the State currently is, and during the

requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

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

Information relating to claimed North Carolina residence for tuition purposes shall be required from all applicants claiming to be North Carolina residents, and a determination shall be made by the Registrar as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Judicial Committee. Should the Judicial 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 Development.

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 Registrar.

REGISTRATION

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

New Students

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

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

Returning Students

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

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Change of Academic Program

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

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

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

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

Readmission of Students

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

Drop and Add

Courses may be added during the registration dates and published drop/add dates at the beginning of each term. To add or drop classes, a student must follow the steps below or complete the procedure through WebAdvisor:

1. Obtain a Drop/Add Form from the Admissions/Records Office or Student Success Center and fill it out completely;
2. Have academic advisor or counselor approve the change and sign the form;
3. Sign the form and return it to the Admissions/Records Office or satellite campus office for updating registration;
4. If adding, take the form to the Business Office/Cashier for tuition payment, or pay through WebAdvisor.
5. If adding, attend next scheduled class meeting. Due to varied departmental attendance requirements, classes missed prior to registration may count as absences.

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

Request for WP Grade after the 75% Point

A student can petition in writing for a WP Grade to the Dean of Student Development after the 75-percent point of a term, if mitigating circumstances warrant. Approval can only be granted with permission of the instructor, academic dean, Vice President of Academic and Student Affairs and Dean

of Student Development. The burden of explanation and documentation of mitigating circumstances lies with the student. Students should obtain "WP" forms from the Dean of Student Development or Campus Deans.

Class Cancellation Policy

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

Drop and Withdrawal from a Course(s)

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

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

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

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

Auditing Courses

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

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

Collection of Social Security Numbers

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

Course Load

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

Course Substitution

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

Release of Information

Written approval of the student is required before a transcript or any information from his/her official record may be released. Exceptions to the above include:
1. The Admissions/Records Office may release information from official records to faculty and staff members of Vance-Granville Community College whose responsibilities require this information.
2. The Admissions/Records Office may honor appropriate requests for directory-type information from student records. VGCC defines the following as directory:
   - Name
   - Address
   - Dates of Enrollment
   - Program of Study
   - Degrees and awards received
   - E-mail addresses
   - Participation in sanctioned campus activities or athletics
3. The Solomon Amendment requires by federal law that the college release the following information, in addition to directory information, to military recruiters when requested:
   - Date of Birth
   - Telephone Number

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

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

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

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

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

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

Student Records

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

Transcript Request

When an official request is made by the student in writing or through WebAdvisor, transcripts of the student's record will be sent to other colleges, universities, employers, and to the student. A Transcript Request form should be submitted to the Admissions/Records Office a minimum of three business days prior to the time a student wants his/her transcript mailed. *A fee of $5.00 will be charged for each official transcript requested by the student.*

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

ACADEMIC INFORMATION

DEGREES, DIPLOMAS, AND CERTIFICATES

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

1. Associate in Arts and Associate in Science: the 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. Associate in Applied Science: the degree is awarded to students majoring in one of the technical curricula and who plan to obtain full-time employment upon graduation from VGCC.
3. Associate in General Education: the degree is awarded to students majoring in courses designed for personal growth and development leading to variable employment opportunities.
4. Diploma: a diploma is awarded to students who complete a minimum of 36 credit hours and a maximum of 48 credit hours based on the requirements for diploma curricula.
5. Certificate: a certificate is awarded to students who complete approved programs less than one year in length with a minimum of 12 credit hours and a maximum of 18 credit hours. Certificates are only awarded from core, major, or elective courses offered in the Diploma or AAS programs.

STUDENT CLASSIFICATION

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

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

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

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

SPECIAL CREDIT STUDENT: A student who is not seeking a degree or who is auditing a course and has earned fewer than 12 credit hours.

ADVANCED PLACEMENT

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

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

CREDIT BY EXAMINATION

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

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

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

The Credit by Examination form 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.

The College does not award credit for experiential learning or CEU's.

CONTACT HOURS AND CREDIT HOURS*

*Semester credit hours are awarded for classes as follows:

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

* Students should review specific courses in the course description section of this catalog to determine the exact hours of each course as assigned by the NC Community College System and described in the State Board of Community Colleges Code 1G SBCCC.100.1.

PREREQUISITES

Prerequisites are required 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. The student, with assistance from his or her academic advisor, is responsible for checking prerequisites at the time of registration. Students failing to meet the required prerequisite(s) for a course(s) may be dropped or withdrawn at any time the deficiency is discovered. Under certain circumstances, local prerequisites or co-requisites may be waived by submitting a *Request to Waive Prerequisite and Co-requisite* form to the instructor of the class in question. Approval is also required from the appropriate academic program head/department chair and academic dean.

ACADEMIC ADVISING AND ADVISING EXEMPTION

Academic advising assists students in the planning and developing educational and career goals. Courses selected by a student must be approved by their advisor or counselor prior to registration until an advising exemption has been earned. A student may achieve this exemption by earning 24 or more credit hours at VGCC with a minimum 2.75 GPA. The advisor or counselor must also approve all registration changes, such as dropping and adding courses until the academic advising exemption has been earned. A student is required to meet with an advisor each term to discuss academic progress and to plan their next course schedule. Students who meet the academic advising exemption are not required but

are encouraged to meet with an advisor as well to assist with planning and course selection. Although advisors are available to assist students in planning course schedules, the final responsibility for meeting all academic requirements for graduation rests with the students.

ATTENDANCE POLICY

Students are expected to attend all classes, laboratories, clinical, and shop sessions to attain the student learning outcomes of the courses for which they are registered. Attendance is counted from the first scheduled day of class. Although special circumstances may cause a student to be absent occasionally, regular attendance is essential to the learning process.

To receive credit for a course, the student must meet at least eighty-five percent (85%) of class hours and at least eighty-five percent (85%) of lab, clinical, and/or shop hours. When a student's absences total more than fifteen percent (15%) of the total contact hours for a course, the student must be administratively withdrawn from the class. When a student is withdrawn from a class for excessive absences, a "WF" grade will be awarded to the student. Individual programs and instructors may have more stringent attendance policies, and in this case, the program/course policy shall be followed.

The attendance policy for each course is published by the instructor on the course syllabus. (For courses designated as having an online component, the definitions of "attendance" and "absence" should be set forth clearly by the instructor in the syllabus.) It is the student's responsibility to read and abide by the policies outlined in the syllabus for each course in which he or she is enrolled. Students are responsible for all material (lecture notes, assignments, etc.) missed when absences are taken. The availability of make-up tests or other graded assignments is at the discretion of the instructor. All extenuating circumstances must be approved by the Academic Dean and/or Vice President of Academic and Student Affairs.

GRADING SYSTEM AND QUALITY POINTS

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.

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
F#	Failure due to Plagiarism	0
AU	Audit	*
CE	Credit by Examination	*
G#	Grade Forgiven	*
I	Incomplete Grades	*
NS	No Show	*
PA, PB, PC	Passing Grade - Developmental	*
RF	Reschedule - Developmental	*
TR	Transfer Credit	*
WF	Instructor Initiated Withdrawal	*
WP	Student Initiated Withdrawal	*

Not computed in Grade Point Average.

'AU' Grade (Audit)

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

'CE' Grade (Credit by Examination)

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

'F#' Grade (Plagiarism)

The F# is a plagiarism-specific grade that is assigned when a class is failed because of plagiarism.

'G#' Grade (Grade Forgiven)

(No Credit) The "G#" grade replaces a forgiven grade on the academic transcript. Starting with the 2009-2010 College catalog students may apply for forgiveness of "D" or "F" grades on their transcript under specific conditions. See Academic Forgiveness for additional information, page 40.

'I' Grade (Incomplete)

(No Credit) The incomplete grade is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments by the end of the semester.

The requirements for satisfactory completion of a course will be established by the instructor in accordance with course objectives. The incomplete "I" is temporary and must be changed to a grade within the time period designated by the instructor, not to exceed eight weeks from the beginning of the term following the one in which the course was taken. At the end of the specified time period, unresolved "I" grades will be converted to "F" grades. The "I" is used for verifiable, unavoidable reasons and extends enrollment without requiring rescheduling of the course.

Note: *An extension to the eight weeks may be granted under certain circumstances to Cooperative Education students. All extensions must be approved by the Vice President of Academic and Student Affairs and will be evaluated on a case-by-case basis.*

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

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

'NS' Grade (No Show)

(No Credit) The no show grade is a non-punitive grade that indicates a student registered for, but never attended class.

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

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

'RF' Grade (Reschedule - Developmental)

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

'TR' Grade (Transfer Credit)

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

'WF' Grade (Instructor initiated withdrawal)

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

'WP' Grade (Student initiated withdrawal)

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

COMPUTING GRADE POINT AVERAGE

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

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

GRADING POLICY

Vance-Granville Community College employs a letter grading system to evaluate student performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience. Faculty have the academic freedom and responsibility to determine grades according to a method that is professionally acceptable, consistent across the specific academic department at the institution, communicated to all students in the class, and applied to all students equally. In the absence of a department-specific grading scale, the grade assigned will be based upon a 10 point scale.

CHANGE OF GRADE

Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may only be changed with authorization of the instructor and Academic Dean, using the Change of Grade form. A student who wishes to contest a grade must follow the Academic Grievance/ Grade Appeals Procedure outlined later in this chapter. Grade corrections may be made by contacting the Registrar's office in writing during the official WebAdvisor grading period.

REPEATING COURSES

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

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

Developmental classes completed more than five years ago no longer meet the prerequisite(s) for subsequent classes and must be repeated.

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

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

STANDARDS OF PROGRESS

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

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

Academic Warning

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

Probation

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

- Limit the number of hours attempted
- Schedule preparatory or remedial courses as needed
- Schedule repeat of courses
- Reconsider academic program and/or receive career counseling

Students will be notified in writing of their status by the Director of Counseling.or the Dean of Academic and Career Pathways.

Suspension

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

Appeals

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

Enrollment after Suspension

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

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

ACADEMIC FORGIVENESS

Students may request in writing to have previous grades of "D" or "F" excluded from calculation in their cumulative GPA under the following conditions: The coursework to be forgiven must be at least 5 years old, and consist of "D" or "F" grades. The student must have completed at least 12 credit hours of coursework since that time at an accredited college or university and earned a cumulative GPA of 2.5 or higher. A student may be granted academic forgiveness only one time, and a maximum of 16 semester credit hours total may be forgiven. Former BLET students may request forgiveness of all the credit hours included in the CJC 100 class, up to 19 credit hours.

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

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

Health Science Students Standards of Progress

A student will not be allowed to continue in specified health science programs with a grade of "C" in certain courses. Refer to the handbook of the specific Health Science program. A grade of "C" or better is required for the general education classes and Radiography classes.

ACADEMIC GRIEVANCE/GRADE APPEALS PROCEDURE

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

1. Instructor
2. Program Head/Department Chair/Coordinator
3. Academic Dean/Director
4. Vice President of Academic and Student Affairs or Dean of Continuing Education

The procedure will occur in the following order:

1. The student will arrange a meeting with the instructor to discuss the problem as soon as it develops, preferably before the end of the course/term.

2. If the problem is not resolved with the instructor, the student will contact the Coordinator or Program Head/Department Chair, who will arrange to meet with the student or the student and instructor.

3. If the problem is not resolved with the Coordinator/Program Head/Department Chair, the student will obtain an Academic Appeals Procedure Form from the Academic Dean, Vice President of Academic and Student Affairs, Dean of Continuing Education, and/or the Dean of Student Development. The student will complete the form and *personally* deliver the form to the Academic Dean detailing his/her academic concerns.

4. For grievances related to Curriculum Programs, the Academic Dean will meet with the instructor and program head and/or department chair to discuss the concern. For grievances related to continuing education courses, the Director of the division will meet with all parties involved in the conflict.

5. A written response from the Academic Dean (for CU Programs) and the Director (for CE Programs) will be delivered to the student within 10 working days of receipt of the student's form. Students must keep a copy of the Dean's or Director's response if they plan to pursue the procedure to the next level.

6. If not satisfied with the Dean's or Director's response, the student will have 5 working days to appeal to the Vice President of Academic and Student Affairs for Curriculum Programs or the Dean of Continuing Education for Continuing Education courses. If the concerns are not resolved, the student may request a hearing of the Academic Affairs Committee. The Vice President of Academic and Student Affairs may summon the Academic Affairs Committee for a hearing within 10 working days from the receipt of the appeals request.

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

CATALOG OF RECORD

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

STUDENT RESPONSIBILITIES

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

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

1. Have all official high school **and any required post-secondary transcripts** on file with the Admissions/Records Office at VGCC. *(See General Admissions Procedures section for details)*

2. Successfully complete his/her course of study.

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

The Associate Degree Nursing, Practical Nursing, Medical Assisting, and Radiography Programs have additional grade point average requirements for graduation.

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

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5. Complete WorkKeys Assessment. **(See note 2 below)**

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

7. Pay a graduation fee at the Business Office.

Note 1: *Transfer students must complete a minimum of 25 percent of the course credit hours as required in their program of study at Vance-Granville Community College.*

Note 2: *Beginning May 2013, all students will be __encouraged__ to take this assessment before graduating from Vance-Granville Community College. WorkKeys is an assessment system used to measure job skills that are believed to be critical to success in the workplace. It provides students with a portable credential that is nationally recognized by business and industry, provides valuable feedback to curriculum programs, determines skills in need of improvement and offers participants opportunities for career exploration. Recipients can be awarded Career Readiness Certificates (CRC) of Gold, Silver or Bronze based on their skill levels in Applied Mathematics, Reading for Information and Locating Information. The cost of the assessment will be funded from a combination of grants, fees and institutional money. Please note that the required assessment results will not impact a student's GPA or program completion.*

APPLICATION FOR GRADUATION

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

It is the responsibility of the student to complete the application for graduation by established due dates (approximately one month prior to completing course requirements.) The student should make an appointment with his/her advisor or the academic program head to determine the completion status of academic requirements, and obtain an Application for Graduation. The Curriculum Application for Graduation may also be found online at: *http://www.vgcc.edu/graduation.*

When this form has been completed by the student and signed by the advisor, it should be forwarded to the Registrar's Office with supporting documentation (a copy of the EVAL report or program checklist). The Registrar will certify the student for graduation once all final grades are received. This process can be completed at any of the VGCC campuses.

The $15.00 diploma fee will be placed on the student's WebAdvisor account within 48 business hours from the receipt of the Application for Graduation and must be paid prior to the graduation ceremony, or by the end of the summer term for August and December graduates. For those students participating in the May graduation ceremony, a cap and gown must be purchased separately at the College bookstore by the first week in April.

AWARDING OF CURRICULUM CERTIFICATES

A certificate may be awarded with the approval of the Program Head/Department Chair and Academic Dean for completing 12 or more credit hours within an approved program of study. The Academic Dean must submit an *Application for Curriculum Certificate* to the Registrar's Office so that it can be recorded on the student's transcript. If the student requests a printed copy of the certificate, there is a $5.00 processing fee which will be charged to the student's College account. There is no fee to record the certificate on the student's official transcript. To be eligible to earn a certificate the following graduation requirements must be met: all

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official high school and post-secondary transcripts that are relevant to the certificate must be on file with the Admissions/Records Office, the student must have a cumulative quality point average of at least 2.0 in all courses in the program, and the student must have no outstanding balance due to the College.

High School students, upon completion of the certificate program requirements are eligible to be awarded the certificate credential, prior to graduation from high school after review by the appropriate program head/department chair, Academic Dean and approval of the Vice President of Academic and Student Affairs.

DEAN'S LIST

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

DISTANCE EDUCATION

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

Web courses reach the student over the Internet. Reading assignments, research, study sessions, discussion groups, and tests take place via the computer. Web courses are ideal for working parents, people on swing shifts, and others who find it difficult to come to campus regularly to take courses. Successful students in Internet courses typically have done well in other college courses and are self-motivated individuals who can learn on their own and do not require a great deal of help from others.

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

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

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

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 8 a.m. and 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday.

The Business Office accepts cash and checks. MasterCard and VISA card payments are accepted on-line through WebAdvisor.

TUITION/FEES

Tuition rates and fees are set by the N.C. Legislature and are subject to change without notice. The tuition rates for 2013-2014 are shown below. Cost of textbooks and additional fees may vary according to the program of study. The payment of all tuition and fees are required at the time of registration, and no student is officially registered until all fees are paid. There are no additional fees for distance education courses.

CURRICULUM TUITION:* COSTS PER TERM

Certificate, Diploma & Degree Programs	In-State*	Out-of-State*
16 or more credit hours	$1,144.00	$4,216.00
1-15 hours (per credit hour)	$71.50	$263.50

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

CURRICULUM STUDENT ACTIVITY FEE/ACCIDENT INSURANCE:**

	COSTS PER TERM	
Fall and Spring Terms	**In-State**	**Out-of-State**
12 or more credit hours	$25.00	$25.00
1-11 credit hours	$20.00	$20.00
Summer Term	$ 5.00	$ 5.00

TECHNOLOGY FEE:**

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

CAMPUS ACCESS/SECURITY FEE:**

	COSTS PER TERM	
Fall, Spring & Summer Terms	**In-State**	**Out-of-State**
Per credit hour	$ 1.50	$ 1.50

*Tuition Rates for 2013-2014 are shown above.
*Subject to change by the N.C. Legislature
**Subject to change by the VGCC Board of Trustees; (Accident Insurance fee ($1.25) is included in the activity fee.)
(Check for updates on the VGCC web page at http://www.vgcc.edu)

BOOKSTORE

The College operates a Bookstore at each college location where students may purchase books, supplies, and gift items. The regular operating hours vary for each location. The operating hours can be found on the bookstore website at *http://www.vgcc.edu/Bookstore/locations-hours.cfm.*

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

BOOKSTORE REFUND POLICY

Refunds on books are only allowed during designated time periods for each semester. These time periods and the complete refund policy are posted on the VGCC bookstore website and in the bookstore. To obtain a refund, the student must have the original cash register receipt and the return book(s) must be in the exact condition purchased and/or in the sealed shrink wrapped package. Please visit the bookstore refund policy online at *http://www.vgcc.edu/Bookstore/refund-policy.cfm.*

TEXTBOOKS AND SUPPLIES

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

USED BOOK BUY-BACK

The Bookstore will buy most used books **if they will be used the following term and if additional books are needed to meet estimated course enrollment.** Fifty percent (50%) of the original book price may be paid for books meeting these and other 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.

Check the website at *http://www.vgcc.edu/Bookstore/bkst-buyback.cfm* for a complete explanation of the buy-back policy. A buy-back will be held at the end of each term. Dates will be posted on the website at *http://www.vgcc.edu/Bookstore/bkst-buybackdates.cfm.*

STUDENT ACTIVITY FEES

Student fees are assessed according to the chart on page 46. The proceeds from student activity fees are used to cover extra-curricular costs, such as student I.D. cards, student accident insurance and student activities.

CAMPUS ACCESS/SECURITY FEE

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

TECHNOLOGY FEE

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

GRADUATION FEE

A graduation fee of $15.00 per degree or diploma will be due and payable to the Business Office once a curriculum student applies for a degree or diploma and is approved by the Registrar's Office for graduation. The fee covers the cost of the diploma and other graduation expenses not paid for by the College or the State. If participating in the graduation ceremony, an additional fee is paid to the Bookstore for cap and gown and invitations. For more information please visit our website at *www.vgcc. edu/graduation.cfm.*

CERTIFICATE FEE

A fee of $5.00 per certificate will be due and payable to the Business Office once a curriculum student applies for and requests a printed certificate and is approved by the Registrar's Office. The fee covers the cost of the certificate. If the application is approved by the Registrar's Office, but the student does not pay the $5.00 per certificate fee, the certificate completion will appear on the student's transcript, but a printed certificate will not be issued.

ACCIDENT INSURANCE

Students who register for curriculum classes and who pay student activity fees receive (at no additional cost) accident insurance covering the student while on campus. In addition, and depending on course requirements, some Occupational Extension students will be required to purchase student accident insurance. Accident insurance is secondary to the student's personal medical insurance.

STUDENT HEALTH INSURANCE

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

MALPRACTICE INSURANCE

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

INDEBTEDNESS TO COLLEGE

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

TUITION REFUND POLICY

Eligibility for tuition refunds are determined by the state policy in effect during the specified term, which will be published prior to the beginning of each term. Currently, curriculum students who officially withdraw from the College prior to the first day of the semester are eligible for a 100-percent refund of tuition. Students who withdraw after the beginning of the term but by the 10-percent point are eligible for a 75-percent

refund of tuition. The student activity fee, campus access/security fee, technology fee, and malpractice insurance fee (if applicable) will be 100% refunded when a student officially withdraws from all curriculum classes prior to the first day of the semester. These fees are not refundable once the semester begins. Official withdrawal forms may be obtained from the Main Campus Admissions/Records Office or from the Campus Dean.

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

STUDENT AID

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

Inquiries regarding scholarships should be directed to the College's Endowment Fund Office, and questions concerning federal-and-state-funded financial aid programs should be directed to the Financial Aid Office. Special billings and employer payments should be directed to the Business Office and the sponsoring agencies.

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

Eligibility

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

Return of Funds

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

CLOCK-TO-CREDIT 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
- Electrical Systems Technology
- Pharmacy Technology
- Practical Nursing
- Welding Technology

Full-time status:…………………………...12 cr hrs and ≥ 29 contact hours

Three quarter time status:…………   9-11 cr hrs and 22-28 contact hours

Half-time status:……………………… 6-8 cr hrs and 15-21 contact hours

Less than half-time status: ……………1-5 cr hrs and 03-14 contact hours

CLOCK HOUR PROGRAM

Federal regulation requires the College to administer Title IV funding to students in the *Cosmetology* and *Basic Law Enforcement Training (BLET)* programs solely by clock hour progression. For further information, please visit the Financial Aid website at *http://www.vgcc.edu/FinancialAid-Office/index.cfm.*

HOW TO APPLY

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

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

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

FINANCIAL AID ASSISTANCE

Students may receive assistance with financial aid on an individual basis. Students requesting assistance should stop by or call the Financial Aid Office.

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

TYPES OF FINANCIAL AID HANDLED BY FINANCIAL AID OFFICE

GRANTS

• **Pell Grants** (Maximum Time-Frame: 12 full-time semesters)

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

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

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

*Students who have earned a bachelor's degree are not eligible for the Pell Grant.

• **Supplemental Educational Opportunity Grant (SEOG)**

This federal program offers grants to Pell Grant recipients with exceptional financial need. Students must also be enrolled at least half-time.

No additional application is necessary for the grant. All Pell recipients are automatically considered. However, early submission of the FAFSA is required.

• **North Carolina Community College Grant**

Grants are available to North Carolina residents who demonstrate financial need and are enrolled at North Carolina community colleges. Students must be North Carolina residents enrolled for at least 6 credit hours per semester in curriculum programs.

Eligibility is determined based on the same criteria as the Federal Pell Grant; students not eligible for the Federal Pell Grant may be considered for the grant based on their estimated family contribution as determined on the Student Aid Report. Students who have earned the baccalaureate (4 year) college degree are ineligible.

The value of the grants are estimated to range from $100 to $900. Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is used to also qualify for Federal Pell Grants.

*Grant is not awarded during Summer semester.

• **Vance-Granville Departmental Grants**

For the purpose of assisting full and part-time students with college tuition expenses, funds earned from Bookstore profits are made available each year. Recipients of these grants are selected by the Academic Dean, Dean of Student Development and Campus Dean.

SCHOLARSHIPS

NC Education Lottery Scholarship (Maximum Time-Frame: 8 full-time semesters)

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

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

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

The value per grant will vary according to information that is generated from the Free Application for Federal Student Aid application. Grants are estimated to range from $100 to $3,000 for the year.

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

*Scholarship is not awarded during Summer semester.

Vance-Granville Scholarships

Vance-Granville Community College's scholarships are awarded individually to curriculum students based on criteria outlined for each award. Academic standing and need basis are factors in determining the recipients, but they are not the primary criteria in all cases. Application forms are available in the College's Endowment Fund Office, various locations at Main Campus, all Satellite Campuses, and also online.

Scholarship recipients are selected by a scholarship selection committee unless otherwise stipulated in the criteria of the scholarship.

The priority deadline date for full consideration to receive scholarships relating to the 2013-2014 academic year is March 15. Scholarship applications are accepted after the priority deadline.

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

Presidential Scholar Awards

In October 1999, the Presidential Scholar Award was established to recognize students who are at least half-time (6 credit hours) with exemplary scholastic records. Currently, the scholarship award may be up to $1,250 depending on the investment income earned the prior year.

Presidential Merit Awards

Candidates for these awards may be either currently or newly enrolled students who are at least half-time (6 credit hours) with excellent scholastic records. Currently the scholarship award may be up to $750 depending on the investment income earned the prior year.

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Academic Achievement Scholarships

Recipients of Academic Achievement Scholarships may be either currently or newly enrolled students who are at least half-time (6 credit hours) at VGCC with high scholastic ability, or graduating high school seniors selected by their counselors or principals. Currently the scholarship award may be up to $500 depending on the investment income earned the prior year.

Annual Scholarships

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

OTHER FINANCIAL AID

High School Equivalency/Adult High School Diploma Completion Tuition Certificate

Recipients of this certificate are students who have successfully completed the High School Equivalency or Adult High School Diploma program at Vance-Granville Community College. The certificate, which has no cash value, provides a waiver of in-state tuition and fees for one semester of curriculum education at VGCC. Recipients are required to apply for financial aid by completing the FAFSA. If the recipient qualifies for aid, the certificate may not be combined with financial aid awards and/or scholarships. The certificate may only be redeemed during the recipient's first semester of curriculum enrollment.

College Foundation, Inc.

College Foundation, Inc., (CFI), is a nonprofit corporation that offers students and parents financial assistance. To learn more about career related scholarships and other scholarships, visit the College Foundation of North Carolina website at *www.cfnc.org*.

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

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

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

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

assistance for that entire term.

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

- Full Time…………………………………...12 or more credit hours
- 3/4 Time……………………………………………9-11 credit hours
- 1/2 Time…………………………………..……..6-8 credit hours

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

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

Federal Direct Loan Program

Vance-Granville Community College does not participate in the William D. Ford Federal Direct Loan Program. However, students with prior Stafford or Direct Loans are eligible for enrollment deferments while attending VGCC. Students wishing to have new student loans may pursue alternative education loans available from one of many private lenders. Information is available in the Financial Aid Office or online at *http://www.vgcc.edu/FinancialAidOffice/index.cfm.*

COLLEGE WORK STUDY

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

WORKFORCE INVESTMENT ACT

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

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

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

STUDENT RESOURCES

CHILD CARE SERVICES

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

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

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

The Main Campus and Franklin County Campus 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.

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

CONFIDENTIALITY STATEMENT

All documentation provided will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

HEALTH SERVICES

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

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

HOUSING

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

LIBRARY SERVICES/LEARNING RESOURCES CENTER (LRC)

Library Services 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. Library Services provides reference and instructional support services, print and non-print media, audio-visual equipment, online databases, Internet access, and supports distance education with remote access to resources and services.

Students can find information in their field of study as well as general interest material, and can benefit from an interlibrary loan agreement that allows students to borrow materials from other NC Colleges and Universities. Library Services staff provide orientation to classes at an instructor's request, and individual instruction is available as needed.

In addition to providing information resources, Library Services offers students a variety of other services, including a place for quiet or group study, access to computers (students must provide ID card), printers, and a copier.

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

Individuals with a lost or damaged item(s) will be charged the ***current*** replacement cost and an additional $5.00 processing fee per item. *For additional information visit the VGCC website at http://lrc.vgcc.edu/home.*

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OPEN COMPUTER LABS

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

ORGANIZATIONS AND ACTIVITIES

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

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences. The program may include student government, publications, departmental clubs, and special interest groups. For additional information, visit the VGCC website at *http://www.vgcc. edu/StudentActivities/clubs-organizations.cfm.*

Ambassador Program

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

Athletics

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

Clubs

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

Phi Beta Lambda

Phi Beta Lambda is a national educational association of student members preparing for careers in business. The goal of Phi Beta Lambda is to train future business leaders to be contributing members of society. Members benefit from leadership and training, contact made through networking, and opportunities to apply their knowledge through business-related activities, including state and national leadership conferences. Membership is open to all students interested in pursuing a business or business-related career. *For more information, contact Student Affairs or visit the VGCC website http://www.vgcc. edu/StudentActivities.*

Phi Theta Kappa

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

Student Government Association (SGA)

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

PARKING

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

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

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

STUDENT HANDBOOK

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

TESTING CENTERS

VGCC's Main, South, and Franklin Campuses all have approved Pierson Vue Testing Centers. These testing centers accommodate all VGCC testing requirements and may provide proctoring services by appointment for a nominal fee. Warren County Campus provides limited testing options. *For more information please visit our website at www.vgcc.edu/TestingCenter.*

ACADEMIC
&
CAREER PATHWAYS

The Academic and Career Pathways Division at Vance-Granville Community College offers programs for educational improvement as well as a variety of services to ensure student success. The division offers Literacy programs for individuals who seek to improve reading, writing, and math skills; earn a high school diploma or High School Equivalency (HSE), and programming for individuals whose native language is not English an opportunity to improve their skills in the English language. Services that are available to students in the Student Learning and Success Center are advising, counseling, minority male mentoring, disability, career and tutorial services.

STUDENT LEARNING AND SUCCESS CENTER

Student success is the central goal of the Student Learning and Success Center. Central to this mission is the provision of a supportive environment that encourages and assists students in developing and achieving their personal and educational goals.

Whether you are having personal issues, having difficulty with a class, or needing some direction, getting help is the smart thing to do. One of the great things about Vance-Granville Community College is that assistance is readily available. The Student Learning and Success Center offers Career Services, Personal Counseling, Advising tutorial, and Disabilities Services.

The Student Learning and Success Center is located on Main Campus in Building 1 on the third floor. For more information on the services provided by the center you may visit our website at *http://www.vgcc.edu/SLSC/index.cfm.*

The following services are provided through the Student Learning and Success Center.

• ACADEMIC ADVISING

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

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

• ACADEMIC SKILLS CENTER

The Academic Skills Center (ASC) provides free tutorial services for various subject areas. Students may obtain a referral form from the ASC, the open computer lab, or from an instructor. Upon completing the form, students will be scheduled to meet with a tutor. Academic Skills Center services are available at all VGCC locations.

Additionally, online tutoring support is available to all VGCC students through SMARTHINKING. For more information, contact the ASC Coordinator or visit the VGCC website at *http://www.vgcc.edu/ASC/index.cfm.*

• CAREER CENTER

The services of the Career Center are available to students attending Vance-Granville Community College and members of the community who need assistance with career development. Resources are designed to encourage individuals to examine and understand their personal interests, abilities, skills, and values, and to use this information in exploring and establishing career goals. Career assessment tools are available to help students identify occupations that meet their individual interests and needs.

Vance-Granville Community College students and alumni are able to access an on-line job posting system, as well as career development tools and resources, from any location on or off campus free of charge. The system, managed by College Central Network, offers a local and national jobs board, a resume builder, electronic career portfolios, Career Advice Documents, podcasts, videos on various topics, career articles, and a Job Search Toolkit. Employers are able to post and manage their employment opportunities independently and at no charge.

Other services provided by the Career Center include resume and correspondence assistance, interview preparation, mock interviews, job search assistance, Career Center tours, career counseling, computer/Internet access, workshops, a career resource library, and an annual Career Day.

The Career Center is located on Main Campus, Building 1, on the third floor. For more information visit the VGCC website at *http://www.vgcc.edu/CareerServices/index.cfm*.

- **COOPERATIVE EDUCATION/WORK EXPERIENCE**

Cooperative Education (Co-Op) enables a student to receive college credit by combining an academic education with practical work experience. It provides students an opportunity to gain the professional experience that will make them a valuable asset to future employers and give them an edge in today's competitive job market. Students may or may not be paid for their work. Emphasis is placed on parallel plans of school and work in business, industry, or government, and the program is structured by measurable learning objectives. Students who are interested in Co-Op should see their Department/Program Head. The Co-Op course is not available in all program areas. In applicable programs, students must have a major elective remaining in order to select Co-Op. Human Services Technology and Culinary Arts require Co-Op within their program of study.

Placement in Co-Op is determined by the student's Department/Program Head 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.

Note: *Most of these courses are ineligible for veterans' benefits. Students should check with the Veterans' Officer, located in Building 8, room 8215 on Main Campus.*

- **COUNSELING SERVICES**

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

Counseling Services maintains relationships with community mental health services in order to accommodate students who may have mental health issues. Services are free and confidentiality is guaranteed within legal and ethical guidelines. For more information, visit the VGCC website at *http://www.vgcc.edu/CounselingServices/index.cfm*.

- **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. Based on placement scores, a student will be placed directly into College English and math or into one of the developmental studies courses that are designed to prepare the student for entry into his or her chosen program of study. To support student success, students are required to take the course sequences in English/reading, mathematics, and the sciences. In addition to the course offerings, staff members of the Advising Center and the Academic Skills Center provide special counseling and tutoring to students enrolled in developmental courses. To ensure that students have indeed mastered the skills necessary to succeed in curriculum programs, some developmental courses require students to pass an exit test in order to complete the course.

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In Fall Semester 2012, Vance-Granville Community College implemented new Developmental Math courses as part of a state-wide initiative. These courses replaced the existing Developmental Math classes, MAT 060, MAT 070 and MAT 080, with eight DMA module courses: DMA 010, 020, 030, 040, 050, 060, 070, and 080. Course descriptions of the new DMA classes are printed in the Curriculum Course Description section of this catalog.

Section numbers for DMA courses consist of three numbers. The first number tells you which of the four weeks the course is offered and the next two numbers tell you the campus location and whether it is a day or night section. If a section number has a "R" then that section is for students who may need to repeat a module for mastery. "R" sections and some other DMA sections combine multiple module courses within the same classroom. All DMA course are taught with a combination of online and face-to-face instruction.

In Fall Semester 2013, VGCC implemented new Developmental English/ Reading courses as part of a state-wide initiative. These courses replaced the existing Developmental English/Reading courses: ENG 080, ENG 085, ENG 085A, ENG 090, ENG 090A, ENG 095, ENG 095A, RED 080, and RED 090, with four DRE module courses: DRE 096, DRE 097, DRE 098, and DRE 099. Course descriptions of the new DRE classes are printed in the curriculum course description section of this catalog. Section numbers are the same as for DMA courses.

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

- **MINORITY MALE MENTORING PROGRAM**

The Minority Male Mentoring Program (3MP) is an empowering and engaging program that provides male students with support and guidance. 3MP helps male students in acquiring the confidence, resources and skills needed to succeed academically and socially at Vance-Granville Community College.

Incoming male students are invited to join the Minority Male Mentoring Program (3MP). Any male student that joins 3MP is known as a Mentee and is assigned a coach. Mentees participate in regular monthly meetings that feature a speaker and/or a workshop on an academic topic or life skills. Mentees voluntarily participate in workshops, activities and programs that encourage student leadership. For more information, visit the VGCC website at *http:// www.vgcc.edu/malementoring.*

- **NEW STUDENT ORIENTATION**

One of the most important things you can do to assure your success as a new student is to get to know your new college. Attending New Student Orientation is a great start for new students and students who have been away from VGCC for over three years. Attending an orientation session is **required**; each campus has scheduled sessions at convenient times. New Student Orientation will inform and prepare you for college life. During New Student Orientation you will meet resource people, learn where to find campus resources, and access online resources including how to register for classes. In addition, you will meet other new students and interact with student leaders. For more information, visit the VGCC website at *http://www.vgcc.edu/AdmissionsOffice/orientation.cfm.*

- **SERVICE LEARNING**

Service Learning integrates community service with academic instruction. By relating the learning objectives with the service objectives, all parties involved benefit. The student has specific objectives that relate to a curriculum for which he or she receives academic credit. The learning outcomes are dictated by program outcomes that support community needs. Information about Service Learning activities on campus may be obtained through the Career Center located in Building 1 on Main Campus.

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DISABILITY POLICIES AND ACCOMMODATIONS

The Americans with Disabilities Act (ADA) states:

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

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

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

Procedure for Requesting Reasonable Accommodations

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

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

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

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

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

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

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

Guidelines for Documentation of Disabilities

Students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act   All documentation is confidential and is not considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility.

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

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

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

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

Americans with Disabilities Act Complaint Procedure

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

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

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

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

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

• The complainant can request a reconsideration of the case if he/she is dissatisfied with the resolution. The request for reconsideration should be made to the Dean of Academic and Career Pathways within 10 calendar days.

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

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

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency. For more information, visit the VGCC website at *http://www.vgcc.edu/DisabilityServices/index.cfm.*

LITERACY EDUCATION PROGRAMS

Literacy programs are located on Main Campus in Building 7 on the second floor. These programs are offered day, evening and on-line. For more information on these programs you may visit our website at *http://www.vgcc.edu/ Literacy-Education/index.cfm.*

Adult Basic Education (ABE)

The Adult Basic Education (ABE) Program is designed to develop and improve a person's mastery of basic skills in reading, writing, math, communication, and critical thinking. Adult participants improve basic skills for the workplace, achieve personal goals, and prepare for enrollment in the Adult High School (AHS) or High School Equivalency (HSE) program.

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

Adult High School (AHS) Diploma

The Adult High School (AHS) Diploma Program is available to meet the needs of adults 18 years of age and older who have not completed high school. There are several steps in the application process. Applicants must first take a placement test in order to determine their skill level in reading, math and language. Since this is a high school program, the applicant's test results must demonstrate a high school proficiency level in the three tested areas. The next step is the evaluation of the official transcript from the former high school by lead instructors in the Adult Learning Centers at the campus sites or the AHS Coordinator on the main campus. Students requiring more than six (6) high school credits are encouraged to pursue their high school equivalency diploma. Once it is determined that the applicant will be accepted, the applicant will decide whether he/she would like to enroll in the more traditional classroom setting or the online program. The Adult High School Program requirements are the same for both programs. All requirements are based on the *revised* North Carolina Standard Course of Study. It is mandatory that

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

COURSES	UNITS
English	4
Mathematics	4
Science	3
Social Studies	4
Health/PE	1
Electives	6
Total	**22**

Enrollment in the Adult High School Diploma Program (distance education/online) and enrollment in the Adult High School Diploma Program Adult Learning Centers (classrooms) provide students with professional support and constant encouragement. However, the Distance Education online setting is available 24 hours a day, seven days a week and utilizes Internet-based instruction to complete the necessary school credits. Both of the choices are equal in quality and will give students an opportunity to earn the necessary high school diploma in order to become more marketable in today's world. Upon successful completion, the student may further his/her education at Vance-Granville Community College. Adult High School classes are free.

Diplomas and Certificates
1. The Adult High School Diploma is awarded to students who successfully complete the credits required by the North Carolina Standard Course of Study. The diploma is awarded by all service area Boards of Education (Vance, Granville, Franklin, and Warren) in cooperation with Vance-Granville Community College.
2. The High School Equivalency Diploma is awarded by the North Carolina Community College System to individuals who achieve passing scores on the High School Equivalency Test.

High School Equivalency (HSE)
The High School Equivalency Program is designed to develop and improve a person's mastery of skills and general knowledge in the four content areas of language arts, social studies, science, and math. Any person 18 years of age or older may enroll in the program. Classes are available at each of Vance-Granville Community College's campuses and at other sites located throughout the college's service area.

Students entering the high school equivalency course of study are assessed to determine areas of strengths and weaknesses. Instructors work individually with students to set goals and plan the most effective study program. Classroom instruction for students in the program focuses on improving critical thinking, reading comprehension, writing ability, and mathematical reasoning in preparation for testing.

Preparation for the high school equivalency test through distance education (online) is available to students who cannot attend classes on campus. The distance education program is available 24 hours a day, seven days a week and utilizes Internet-based instruction to prepare the student for testing.

High School Equivalency (HSE) classes are free. Students are encouraged to further their education at Vance-Granville Community College upon successful completion of the high school equivalency diploma.

High School Equivalency (HSE) Test
The high school equivalency test measures a person's mastery of skills and general knowledge in four content areas: language arts, social studies, science, and math. Upon successful completion of the entire battery, a student

is awarded a diploma that is considered the equivalent of a high school diploma. The high school equivalency test is administered often throughout the semester to meet the testing needs of students. The cost of the high school equivalency test complete battery is $120.00; ($30.00 per content area test) consistent with G.S. 115D-5.

English as a Second Language Program (ESL)

This program offers individuals whose native language is not English an opportunity to improve their ability to understand, speak, read, and write in English. Students entering the program are assessed to determine areas of strengths or weaknesses. At the introductory level, instructors assist students with developing the conversational skills needed for day-to-day survival and success in the workplace. At the intermediate and advanced levels, more detailed attention is given to grammar, language usage, sentence structure, composition, and pronunciation in order to strengthen the student's confidence in using English. Instructors provide a variety of instructional activities for students including computer assisted learning, small and whole group instruction, and individual assistance.

Classes are available at Vance-Granville Community College's campuses and other sites throughout the college's service area. All English as a Second Language classes are free.

Adult Learning Center

The Adult Learning Centers (ALC) are located at each of VGCC's campuses and are designed to provide Adult Basic Skills students with access to a variety of instructional approaches and materials. Technology is used to enhance traditional classroom instruction and provide an interactive learning experience for students. Student learning needs are assessed individually, and instructional plans are developed that take into account each learner's skill development level and preferred learning style.

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

STUDENT CODE OF CONDUCT

CONDUCT

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

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

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

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Dean of Student Development. Pending an investigation, college administrators or campus security may require a student to leave campus and not return until instructed by the Dean of Student Development.

I. Classroom Conduct

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

1. Tardiness
2. Attendance
3. Food and drink
4. Bringing guests to class
5. Conversation during class
6. Required protective equipment
7. Minor disruptions during class
8. Cell phones and other electronic devices
9. Temporary dismissal from class
10. Plagiarism or Academic Dishonesty*
    (*An instructor may impose loss of credit for an individual assignment)

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

Academic Dishonesty (Repeated or Severe Violations) – Students may not cheat or attempt to deceive instructors or any College staff member on assignments, tests, exams, etc. Plagiarism, which includes paraphrasing or summarizing another person's words, without proper acknowledgement is prohibited. Academic dishonesty also includes assisting or attempting to assist another student in an act of academic dishonesty.

PLAGIARISM POLICY AND PROCEDURES

POLICY
The college recognizes plagiarism as defined in Black's Law Dictionary as "the deliberate and knowing presentation of another person's original ideas or creative expressions as one's own." Plagiarism will not be tolerated at Vance-Granville Community College.

Faculty will state the College's definition of plagiarism on course syllabi. Individual departments/programs and instructors may have more stringent plagiarism standards, and in this case, the department/program/course standards shall be clearly stated on the syllabi and shall be followed. Faculty will apply the policy and procedures consistently.

CLASS PROCEDURE
a.   Following the first recorded incident of plagiarism in a class:

The instructor records a zero for the student on the assignment and informs the student of the zero grade due to the plagiarism incident. The instructor will ask the student to acknowledge the first incident of plagiarism in writing. The instructor reports the student and the incident to the student's academic advisor, department chair and/or program head, and academic dean, and Vice President of Academic & Student Affairs. The instructor refers the student to the Academic Skills Center for coaching on how to recognize and how to avoid future incidents of plagiarism. This first incident will be documented in Starfish and an email will be sent to the student to advise him or her of this violation of the College's Plagiarism Policy. In addition, a letter will be sent to the student from the Vice President of Academic and Student Affairs.

b.   Following the second recorded incident of plagiarism in the same class:

The instructor records a zero for the student on the assignment and informs the student of the zero grade. The instructor also informs the student that an F# grade will be entered for the course. The F# is a plagiarism-specific grade that is assigned when a class is failed because of plagiarism. In addition to informing the student of the F# grade, the instructor reports the student and the incident to the student's academic advisor, department chair and/or program head, academic dean, and Vice President of Academic & Student Affairs. The student is not allowed to return to the class for the duration of the semester. The F# grade should be entered immediately for the course grade. The student is not permitted to drop the course with a WP or WF to avoid the penalty. If a student does manage to drop the course (without the instructor's approval) with a WP or WF, the instructor will submit a grade change form to replace the WP or WF grade with the F# grade. The Registrar should confirm the plagiarism acts and implement the change.

c. The following documentation will record the plagiarism.

Grade	Explanation	Quality Points per Credit Hour
F#	Failure due to Plagiarism	0

The information from this section of the catalog is reproduced on the back side of official transcripts from the college. This information should also be updated on transcripts so that recipients of an official transcript are notified of what an F# grade represents.

COLLEGE PROCEDURE

The Vice President of Academic & Student Affairs will enforce the college's policy as follows:

a. Following a student's second offense at the College:

The Vice President of Academic & Student Affairs sends a letter of academic warning to the student informing him/her that the discovery of any additional act(s) of plagiarism or other academic dishonesty in any course will result in suspension and/or expulsion from the College.

If two acts of plagiarism are committed in the same course, the Academic Dean submits an F# grade for that course.

Multiple acts of plagiarism in separate classes could lead to a suspension. Once an F# grade has been received or a suspension has been given to a student for multiple acts of plagiarism in separate courses, then any further acts of plagiarism in any course may lead to another suspension and/or expulsion.

Expulsion will not be the consequence of plagiarism until either one F# grade has been received or one period of suspension has been previously served.

b. Following a student's third infraction:

The Vice President of Academic & Student Affairs suspends or expels the student from the College and provides the student with written notification of the decision. An appeal of the suspension/expulsion decision can be made through the appropriate Academic Division Dean. Students should follow the academic appeals process as outlined in the College catalog. Notification of the decision is also given to the student's current instructor(s), academic advisor, academic deans, satellite campus deans, and security staff at all campuses.

c. If, following suspension for a third infraction, a fourth infraction is discovered:

The Vice President of Academic & Student Affairs informs the student in writing that the student is expelled from the College. An appeal of the expulsion decision can be made through the appropriate Academic Division Dean. Students should follow the academic appeals process as outlined in the College catalog. Notification of the decision is also given to the student's current instructor(s), academic advisor, academic deans, satellite campus deans, and security staff at all campuses.

Maintaining an account of all infractions will be the responsibility of the Office of the Vice President of Academic & Student Affairs.

Temporary Dismissal From Class – When an instructor deems a student's behavior detrimental to the continuation of the class, an instructor may dismiss that student for the remainder of the individual class period. An instructor should complete and submit a Starfish referral to document the dismissal. Any dismissal beyond one class period must follow established College suspension procedures.

II. General Campus Conduct

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

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

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

- **Assault** – You may not threaten to strike or threaten to cause harmful or offensive contact with another person.

- **Battery** – You may not strike or cause intentional contact that causes harm or is offensive to another person.

- **Computer Use** –The College has a Computer and Network User Policy-VGCC Board Policy. Please refer to page 78. Inappropriate or unauthorized use may result in disciplinary sanctions.

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

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

- **Disrespect** – You may not speak or act in a manner that disrespects any person while on campus or while attending any College event.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. Disciplinary Sanctions

When students violate College regulations, they are subject to disciplinary action by the College. Disciplinary action may be initiated by a complaint by any person of the College. The complaint must be filed with the Dean of Student Development or Campus Security. The Dean or his/her representative shall investigate all complaints and will assign in writing formal sanctions if justified. Once formal sanctions have been

determined, the student may appeal the decision. The Student Code of Conduct sanctions are listed below. These sanctions seek to preserve flexibility in the imposition of punishment and do not imply an order or sequence of sanctions. The sanctions in each case will be determined by the factors related to the specific case.

Sanctions include the following:

• **Reprimand** – A written communication which gives official notice to the student that he/she has violated the Student Code of Conduct and that any subsequent violation of the Student Code of Conduct may carry heavier penalties because of this prior infraction.

• **General Probation** – An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications: first, the individual is given the chance to show his/her capability and willingness to observe the Student Code of Conduct without further violation; second, if an additional violation occurs, additional sanctions will be imposed. The probation will be in effect for no more than two terms.

• **Restrictive Probation** – Restrictive conditions may limit activity or access to certain places within the College community. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for no more than two terms. Any violation of restrictive probation may result in immediate suspension.

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

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

• **Suspension** – This is defined as exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time, generally up to one calendar year.

• **Expulsion** – This is defined as dismissal from the College for an indefinite period, generally more than one calendar year. The student may be re-admitted to the College only with the approval of the College President or his/her designee.

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

• **Group Restriction** – While under restriction, a campus group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

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

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

Order of Disciplinary Appeals Procedures

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

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

Rights of the Accused
The accused may elect to

• Voluntarily accept sanctions imposed by the Dean of Student Development; or

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

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

Hearing

The Judicial Committee will
• Hear the complaint from those initiating disciplinary action, along with any witnesses;

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

• Discuss facts to determine if disciplinary action was justified;

•Provide written recommendation to the President within five working days of their decision to support or not support the appeal;

• The President will make a decision and notify the student within five working days of receipt of committee's written recommendation. *The decision of the President is final;*

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

Note: Academic Grievance/Grade Appeals information is located in the Academic section of this catalog.

GENERAL INFORMATION

Access to Campus Facilities

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

Alcohol and Drug Abuse - VGCC Board Policy

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

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

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

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

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

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Alcohol and Drug Abuse Agency Resources

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

- Alcoholics Anonymous
  Vance County:………………………………………………252-438-2395
  Granville County:………………………… ………………919-693-2329
  Franklin County……………………………………………1-877-619-3761
  Warren County:……………………………………………252-257-2774
  Durham County:…………………………………………919-286-9499
  Wake County:…………………………………..…………919-783-8214
  TriCounty Intergroup:……………………...………………919-831-5100
- Narcotics Anonymous Hotline…………………………...919-831-5100
- Alcohol Drug Council of N.C……………………….…..1-800-662-7030
- Alcohol Abuse 24-Hour Hotline & Treatment………..1-800-374-2800
- Alcohol Abuse 24-Hour Assistance & Treatment…… 1-800-234-1253
- Five County Mental Health Authority………………. .1-877-619-3761
  (TTY) 1-877-338-0788
- Alcohol & Substance Abuse Program UNC-Chapel Hill……1-888-457-7457
- Durham Council of Alcoholism & Drug Dependence, Inc……919-309-2600
- Duke Addiction Program……………………………... 919-684-3850
- Wake County Programs and Clinics:…………………… 919-212-7000
- Al-Anon/Alateen:……………………………………… .919-713-1516

Approval of Activities/Fund Raising

All club extracurricular activities and fund raising must be approved by the Dean of Student Development to ensure that they are coordinated throughout the entire College.

Bulletin Boards

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

• Ads (books for sale, rentals, items for sale, etc.) may be posted on a designated bulletin board located on the third floor of Building 1 on the Main Campus. Students at other campus locations must have postings approved by the Campus Dean. Permission to mount posters or notices on bulletin boards must be obtained from the Dean of Student Development's Office.

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

Campus Security

VGCC strives to provide a safe and secure working and learning environment for its faculty, staff, students, and visitors. Campus Security encourages everyone to be vigilant, to be aware of his/her surroundings, to keep his/her belongings secure, and to report any suspicious persons or behaviors to Campus Security or any College official. Victims or witnesses can report crimes or threats anonymously and confidentially by calling the Security Division at (252) 438-0446 or by emailing the Director of Public Safety and Preparedness at *newtons@ vgcc.edu*.

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Children on Campus

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

Communicable Disease

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

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

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

Computer and Network User Policy - VGCC Board Policy

Campus-wide access to computing facilities is restricted to Vance-Granville Community College faculty, staff, currently enrolled students and others as appropriate. Authorized users may use College computing facilities, including transmissions over and through the College network, for research and scholarly or educational purposes, and for official College business, so long as such does not

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

Computing Facilities General Use

Access to Internet operations is restricted to faculty, staff, active curriculum students possessing a valid student identification card, and active extension or special students requiring access by nature of the course requirements or by an instructor's written permission.

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

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

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

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

1. Information Access and User Privacy

Electronic mail, information passing over the College network, and information stored in user accounts are considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

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

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

Users are expected to take proper care of the equipment in all College facilities and to abide by the rules of the staff and faculty supervising the equipment. They are to report any malfunction as soon as possible to the Office of Information Technology for repair. A user should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems, including changing toolbars, screen savers or desktop themes. Users will be held responsible for any internal or external damage inflicted during use. Display of offensive or inappropriate materials on pubic workstations is expressly forbidden and may result in revocation of computing privileges at the discretion of the supervising staff. Staff will periodically monitor appropriate usage. Users are required to sign a copy of the policy statement before using computer workstations in the LRC to document that they understand and are willing to comply with this policy.

2. Ponzi Schemes

A *Ponzi Scheme* is a form of chain letter that requests recipients to send money to people on a list. The US Supreme Court has determined that Ponzi Schemes are inherently fraudulent. The US Criminal Code prohibits the use of mail or wire in any attempt to defraud. Users should

note that under the wire fraud statutes, the attempt to defraud is a violation, and all who are involved in the attempt, whether intentionally or not, may also be in violation.

3. Sanctions for Policy Violations

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

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

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

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

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

Electronic Signature Policy - VGCC Board Policy

Vance-Granville Community College (VGCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to the conditions described below. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format. Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades and attendance roster information, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, etc.

An electronic signature is considered valid when the following conditions are met:

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both username and the password, which is authenticated through LDAP

It is the responsibility and obligation of each individual to keep their username and their password private so others cannot use their credentials. Once logged in, the student or employee is responsible

for any information they provide, update, or remove. VGCC will take steps to ensure both the username and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

General Student Grievance Procedure

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

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

   a. Disseminate information concerning the complaint to the appropriate College officials,

   b. Investigate the complaint,

   c. Refer the student to appropriate College staff

   d. Negotiate a resolution to the grievance.

2. If a satisfactory resolution is not reached, the student may file a General Grievance Form with the Dean of Student Development. If the student is not satisfied with the decision of the Dean, he or she may request a formal hearing by filing a General Grievance Form with the Dean of Student Development within ten working days. Upon hearing the merits of the complaint, the Dean may mediate a remedy for the parties involved or may request a hearing before the Judicial Committee to hear the complaint.

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

Intellectual Property Policy

Vance-Granville Community College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

Intellectual property is defined as intellectual, technical, and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, web course design, logos, and inventions. VGCC owns all rights to its logo, seal, and other related material. The ownership of intellectual property will be determined in accordance with conditions listed below.

1. The employee or student retains ownership if all of the following criteria are met:

• The work was created independently and as a result of the individual's own initiative, not requested by the College,

• The work is not the product of a specific contract or assignment made as a result of employment of the College,

• The work is prepared outside of the scope of the employee's job duties or student's course/program requirements,

• The work does not involve significant use of College facilities, time and/or other resources.

2. The College retains ownership if any of the above criteria are not met by the employee or student or if one or more of the following criteria apply:

• The work is prepared within the scope of the employee's job duties or student's course/program requirements,

• The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College,

• The development of the work involved significant facilities, time and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment or other materials or financial assistance.

Student Ownership of Intellectual Properties

Students who independently develop intellectual property arising out of their participation in programs of study at the College will retain the ownership rights to such property when the intellectual property does not result from their enrollment at VGCC and when the use of College facilities is minimal. Students using significant College resources or those employed by the College will be treated in the same manner as similarly situated College personnel. However, any student not employed by the College but engaging in research or development of intellectual property under the supervision and direction of a faculty member in connection with a program or activity subject to this policy shall have no ownership interest in the resulting property, but may be eligible to participate in the income distribution (see section Income Distribution). Faculty using such volunteer, non-employed students in their scholarly work projects should have the students sign a "Student Assignment of Ownership and Nondisclosure Agreement" form.

Significant Use of College Resources

Significant use of College resources in generating creative works is defined as use of College facilities, equipment, personnel, and one's time in excess of that needed to fulfill the required purpose of one's position, occupation, job description, appointment, and/or association with VGCC. Significant use of resources results when the creation of the work requires use of College resources beyond those allocated to the faculty or student in support of their academic work within their respective department or class. Such usage may occur as a result of actions of the College personnel involved or when specific assignments are given to students or where contracts or other obligations are involved. The College will retain title to all creative works that make significant use of College resources.

The following examples generally define such use when they are applied, singly or in combination, in support of a revenue-producing work. Although it is the responsibility of the dean or equivalent supervisor to evaluate situations and determine if significant use of resources has occurred, faculty members, employees or students have an obligation to notify their instructor, supervisor or dean when they believe that their work involves more than nominal use. The following are examples of criteria for establishment of significant use:

1. Extended use of time and energy by the developer(s) in creating or promoting the work that results in reducing the levels of teaching, scholarship, or citizenship activities, so that anticipated performance in these areas is at a level significantly less than normal.

2. Substantial use of College facilities such as laboratories, studios, equipment, production facilities, or specialized computing resources.

3. College funding in support of the work's creation.

4. Reduced teaching load without a salary reduction.

5. Paid professional development leave to develop or complete a work.

6. Direct assignment or commission from the College to undertake a creative project as a part of the developer's regular appointment or assignment.

7. Substantial use of funding from gifts to the College to support creation of the works involved.

8. Production of the work under specific terms of a sponsored research grant or contract.

9. Substantial subvention by the College in the publication of a scholarly book or creative work.

10. Use of specifically designated College funds or extensive use of the services of a support unit financed by the College for production of a creative work.

11. Use of College computers and servers for Web-based activities such as a distance-learning course.

Minimal Use of College Resources

Minimal use of college resources is use that is within the required activity of one's appointment or assignment at VGCC. College personnel may make such minimal use of college resources and devote office time in carrying out a range of professional activities, some of which may involve income-generating projects. Similarly, students may make such minimal use of college resources to carry out a range of academic assignments, some of which may involve income-generating projects. The College relinquishes (to the developers) ownership of creative works and its rights to any income generated as long as college resources are used in this nominal fashion, and the time involvement of the developer(s) of the project does not compromise their core responsibilities in teaching, scholarly work, and college citizenship.

The following examples generally define such use:

1. Minimal use of time and energy by the developer(s) in creating or promoting the creative work while maintaining assigned levels of teaching, scholarship, and citizenship activities, so that anticipated performance in these areas is at the expected level.

a. Student employees or technicians may not be used to do income-producing work or make up the slack in a faculty member's assignment so he or she can do income-producing work.

b. Developers may not receive additional released time to develop a work, other than that assigned to normal faculty or students.

2. Minimal use of college resources in the ordinary support of the developer's assignments, teaching, scholarly, and service activities.

a. Use of photocopying equipment, long distance telephone costs, postage, faxes, etc., specifically for a creative work may not exceed incidental use.

b. Office supplies or software may not be purchased specifically for a creative work.

c. Secretarial help, such as typing manuscripts, may not be used to generate income-producing products. Incidental help, such as formatting tables, is allowed.

d. Course or instructional materials may not be generated with the use of support units financed by the college. Courses or instructional materials generated in the normal course of teaching or assignments, without such support, are allowed.

e. Works may not be funded by outside grants or gifts nor produced under a sponsored research grant or contract.

Warranty Clause

The faculty, staff, or student shall warrant in writing that there are no third party claims against the intellectual property that has been disclosed to VGCC, that the intellectual property in question is the exclusive work of the faculty, staff, or student and other persons identified in the disclosure to VGCC, and that no other person or entity claims an interest in the intellectual property in question.

Indemnity Clause

The faculty, staff, or student must agree, in writing, to fully indemnify and hold harmless VGCC, its trustees, officers, faculty members, staff, and any and all other individuals associated with VGCC, from and against any and all claims, demands, actions, and causes of actions brought against VGCC, its trustees, officers, faculty members, staff, and any and all other individuals associated with VGCC, relating in any way to the intellectual property in question.

Repayment of College Support Funds

In certain situations of substantial use of college funds and other resources, it may be more appropriate for the developer(s) to repay such funds to the college and thus fall under the minimal rather than substantial use provisions of this policy. The division dean, Vice President of Academic and Student Affairs, and Vice President of Finance and Operations, in consultation with the developer(s) and the appropriate office(s), will determine the appropriate level of repayment.

Income Distribution

All revenues derived from college-owned intellectual property or creative works will be received and administered by the Institutional Effectiveness Office. Costs incurred by the college in the process of perfecting, transferring, and protecting college rights to the property or works will be paid by the college and, together with interest costs, will first be deducted from the gross income available for distribution. An accurate accounting of all such costs shall be made available to the developer(s) upon request. The net income (gross income minus college expenses) from college-owned intellectual properties will be distributed to academic developers and to developers in support areas as follows:

a. Developer(s)—40%
b. College of the developer(s)—60%

Assignment of Intellectual Properties to the College

Students, college personnel, or individuals not affiliated with the college who own intellectual property may elect to voluntarily disclose and submit their properties to the Technology or Institutional Effectiveness Offices for the purpose of facilitating commercial development. In the event that either of the offices agrees to accept management of the property, the property shall be assigned to VGCC and the assignor shall be entitled to the same distribution of revenues and other rights and responsibilities as the academic developers of college-owned property, as specified in this policy.

Release of College Ownership

The college may, at its sole discretion, determine to release to the developer(s) its ownership rights to any intellectual property upon such conditions as the college deems beneficial and fair to all parties. However, VGCC may retain a royalty-fee license to use this intellectual property for research and education.

Dispute Resolution

Any disputed issues related to intellectual property, or the interpretation of this Intellectual Property Policy, shall first be reviewed by the Institutional Effectiveness Office. Any disputed issues that cannot be resolved with the assistance of the Institutional Effectiveness Office shall be referred to the President of the college. The President may refer disputed issues to the Board for its recommendations and advice.

Operation and Parking of Motor Vehicles

1. Enforcement

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

2. Application of State Law

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

3. General Rules

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

Publications

Publications are defined to include but are not limited to the following: newspapers, pamphlets, newsletters, brochures, flyers, books, posters, or magazines. Publications are not to be printed,

distributed, or displayed without official approval of the Vice President of Employee and Public Relations. Off-campus organizations are not allowed to distribute their publications on any of the College's properties without the approval of the College President.

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

Recruiting/Solicitation on Campus

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

Religious Observance Policy - VGCC Board Policy

The Board of Trustees grants each student two days of excused absences per academic year for religious observances. In order for the absence to be an excused absence, students must notify the College in writing within two weeks of the beginning of any class and/or course, in which they are enrolled, of the dates of any religious observance for which they request an excused absence.

For the purpose of this policy, an excused absence is an absence for which the student is held harmless for their failure to attend a scheduled class, and for which the instructor provides the student a reasonable opportunity to make up any tests, exams, assignments, or other work missed as a result of the absence. Academic year is defined as beginning the first day of fall semester and ending the last day of the summer semester. Should the student fail to complete the tests, exams, assignments, or other work missed during the excused absence, after the instructor has given a reasonable opportunity to complete them, the instructor is authorized to give no credit for any tests, exams, assignments, or other missed work. North Carolina General Statute 115D-5(u); SL 2010-112,5.2.

Sexual Assault

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

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

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

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

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

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

b) Exhibitionism

c) Sexual language of a threatening nature

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

Complaints by or against students will be forwarded to the Dean of Student Development for resolution within the College's Student Code of Conduct. Complaints by or against College employees will be forwarded to the Director of Human Resources.

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

Sexual Harassment - VGCC Board Policy

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

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

Harassment is defined as unwelcome behavior that creates an intimidating, hostile, or offensive working environment.

Reporting Sexual Harassment

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

Speakers on Campus

When speakers are invited to campus under established procedures, they should be allowed to speak. Respect for the democratic principles of open discussions and the right to hold and present differing opinions carries with it the obligation to allow speakers to speak and to permit audiences to listen.

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Tobacco-Free Policy - VGCC Board Policy

Vance-Granville Community College is committed to providing its students and employees a safe and healthy campus environment. The College recognizes that the use of tobacco products can be detrimental to the health of students, employees, and visitors, and recognizes that it has an obligation to promote a healthy learning and work environment free from unwanted smoke and by-products of tobacco use. Thus, all College campus properties, grounds, and vehicles are tobacco free. Students who repeatedly violate the policy shall be referred to the Dean of Students for action in accordance with the Student Conduct Code. College employees who repeatedly violate the policy shall be referred to their supervisor for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave the property and/or a college sponsored event.

Definitions used in this policy are as follows:
For the purpose of this policy, "tobacco products" are defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, or any products resembling or suggesting tobacco use including, but not limited to, electronic cigarettes and vapor pipes.

Tobacco-Free Guidelines:

Use of tobacco products while on campus is a violation of campus rules and is subject to sanctions used to enforce the Student Code of Conduct. Beginning October 17, 2011 the College instituted a citation program to address smoking and tobacco use on campus. The following steps will be used to assist in campus-wide enforcement:

1. **First Violation**: Warning citation issued to student;

2. **Second Violation:** Required conference with the Dean of Students or Campus Dean;

3. **Third Violation:** Five day suspension.***

Any subsequent violation will result in suspension for the remainder of the current term.

***Occupational Extension student suspensions may vary depending upon the length of the class in which the student is enrolled.

Security may issue a citation directly to a student who has violated the tobacco-free policy. Faculty and staff may approach the student to ask their name, submit the student's name to the Dean of Student Development if already known or request that security approach the student. In order to be enforced, reports must include the name of the faculty or staff reporting the violation. Records of violations will be cumulative throughout a student's enrollment at the College.

CONTINUING EDUCATION

The Continuing Education Division at Vance-Granville Community College offers a variety of continuing education programs to meet the needs and interests of its citizens. There are opportunities for students to gain basic academic skills, job training and retraining skills, along with personal growth and cultural programs. The Continuing Education Division provides life-long learning opportunities. Some courses are offered on a semester basis or as needed. Courses are scheduled when a need is established and space and an instructor are available. Individuals who are interested in new offerings should contact a representative in the Continuing Education Division. Requests will be reviewed to determine if it is feasible to provide the new offering. To view a current schedule for Continuing Education go to: *www.vgcc.edu/Schedules/schedules.cfm.*

Admissions

Any adult who is 18 years or older may enroll in Continuing Education courses. Individuals who are 16 to 17 years old who have special circumstances may be admitted only after meeting special admissions requirements.

CEUs/Certificates

The Continuing Education Division will award Continuing Education Units (CEUs) for all appropriate programs to students who meet the satisfactory requirement. All students must attend scheduled class meetings and complete required assignments to earn a satisfactory grade (S). Students who do not meet this requirement will receive an unsatisfactory grade (U) and will not earn any CEU's nor receive a certificate of completion. The CEU is an established method of recording an individual's participation in an organized continuing education experience under qualified instruction.

Anyone earning CEUs at Vance-Granville Community College can obtain an official transcript from the Records Office. A $5.00 per copy transcript fee should be included with the request. Certificates of completion are normally awarded by request.

Costs

Costs for Continuing Education courses vary but are usually a nominal fee. There is a fee schedule for Continuing Education courses. Fees for all campus classes are listed in our college schedule each semester and on the website. North Carolina residents age 65 or older are exempt from some registration fees. There are no fee exemptions for Self-Supporting courses. Most cultural activities are offered free to the public; however, there are times when a nominal fee may be charged. Registration for the Continuing Education Division is on a first-come first-served basis.

Refund Procedure

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

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

Course Cancellation Policy

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

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.

PROGRAMS

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

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

Registration fees by length of course are as follows *prior* to August 15, 2013:*

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

*Subject to change by N.C. Legislature

Registration fees by length of course are as follows **beginning** August 15, 2013:*

- $70 for 0-24 hours
- $125 for 25-50
- $180 for 50+ hours

*Subject to change by N.C. Legislature

Other Costs:

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

*Subject to change by the VGCC Board of Trustees

Occupational Extension Computer Center

The Occupational Extension Computer Center provides training for a variety of high-demand computer application programs. Courses consist of, but are not limited to, Windows, iPad Basics, Internet Access, Word, Excel, Access, and PowerPoint. Specialty courses such as QuickBooks, PC Maintenance & Repair, Digital Photography and Photo Editing, and AutoCAD are offered as well. Additionally, a number of online courses are available through ed2go. Occupational Extension Computer courses are scheduled during the day, at night, and occasionally on the weekend as needed to provide training to all students. Customized training is offered upon request to local businesses, industries, government, or organizations to meet their specific needs.

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

Industry Services

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

Training includes:

1. Customized Training Program

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

   The program was developed in recognition of the fact that one of the most important factors for an industry considering locating, expanding or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of industries and to respect the confidential nature of proprietary processes and information within those industries.

   The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in North Carolina, thereby enhancing the growth potential of companies located in the state. It prepares the workforce with the skills essential to successful employment in emerging industries.

2. Occupational Training

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

Occupational Extension Training

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

renewal, BioWork, Fermentation, cGMP, Downstream Processing, Notary Public, ServSafe, General Contractor, NC Auto Emission & Vehicle Safety, Understanding and Using the NEC and others.

Occupational Healthcare Programs

This program provides Nurse Aide I & II certification programs in which classroom education, laboratory training, and clinical experiences in local nursing homes and hospitals are provided. In addition, in-service education and training can be provided for hospital, nursing/rest home and government personnel. HRD is a pre-requisite for Nurse Aide I and is a 24 hour class. Medication Aide, Phlebotomy, Nurse Aide I Refresher and Nurse Aide Level 2 online class are also offered through Occupational Healthcare programs.

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

The Phlebotomy course includes classroom lecture, labs and individual clinical practice in venipuncture.

The Nurse Aide 1 Refresher course prepares students for the North Carolina Nurse Aide competency exam and for students seeking relisting on the NC Nurse Aide Registry. The pre-requisite for this class is Nurse Aide Level 1.

The Nurse Aide Level 2 Refresher online course is for persons who have lost their Nurse Aide 2 certification. This is an online class with one 6 hour on-site lab day for returning skills. Students must be listed on an active Nurse Aide 1 registry. The pre-requisites for this class are Nurse Aide Level I & II.

Public Service Program

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

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

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

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

Emergency Medical Services Programs

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

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

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

Basic Law Enforcement Training (BLET) Program

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 course (CJC-100 _or_ CJC-3938) utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

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

Law Enforcement & Corrections Training Programs

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

Human Resources Development

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

The HRD program focuses upon customer wants and needs. Training may include a variety of topics relating to job orientation and motivation, employability skills, self-sufficiency, or customized skills training. In-

struction can be provided on either an individual or group basis. Training length will vary according to customer needs. HRD can be linked to other college training programs or connected to agencies outside the institution where appropriate. Upon completing prescribed classes, students are assisted with job placement or further training.

Core Curriculum Components

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

- Employability Skills…...............self-assessment and values clarification

- Employability Lab ....….. open entry/exit employability skills

- Career Planning & Assessment.................…..goal setting and action plan

- Occupational Readiness/Pathways…...……employability skills/occupational extension courses

- Introduction to Computer Skills……..information technology/applications for job search

- Employability Motivation & Retention…….....self-esteem/keeping a job

- Economic Literacy……..................personal finances, changing economy

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

Career Readiness Certification (CRC)

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

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

SMALL BUSINESS CENTER

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

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

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

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

3. Referrals to appropriate agencies such as The Small Business and Technology Development Center (SBTDC), and the N.C. Department of Commerce.

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

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

GOVERNOR'S RAPID RESPONSE

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

COMMUNITY SERVICE PROGRAM

The program offers academic skills courses in humanities, religion, languages and history. Practical skills courses such as quilting, sewing, cabinetmaking, couponing, etc. are also offered. In addition, this program provides arts courses, including painting, photography, cake decorating, doll making and ceramics. Recreational classes such as motorcycle safety, exercise, and dance are also offered. Cultural art programs may be provided through Community Services. Classes and programs may vary at each of our campus locations.

CURRICULUM
PROGRAMS

CURRICULUM PROGRAMS

CURRICULUM PROGRAMS continued

ACCOUNTING
(A25100)
Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Intro to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 111	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		13	**8**	**0**	**17**
SPRING SEMESTER (First Year)					
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 150	Accounting Software Application	1	2	0	2
BUS 115	Business Law I	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Natural Science/Mathematics Elective		3	0	0	3
(BIO 140, MAT 115, MAT 151, MAT 161)		**17**	**8**	**0**	**21**
FALL SEMESTER (Second Year)					
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 260	Business Communications	3	0	0	3
Economics Elective		3	0	0	3
(ECO 151, ECO 251, ECO 252)					
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)		**15**	**6**	**0**	**18**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
ACC 269	Audit & Assurance Services	3	0	0	3
BUS 225	Business Finance	2	2	0	3
Humanities/Fine Arts Elective*		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)					
Major Elective					4
		14	**4**	**0**	**20**

MAJOR ELECTIVE LIST: (Select 4 hours)

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 137	Principles of Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
DBA 110	Database Concepts	2	3	0	3
ISC 121	Environmental Health and Safety	3	0	0	3
ISC 131	Quality Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 136	Word Processing	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

SOLE PROPRIETORSHIP ACCOUNTING

(C25100S)

Certificate

COURSE AND HOUR REQUIREMENTS

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

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

AIR CONDITIONING, HEATING
& REFRIGERATION TECHNOLOGY
(D35100)
Diploma

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 211	Residential System Design	2	2	0	3
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
WLD 112	Basic Welding Processes	1	3	0	2
		14	**19**	**0**	**23**
SPRING SEMESTER (First Year)					
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
SST 120	Energy Use Analysis	2	2	0	3
		9	**15**	**0**	**16**
SUMMER SEMESTER (First Year)					
AHR 133	HVAC Servicing	**2**	**6**	**0**	**4**
MAJOR ELECTIVE LIST: (Select 2 hours)					
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
COE 121	Cooperative Work Experience II	0	0	10	1
ELC 125	Diagrams and Schematics	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **45**

HEAT PUMP TECHNOLOGY

(C35100H)
Certificate

COURSE AND HOUR REQUIREMENTS

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

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

REFRIGERATION

(C35100R)
Certificate

COURSE AND HOUR REQUIREMENTS

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

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

SUSTAINABLE AIR CONDITIONING & HEATING

(C35100S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 211	Residential System Design	2	2	0	3
SST 120	Energy Use Analysis	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **14**

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

The Associate in Arts (A.A.) and Associate in Science (A.S.) programs provide students with the first two years of a four-year baccalaureate degree. The A.A. offers an excellent foundation for degrees in education, humanities, fine arts, languages, and social and behavioral sciences. The A.S. offers an excellent foundation for degrees in engineering, computer science, mathematics, and the natural sciences.

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

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

The core courses are selected from the following categories:

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

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

Applicants to the A.A. or A.S. program are required to complete pre-admission testing. Students with a verbal score of at least 500 and a math score of at least 500 on the Scholastic Aptitude Test (SAT) are exempt from further testing. All others must take a placement test to determine their reading, writing, and mathematics proficiency. Students must place into ENG 111 (Expository Writing) for admission into either program. Prospective students who need remediation in one or more areas will be placed in appropriate developmental studies courses designed to give them the best opportunity for success in subsequent college courses. Developmental courses do not count toward the overall degree credit requirements.

The lists of courses approved for the two degrees and for the 44-hour core diplomas are on the following pages. Not all courses are offered every semester.

ASSOCIATE IN ARTS
(A10100)
DEGREE REQUIREMENTS

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

I. GENERAL EDUCATION CORE:...44

A. Composition...……………......6

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

B. Humanities/Fine Arts...……………………12

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

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 111	Theatre Appreciation	3	0	3
DRA 112	Literature of the Theatre	3	0	3
DRA 122	Oral Interpretation	3	0	3
DRA 126	Storytelling	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	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 110	Technology and Society	3	0	3
HUM 115	Critical Thinking	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
HUM 160	Introduction to Film	3	0	3
ITA 111	Elementary Italian I	3	0	3
ITA 112	Elementary Italian II	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 113	American Music	3	0	3
MUS 210	History of Rock Music	3	0	3
MUS 211	History of Country Music	3	0	3
MUS 212	American Musical Theatre	3	0	3
PHI 210	History of Philosophy	3	0	3
PHI 230	Introduction to Logic	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3

		Class	Lab	Credit
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

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

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

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

		Class	Lab	Credit
ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
GEO 112	Cultural Geography	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
POL 210	Comparative Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3

D. Natural Sciences…………………………………………………………..8

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

		Class	Lab	Credit
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
GEL 111	Introductory Geology	3	2	4
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
PHY 151	College Physics I	3	2	4

		Class	Lab	Credit
PHY 152	College Physics II	3	2	4
PHY 251	General Physics I	3	3	4
PHY 252	General Physics II	3	3	4

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

E. Mathematics……………………………………………………………..6
Select **two courses.**

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

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

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

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

B. Elective Courses……………………………………………………..17

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

		Class	Lab	Credit
ACA 122	College Transfer Success	1	0	1
ACC 120	Principles of Financial Accounting	3	2	4
ACC 121	Principles of Managerial Accounting	3	2	4
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
BIO 150	Genetics in Human Affairs	3	0	3
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
BIO 175*	General Microbiology	2	2	3
BIO 275*	Microbiology	3	3	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CHM 251	Organic Chemistry I	3	3	4
CHM 252	Organic Chemistry II	3	3	4
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Prog. & Logic	2	3	3
COM 110	Introduction to Communication	3	0	3
COM 120	Intro to Interpersonal Comm.	3	0	3
COM 140	Intro Intercultural Communication	3	0	3

continued. . .

	Class	Lab	Credit
COM 150 Intro to Mass Communication	3	0	3
CSC 134 C++ Programming	2	3	3
DRA 130 Acting I	0	6	3
DRA 131 Acting II	0	6	3
DRA 145 Stage Make-Up	1	2	2
DRA 230 Acting III	0	6	3
ECO 151 Survey of Economics	3	0	3
EDU 216 Foundations of Education	4	0	4
ENG 125 Creative Writing	3	0	3
HEA 110 Personal Health/Wellness	3	0	3
HEA 112 First Aid and CPR	1	2	2
HIS 221 African-American History	3	0	3
MAT 151A Statistics I Lab	0	2	1
MAT 161A College Algebra	0	2	1
MAT 171A Precalculus Algebra Lab	0	2	1
MAT 172A Precalculus Trigonometry Lab	0	2	1
MUS 111 Fundamentals of Music	3	0	3
MUS 121 Music Theory I	3	2	4
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II	0	2	1
MUS 133 Band I	0	2	1
MUS 134 Band II	0	2	1
MUS 135 Jazz Ensemble I	0	2	1
MUS 136 Jazz Ensemble II	0	2	1
MUS 141 Ensemble I	0	2	1
MUS 142 Ensemble II	0	2	1
PED 110 Fit & Well for Life	1	2	2
PED 115 Step Aerobics I	0	3	1
PED 117 Weight Training	0	1	1
PED 119 Circuit Training	0	1	1
PED 120 Walking for Fitness	0	3	1
PED 121 Walk, Jog, Run	0	1	1
PED 124 Run, Swim, Cycle	0	1	1
PED 125 Self-Defense-Beginning	0	2	1
PED 128 Golf-Beginning	0	2	1
PED 129 Golf-Intermediate	0	2	1
PED 130 Tennis-Beginning	0	2	1
PED 139 Bowling-Beginning	0	2	1
PED 142 Lifetime Sports	0	2	1
PED 143 Volleyball-Beginning	0	2	1
PED 144 Volleyball-Intermediate	0	2	1
PED 145 Basketball-Beginning	0	2	1
PED 146 Basketball-Intermediate	0	2	1
PED 148 Softball	0	2	1
SOC 242 Sociology of Deviance	3	0	3

*[**Note:** *Students will receive credit for only one course in of the following pair of courses: BIO 175 or BIO 275*]

ASSOCIATE IN SCIENCE
(A10400)
DEGREE REQUIREMENTS

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

I. GENERAL EDUCATION CORE:.. 44

A. Composition...6

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

B. Humanities/Fine Arts...…9

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

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 111	Theatre Appreciation	3	0	3
DRA 112	Literature of the Theatre	3	0	3
DRA 122	Oral Interpretation	3	0	3
DRA 126	Storytelling	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	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 110	Technology and Society	3	0	3
HUM 115	Critical Thinking	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
HUM 160	Introduction to Film	3	0	3
ITA 111	Elementary Italian I	3	0	3
ITA 112	Elementary Italian II	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 113	American Music	3	0	3
MUS 210	History of Rock Music	3	0	3
MUS 211	History of Country Music	3	0	3
MUS 212	American Musical Theatre	3	0	3
PHI 210	History of Philosophy	3	0	3
PHI 230	Introduction to Logic	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3

		Class	Lab	Credit
REL 212	Introduction to New Testament	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

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

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

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

		Class	Lab	Credit
ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
GEO 112	Cultural Geography	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
POL 210	Comparative Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3

D. Natural Sciences:..…………………………………………………8

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

		Class	Lab	Credit
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
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

*Select **two** courses.*

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

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

*[Note: Students will receive credit for only one course in the following pair of courses: MAT 263 or MAT 271.]

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

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

	Class	Lab	Credit
BIO 120 Introductory Botany	3	3	4
BIO 130 Introductory Zoology	3	3	4
BIO 140 Environmental Biology	3	0	3
BIO 140A Environmental Biology Lab	0	3	1
GEL 111 Introductory Geology	3	2	4
PHY 110 Conceptual Physics	3	0	3
PHY 110A Conceptual Physics Lab	0	2	1

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

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

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

B. Science and Mathematics Elective Courses……………………………14

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

	Class	Lab	Credit
BIO 150 Genetics in Human Affairs	3	0	3
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II	3	3	4
BIO 175* General Microbiology	2	2	3
BIO 275* Microbiology	3	3	4
CHM 251 Organic Chemistry I	3	3	4
CHM 252 Organic Chemistry II	3	3	4
CSC 134 C++ Programming	2	3	3
MAT 151A Statistics I Lab	0	2	1
MAT 171A Precalculus Algebra Lab	0	2	1
MAT 172A Precalculus Trigonometry Lab	0	2	1

*[**Note:** *Students will receive credit for only one course in either of the following pair of courses: BIO 175 or BIO 275*]

C. Elective Courses………………………………………………………3

	Class	Lab	Credit
ACA 122 College Transfer Success	1	0	1
ACC 120 Principles of Financial Accounting	3	2	4

		Class	Lab	Credit
ACC 121	Principles of Managerial Accounting	3	2	4
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Prog. & Logic	2	3	3
COM 110	Introduction to Communication	3	0	3
COM 120	Intro to Interpersonal Communication	3	0	3
COM 140	Intro Intercultural Communication	3	0	3
COM 150	Intro to Mass Communication	3	0	3
DRA 130	Acting I	0	6	3
DRA 131	Acting II	0	6	3
DRA 145	Stage Make-Up	1	2	2
DRA 230	Acting III	0	6	3
ECO 151	Survey of Economics	3	0	3
EDU 216	Foundations of Education	4	0	4
ENG 125	Creative Writing	3	0	3
HEA 110	Personal Health/Wellness	3	0	3
HEA 112	First Aid and CPR	1	2	2
HIS 221	African-American History	3	0	3
MUS 111	Fundamentals of Music	3	0	3
MUS 121	Music Theory I	3	2	4
MUS 131	Chorus I	0	2	1
MUS 132	Chorus II	0	2	1
MUS 133	Band I	0	2	1
MUS 134	Band II	0	2	1
MUS 135	Jazz Ensemble	0	2	1
MUS 136	Jazz Ensemble	0	2	1
MUS 141	Ensemble I	0	2	1
MUS 142	Ensemble II	0	2	1
PED 110	Fit & Well for Life	1	2	2
PED 115	Step Aerobics I	0	3	1
PED 117	Weight Training I	0	1	1
PED 119	Circuit Training	0	1	1
PED 120	Walking for Fitness	0	3	1
PED 121	Walk, Jog, Run	0	1	1
PED 124	Run, Swim, Cycle	0	1	1
PED 125	Self-Defense-Beginning	0	2	1
PED 128	Golf-Beginning	0	2	1
PED 129	Golf-Intermediate	0	2	1
PED 130	Tennis-Beginning	0	2	1
PED 139	Bowling-Beginning	0	2	1
PED 142	Lifetime Sports	0	2	1
PED 143	Volleyball-Beginning	0	2	1
PED 144	Volleyball-Intermediate	0	2	1
PED 145	Basketball-Beginning	0	2	1
PED 146	Basketball-Intermediate	0	2	1
PED 148	Softball	0	2	1
SOC 242	Sociology of Deviance	3	0	3

ASSOCIATE IN GENERAL EDUCATION
(A10300)
Degree

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

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

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

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

COURSE AND HOUR REQUIREMENTS

Credit Hours

I.   GENERAL EDUCATION COURSES

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

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

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

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

II.   MINIMUM MAJOR HOURS

Computer/Information Systems:………………………………………...2
CIS 111   Basic PC Literacy

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

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

ASSOCIATE IN GENERAL EDUCATION
GENERAL SCIENCE
(A10300S)
Degree

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science, and mathematics at the college level. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. **The A.G.E. - General Science option is specifically designed for students who are attempting to enter a competitive health or science program and who need courses to improve their chances of admission or who have exited such a program and wish to complete an associate degree.** *Completion of this program does not guarantee admission to any other academic program.*

COURSE AND HOUR REQUIREMENTS

Credit Hours

I.   GENERAL EDUCATION COURSES

Communications:……………………………………………………6

		Class	Lab	Credit
ENG 111	Expository Writing	3	0	3
ENG 112	Argument-Based Research	3	0	3
	OR			
ENG 114	Professional Research & Reporting	3	0	3

Humanities/Fine Arts:……………………………………………………3
Select from courses in art, drama, humanities, music, philosophy, and religion.

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

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

II. OTHER REQUIRED HOURS:

A. Required Subject Areas:

Human Biology:……………………………………………………3-5

		Class	Lab	Credit
BIO 106	Intro to Anatomy/Physiology/Microbiology	2	2	3
BIO 163	Basic Anatomy & Physiology	4	2	5
BIO 168	Anatomy & Physiology I	3	3	4

continued. . .

Psychology:……………………………………………………………………3

		Class	Lab	Credit
PSY 110	Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3

Computer/Information Systems:……………………………………2-3

		Class	Lab	Credit
CIS 110	Introduction to Computers	2	2	3
CIS 111	Basic PC Literacy	1	2	2

B. Elective Courses:………………………………………………………12
Science, Mathematics, and Psychology Electives:

		Class	Lab	Credit
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
BIO 150	Genetics in Human Affairs	3	0	3
BIO 155	Nutrition	3	0	3
BIO 169	Anatomy & Physiology II	3	3	4
BIO 175	General Microbiology	2	2	3
BIO 275	Microbiology	3	3	4
CHM 131	Introductory to Chemistry	3	0	3
CHM 131A	Intro to Chemistry Lab	0	3	1
CHM 132	Organic and Biochemistry	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
MAT 115	Mathematical Models	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 151	Statistics I	3	0	3
MAT 151A	Statistics I Lab	0	2	1
MAT 161	College Algebra	3	0	3
MAT 171	Precalculus Algebra	3	0	3
MAT 171A	Precalculus Algebra Lab	0	2	1
MAT 172	Precalculus Trigonometry	3	0	3
MAT 172A	Precalculus Trigonometry Lab	0	2	1
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
PSY 118	Interpersonal Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3

Other Electives:……………………………………………………**26-29**

Select from courses listed above, or from other associate degree level courses in English, communication, art, drama, humanities, music, philosophy, religion, anthropology, economics, geography, history, political science, psychology, sociology, biology, chemistry, geology, physics, and mathematics; associate degree level foreign language; or from the courses listed below:

		Class	Lab	Credit
BPM 110	Bioprocess Practices	3	4	5
BPM 111	Bioprocess Measurements	3	3	4
BPM 112	Upstream Bioprocessing	3	4	5
BPM 113	Downstream Bioprocessing	3	3	4
BUS 270	Professional Development	3	0	3
CTS 130	Spreadsheet	2	2	3
EDU 216	Foundations of Education	4	0	4
MED 110	Orientation to Medical Assisting	1	0	1
MED 118	Medical Law and Ethics	2	0	2
MED 121	Medical Terminology I	3	0	3
MED 122	Medical Terminology II	3	0	3
MED 134	Medical Transcription	2	2	3
MED 232	Medical Insurance Coding	1	3	2
OST 131	Keyboarding	1	2	2
OST 141	Medical Terms I-Medical Office	3	0	3
OST 142	Medical Terms II-Medical Office	3	0	3
OST 148	Medical Coding Billing & Insurance	3	0	3
OST 241	Medical Office Transcription	1	2	2
OST 242	Medical Office Transcription II	1	2	2
PHM 110	Introduction to Pharmacy	3	0	3
PHM 115	Pharmacy Calculations	3	0	3
PHM 140	Trends in Pharmacy	2	0	2
PHM 165	Pharmacy Prof Practice	2	0	2

[**Note:** *Credit can be allowed for only **one** of the courses in each of the following sets of courses: BIO 106 or BIO 163 or BIO 168; BIO 110 or BIO 111; BIO 175 or BIO 275; CHM131/131A or CHM 151; ENG 110 or ENG 111; ENG 112 or ENG 114 or ENG 116; MAT161 or MAT 171/171A; MAT 263 or MAT 271; PHY 110/110A or PHY 151 or PHY 251; PHY 152 or PHY 252; PSY 118 or PSY 150; PSY 110 or PSY 241*]

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

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

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

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

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

Mission Statement: The Associate Degree Nursing Program supports the mission of the North Carolina Community College System and the mission of Vance Granville Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 168	Anatomy & Physiology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
NUR 111	Intro to Health Concepts	4	6	6	8
		10	**9**	**6**	**15**
SPRING SEMESTER (First Year)					
BIO 169	Anatomy & Physiology II	3	3	0	4
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 212AB	Health System Concepts	1.5	0	3	2.5
NUR 113	Family Health Concepts	3	0	6	5
		10.5	**3**	**15**	**16.5**
SUMMER SEMESTER (First Year)					
BIO 175	General Microbiology	2	2	0	3
ENG 112	Argument-Based Research	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		8	**2**	**0**	**9**
FALL SEMESTER (Second Year)					
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212BB	Health System Concepts	1.5	0	3	2.5
PSY 241	Development Psychology	3	0	0	3
		10.5	**0**	**15**	**15.5**

Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)				
NUR 213 Complex Health Concepts	4	3	15	10
Humanities/Fine Arts Elective	3	0	0	3
(HUM 115 **or** HUM 122)	**7**	**3**	**15**	**13**

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

LPN TO ADN TRANSITION PROGRAM
(A45110L)

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Title	Class	Lab	Work Exp/ Clinical	Credits
SUMMER SEMESTER (First Year)				
BIO 168 Anatomy & Physiology I	3	3	0	4
BIO 169 Anatomy & Physiology II	3	3	0	4
ENG 111 Expository Writing	3	0	0	3
ENG 112 Argument-Based Research	3	0	0	3
PSY 150 General Psychology	3	0	0	3
PSY 241 Development Psychology	3	0	0	3
NUR 214 Nursing Transition Concepts	3	0	3	4
	21	**6**	**3**	**24**
FALL SEMESTER (Second Year)				
BIO 175 General Microbiology	2	2	0	3
NUR 221 LPN to ADN Concepts I	6	0	9	9
	8	**2**	**9**	**12**
SPRING SEMESTER (Second Year)				
Humanities/Fine Arts Elective*	3	0	0	3
(HUM 115 **or** HUM 122)				
NUR 223 LPN to ADN Concepts II	6	0	9	9
	9	**0**	**9**	**12**

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 48

AUTOMOTIVE SYSTEMS TECHNOLOGY
(A60160)
Associate in Applied Science Degree

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

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

The Automotive Systems Technology Program is an Automotive Service Excellence (ASE) Certified program under the standards set by the National Automotive Technicians Education Foundation (NATEF). This certification provides a means of identifying quality programs meeting national standards. Students are assured that training received is current, complete and applicable.

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
AUT 281	Adv Engine Performance	2	2	0	3
ENG 110	Freshman Composition	3	0	0	3
	OR				
ENG 111	Expository Writing	3	0	0	3
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transport Electricity	4	3	0	5
		12	**13**	**0**	**17**
SPRING SEMESTER (First Year)					
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brakes Systems Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
Natural Science/Mathematics Elective		2/3	0/2	0	3
(BIO 140 or MAT 115)		**8/9**	**18/20**	**0**	**15**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SUMMER SEMESTER (First Year)					
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transaxles Lab	0	3	0	1
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Contral Lab	1	2	0	2
		4	**10**	**0**	**8**
FALL SEMESTER (Second Year)					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 123	Powertrain Diag & Service	1	3	0	2
ENG 114	Professional Research & Reporting	3	0	0	3
	OR				
ENG 116	Technical Report Writing	3	0	0	3
TRN 130	Intro to Sustainability Trans	2	2	0	3
Major Elective		0/3	0	0/20	2/3
		8/11	**11**	**0/20**	**14/15**
SPRING SEMESTER (Second Year)					
AUT 114	Safety and Emissions	1	2	0	2
AUT 114A	Safety and Emissions Lab	0	2	0	1
AUT 183	Engine Performance 2	2	6	0	4
AUT 231	Man Trans/Transaxle	2	3	0	3
AUT 231A	Man Trans/Transaxle Lab	0	3	0	1
Humanities Elective (HUM 121 **or** HUM 122)		3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)		**11**	**16**	**0**	**17**
MAJOR ELECTIVE LIST: (Select 2 hours)					
AUT 212	Auto Shop Management	3	0	0	3
COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
COE 121	Cooperative Work Experience II	0	0	10	1
SPA 120	Spanish in the Workplace	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 71/72

AUTOMOTIVE SYSTEMS TECHNOLOGY
(D60160)
Diploma

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
AUT 281	Adv Engine Performance	2	2	0	3
ENG 102	Applied Communications II	3	0	0	3
TRN 110	Introduction to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
		12	**13**	**0**	**17**
SPRING SEMESTER (First Year)					
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 141A	Suspension & Steering Sys Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
MAT 101	Applied Mathematics I	2	2	0	3
		8	**20**	**0**	**15**
SUMMER SEMESTER (First Year)					
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transaxles Lab	0	3	0	1
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Control Lab	1	2	0	2
		4	**10**	**0**	**8**

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **40**

ELECTRICAL SYSTEMS

(C60160E)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
AUT 281	Adv Engine Performance	2	2	0	3
TRN 120	Basic Transp Electricity	4	3	0	5

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

SUSPENSION & STEERING

(C60160S)

Certificate

COURSE AND HOUR REQUIREMENTS

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

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE :   12

BASIC LAW ENFORCEMENT TRAINING
(C55120)
Certificate

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

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

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

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

Students who have successfully completed CJC-100 **or** *CJC-3938 Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission within 10 years prior to application and passed the Commission's comprehensive certificate examination may receive up to 19 hours credit toward the Associate in Applied Science degree in Criminal Justice Technology. Students may receive credit for the following courses: CJC 131, CJC 132, CJC 151 CJC 215 CJC 221 and CJC 231. For students entering the Criminal Justice curriculum who completed the BLET curriculum greater than 10 years prior to application, course credit will be evaluated on a case-by-case basis. This course is governed by the North Carolina Administrative Code, Title 12, VGCC's BLET Academy Rules and Regulations, in addition to the Student Code of Conduct in this catalog.*

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				
II. MAJOR COURSES				
A. CORE				
CJC 100 Basic Law Enforcement Training	9	30	0	19
TOTAL SEMESTER HOURS FOR CERTIFICATE:				**19**

BIOPROCESS TECHNOLOGY
(A50440)
Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 110	Principles of Biology	3	3	0	4
BPM 110	Bioprocess Practices	3	4	0	5
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
Natural Science/Mathematics		2-3	2-0	0	3
(MAT 121 or MAT 161)					
		11-12	**10-12**	**0**	**16**
SPRING SEMESTER (First Year)					
BIO 275	Microbiology	3	3	0	4
BPM 111	Bioprocess Measurements	3	3	0	4
CHM 132	Organic & Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
		14	**11**	**0**	**18**
SUMMER SEMESTER (First Year)					
PTC 110	Industrial Environment	**3**	**0**	**0**	**3**
FALL SEMESTER (Second Year)					
BPM 112	Upstream Bioprocessing	3	4	0	5
ISC 121	Environmental Health & Safety	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
Humanities/Fine Arts Elective*		3	0	0	3
		15	**4**	**0**	**17**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
BPM 113	Downstream Bioprocessing	3	3	0	4
BUS 270	Professional Development	3	0	0	3
ISC 221	Statistical Quality Control	3	0	0	3
Major Elective					4
		12	**3**	**0**	**14**

MAJOR ELECTIVE LIST: (Select 4 hours)

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

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

BUSINESS ADMINISTRATION
(A25120)
Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
Major Elective		3	0	0	3
		12	**6**	**0**	**18**
SPRING SEMESTER (First Year)					
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
Natural Science/Mathematics Elective		3	0	0	3
(BIO 140, MAT 115, MAT 151, MAT 161)		**18**	**2**	**0**	**19**
FALL SEMESTER (Second Year)					
ACC 140	Payroll Accounting	1	2	0	2
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 260	Business Communications	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
Economics Elective		3	0	0	3
(ECO 151, ECO 251, ECO 252)					
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)		**16**	**2**	**0**	**17**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
BUS 225	Business Finance	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)					
Major Elective					6
		7	**4**	**0**	**15**

	MAJOR ELECTIVE LIST: (Select 9 hours)				
ACC 129	Individual Income Taxes	2	2	0	3
ACC 130	Business Income Taxes	2	2	0	3
ACC 150	Accounting Software Application	1	2	0	2
ACC 225	Cost Accounting	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121, 122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
ETR 210	Intro to Entrepreneurship	3	0	0	3
OST 136	Word Processing	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

BUSINESS MANAGEMENT
(C25120M)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
MKT 120	Principles of Marketing	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE :   14-15

FRONT LINE MANAGEMENT
(C25120F)
Certificate

COURSE AND HOUR REQUIREMENTS

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

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

CARPENTRY
(D35180)
Diploma

The Carpentry curriculum prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. This includes instruction in technical mathematics, framing, construction materials and selection, job estimating, print reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations. This curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BPR 130	Print Reading - Construction	1	2	0	2
CAR 111	Carpentry I	3	15	0	8
ENG 102	Applied Communications II	3	0	0	3
MAS 140	Introduction to Masonry	1	2	0	2
SST 140	Green Bldg & Design Concepts	3	0	0	3
		11	**19**	**0**	**18**
SPRING SEMESTER (First Year)					
CAR 112	Carpentry II	3	15	0	8
CAR 114	Residential Bldg Codes	3	0	0	3
CAR 115	Residential Planning/Estimating	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
		11	**17**	**0**	**17**
SUMMER SEMESTER (First Year)					
CAR 113	Carpentry III	**3**	**9**	**0**	**6**

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

RESIDENTIAL FOUNDATIONS & FRAMING
(C35180R)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPR 130	Print Reading - Construction	1	2	0	2
CAR 111	Carpentry I	3	15	0	8
SST 140	Green Bldg & Design Concepts	3	0	0	3

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

COMPUTED TOMOGRAPHY & MAGNETIC RESONANCE IMAGING TECHNOLOGY

(D45200)

Diploma

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

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

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

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

COURSE AND HOUR REQUIREMENTS

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

*Select **one** course from the following prefixes: ECO, GEO, HIS, POL, PSY, or SOC. For pick list see pages 105-112.

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

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

Note: Degree is awarded by Edgecombe Community College

COMPUTER INFORMATION TECHNOLOGY
(A25260)
Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
CTS 115	Info Sys Business Concepts	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
		13	**11**	**0**	**18**
SPRING SEMESTER (First Year)					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
NOS 130	Windows Single User	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, IMUS, PHI, REL, SPA*)		**16**	**12**	**0**	**21**
FALL SEMESTER (Second Year)					
CIS 162	MM Presentation Software	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis & Design	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
Major Elective					3
		10	**11**	**0**	**18**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
ACC 120	Principles of Financial Accounting	3	2	0	4
CTS 289	Systems Support Project	1	4	0	3
NOS 230	Windows Admin I	2	2	0	3
Natural Science/Mathematics Elective (BIO 140, MAT 115, MAT 151 MAT 161)		3	0	0	3
Social/Behavioral Science Elective (ANT, ECO, GEO, HIS, POL, PSY, SOC)		3	0	0	3
Major Elective					3
		12	**8**	**0**	**19**

MAJOR ELECTIVE LIST: (Select 6 hours)					
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 220	Adv Hardware/Software Support	2	3	0	3
CTS 230	Advanced Spreadsheet	2	2	0	3
DBA 115	Database Applications	2	2	0	3
NET 126	Routing Basics	1	4	0	3
NET 175	Wireless Technology	2	2	0	3
NOS 220	Linux/UNIX Admin I	2	2	0	3
OST 131	Keyboarding	1	2	0	2
SEC 160	Secure Admin I	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 210	Web Design	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

SOFTWARE SPECIALIST

(C25260S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
CIS 162	MM Presentation Software	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17-18

COMPUTER TECHNOLOGY INTEGRATION

(A25500)

Associate in Applied Science Degree

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

CTI - IT SUPPORT TRACK

(A25500I)

Associate in Applied Science Degree

The CTI - IT Support track will prepare students for job placement in technical support, help desk, and administrative positions to name a few. Focus is on the various office applications such as spreadsheets, databases, and presentation software. The content of this CTI - IT Support track is designed to help prepare students for various certification testings.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Programming and DB Fundamentals	2	2	0	3
CTI 120	Network & Security Foundations	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
NOS 110	Operating System Concepts	2	3	0	3
		11	**9**	**0**	**15**
SPRING SEMESTER (First Year)					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
OST 136	Word Processing	2	2	0	3
Natural Science/Mathematics Elective					3
		11	**10**	**0**	**18**

	Title	Class	Lab	Clinical	Credits
FALL SEMESTER (Second Year)					
ACC 120	Principles of Financial Accounting	3	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 230	Advanced Spreadsheet	2	2	0	3
DBA 115	Database Applications	2	2	0	3
Major Elective					3
		12	**9**	**0**	**19**
SPRING SEMESTER (Second Year)					
CIS 162	MM Presentation Software	2	2	0	3
CTS 289	Capstone Project	1	6	0	3
Major Elective					3
Humanities/Fine Arts Elective					3
Social/Behavioral Science Elective					3
		3	**8**	**0**	**15**
MAJOR ELECTIVE LIST: for IT Support (Select 6 hours)					
BUS 270	Professional Development	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Invest.	3	2	0	4
CCT 220	Forensic Accounting	3	3	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
CCT 260	Mobile Phone Examination	1	4	0	3
CCT 273	Registry Forensics	1	4	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual Basic Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 141	Cloud & Storage Concepts	1	4	0	3
CTI 150	Mobile Computing Devices	2	2	0	3
CTS 220	Adv Hardware/Software Support	2	3	0	3
DBA 260	Oracle DBMS Admin	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 120	Linux/Unix Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SDG Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3D Modeling	2	3	0	3
SGD 116	Graphic Design Tools	2	2	0	3
SGD 117	Art for Games	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 115	Mobile Application	2	2	0	3
WEB 120	Intro. To Internet Multimedia	2	2	0	3
WEB 125	Mobile Web Design	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 151	Mobile Application Development	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 67

CTI - NETWORKING AND SECURITY TECHNOLOGIES TRACK

(A25500N)
Associate in Applied Science Degree

The CTI - Networking and Security Technologies track will prepare students for job placement in technical support, help desk, and both network and security administration positions to name a few. Focus is on networking techniques as well as establishing and maintaining secure networks by protecting systems and identifying security threats. The content of this program is designed to help prepare students for various certification testings.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)				
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Programming and DB Fundamentals	2	2	0	3
CTI 120 Network & Security Foundations	2	2	0	3
ENG 111 Expository Writing	3	0	0	3
NOS 110 Operating System Concepts	2	3	0	3
	11	**9**	**0**	**15**
SPRING SEMESTER (First Year)				
CTI 141 Cloud & Storage Concepts	1	4	0	3
CTI 150 Mobile Computing Devices	2	2	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
NET 125 Networking Basics	1	4	0	3
SEC 110 Security Concepts	2	2	0	3
Natural Science/Mathematics Elective				3
Social/Behavioral Science Elective				3
	9	**12**	**0**	**21**
FALL SEMESTER (Second Year)				
CTS 115 Info Sys Business Concepts	3	0	0	3
CTS 120 Hardware/Software Support	2	3	0	3
DBA 260 Oracle DBMS Admin	2	2	0	3
NET 126 Routing Basics	1	4	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
SEC 150 Secure Communications	2	2	0	3
Humanities/Fine Arts Elective				3
	12	**13**	**0**	**21**
SPRING SEMESTER (Second Year)				
CTI 289 Capstone Project	1	6	0	3
NET 225 Routing & Switching I	1	4	0	3
NET 226 Routing & Switching II	1	4	0	3
SEC 160 Security Administration I	2	2	0	3
Major Elective				3
	5	**16**	**0**	**15**

	Title	Class	Lab	Work Exp/ Clinical	Credits
MAJOR ELECTIVE LIST: for Networking Tech. & Support (Select 6 hours)					
BUS 270	Professional Development	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Invest.	3	2	0	4
CCT 220	Forensic Accounting	3	3	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
CCT 260	Mobile Phone Examination	1	4	0	3
CCT 273	Registry Forensics	1	4	0	3
CIS 115	Intro. to Prog. & Logic	2	3	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual Basic Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 220	Adv Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SDG Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3D Modeling	2	3	0	3
SGD 116	Graphic Design Tools	2	2	0	3
SGD 117	Art for Games	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 115	Mobile Application	2	2	0	3
WEB 120	Intro. To Internet Multimedia	2	2	0	3
WEB 125	Mobile Web Design	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 151	Mobile Application Development	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 72

CTI - WEB DESIGN & SUPPORT TRACK

(A25500W)
Associate in Applied Science Degree

The CTI - Web Design and Support track will prepare students for job placement in technical support, help desk, web design positions to name a few. Focus is on the various web development tools to build effective and secure web sites. The mobile apps market is also a focus for this program.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Programming and DB Fundamentals	2	2	0	3
CTI 120	Network & Security Foundations	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
NOS 110	Operating System Concepts	2	3	0	3
		11	**9**	**0**	**15**
SPRING SEMESTER (First Year)					
CIS 115	Intro to Programming & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 115	Mobile Application	2	2	0	3
		13	**12**	**0**	**18**
FALL SEMESTER (Second Year)					
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
WEB 120	Intro. To Internet Multimedia	2	2	0	3
WEB 125	Mobile Web Design	2	2	0	3
WEB 151	Mobile Application Development	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3
Natural Science/Mathematics Elective					3
		13	**11**	**0**	**21**
SPRING SEMESTER (Second Year)					
CTI 289	Capstone Project	1	6	0	3
WEB 140	Web Development Tools	2	2	0	3
Humanities/Fine Arts Elective					3
Social/Behavioral Science Elective					3
Major Elective					3
		3	**8**	**0**	**15**

	Title	Class	Lab	Work Exp/ Clinical	Credits
MAJOR ELECTIVE LIST: for Web Design & Support (Select 6 hours)					
BUS 270	Professional Development	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Invest.	3	2	0	4
CCT 220	Forensic Accounting	3	3	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
CCT 260	Mobile Phone Examination	1	4	0	3
CCT 273	Registry Forensics	1	4	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTI 141	Cloud & Storage Concepts	1	4	0	4
CTI 150	Mobile Computing Devices	2	2	0	2
CTS 130	Spreadsheet	2	2	0	3
CTS 220	Adv Hardware/Software Support	2	3	0	3
DBA 115	Database Applications	2	2	0	3
DBA 260	Oracle DBMS Admin	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
OST 131	Keyboarding	1	2	0	2
SEC 110	Security Concepts	3	0	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Security Administration I	2	2	0	3
SEC220	Defense-in-Depth	2	2	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SDG Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3D Modeling	2	3	0	3
SGD 116	Graphic Design Tools	2	2	0	3
SGD 117	Art for Games	2	3	0	3
WEB 141	Mobile Interface Design	2	2	0	3
WEB 180	Active Server Pages	2	2	0	3
WEB 211	Advanced Web Graphics	2	2	0	3
WEB 213	Internet Mkt & Analysis	2	2	0	3
WEB 214	Social Media	2	2	0	3
WEB 220	Advanced Multimedia	2	2	0	3
WEB 225	Content Management System	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

CISCO NETWORKING

(C25500C)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

COSMETOLOGY

(D55140)
Diploma

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 250	Computerized Salon Ops	1	0	0	1
ENG 102	Applied Communications II	3	0	0	3
		8	**24**	**0**	**16**
SPRING SEMESTER (First Year)					
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115A	Cosmetology Concepts III-Part A	2	0	0	2
COS 116A	Salon III-Part A	0	6	0	2
PSY 101	Applied Psychology	3	0	0	3
		9	**30**	**0**	**19**
FALL SEMESTER (Second Year)					
COS 115B	Cosmetology Concepts III-Part B	2	0	0	2
COS 116B	Salon III-Part B	0	6	0	2
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
		4	**27**	**0**	**13**

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

COSMETOLOGY

(C55140)
Certificate

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				

II. MAJOR COURSES

A. CORE

Required Courses:

	Title	Class	Lab	Clinical	Credits
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115A	Cosmetology Concepts III-Part A	2	0	0	2
COS 115B	Cosmetology Concepts III-Part B	2	0	0	2
COS 116A	Salon III-Part A	0	6	0	2
COS 116B	Salon III-Part B	0	6	0	2

Required Subject Areas:
None

Cosmetology: (Select a minimum of 2 hours)

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

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

COSMETOLOGY INSTRUCTOR

(C55160)

Certificate

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

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.

Enrollment in this program is restricted in accordance with regulations set forth by the North Carolina Board of Cosmetic Art Examiners.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				
II. MAJOR COURSES				
A. CORE				
Required Courses:				
COS 271 Instructor Concepts I	5	0	0	5
COS 272 Instructor Practicum I	0	21	0	7
COS 273 Instructor Concepts II	5	0	0	5
COS 274 Instructor Practicum II	0	21	0	7
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:				**24**

CRIMINAL JUSTICE TECHNOLOGY

(A55180)

Associate in Applied Science Degree

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

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

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

Students who have successfully completed CJC-100 **or** *CJC-3938 Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission within 10 years prior to application and passed the Commission's comprehensive certificate examination may receive up to 19 hours credit towards the Associate in Applied Science degree in Criminal Justice Technology. Students may receive credit for the following courses: CJC 131, CJC 132, CJC 151, CJC 215, CJC 221, and CJC 231. For students entering the Criminal Justice Technology curriculum program who completed the BLET curriculum at a non NCCCS institution or greater than 10 years prior to application, course credit will be evaluated on a case-by-case basis.*

For employability reasons, the Criminal Justice Technology program recommends that students entering the Criminal Justice Technology program are U.S. citizens and have not committed or been convicted of any felony, and have not committed or been convicted of four or more crimes defined as Class A or B misdemeanors.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	1	0	0	1
ENG 110	Freshman Composition	3	0	0	3
	OR				
ENG 111	Expository Writing	3	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
		13	**0**	**0**	**13**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
	OR				
ENG 116	Technical Report Writing	3	0	0	3
		14	**2**	**0**	**15**
SUMMER SEMESTER (First Year)					
Major Elective		3	0	0	3
Major Elective		3	0	0	3
		6	**0**	**0**	**6**
FALL SEMESTER (Second Year)					
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
Major Elective					3
		15	**2**	**0**	**19**
SPRING SEMESTER (Second Year)					
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3
Nat. Sci./Mathematic Elective (BIO 140 **or** MAT 115)		3	2	0	3
Major Elective		6	0	0	6
		15	**2**	**0**	**15**
MAJOR ELECTIVES: (Select 15 hours)					
BIO 140A	Environmental Biology Lab	0	3	0	1
CJC 114	Investigative Photography	1	2	0	2
CJC 116	Intro to Info Security	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 250	Forensic Biology I	2	2	0	3
CJC 255	Issues in Criminal Justice App	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
HEA 110	Personal Health/Wellness	3	0	0	3
SOC 242	Sociology of Deviance	3	0	0	3
SPA 120	Spanish in the Workplace	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: **66-68**

CULINARY ARTS

(A55150)

Associate in Applied Science Degree

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

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef.

American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
CIS 111	Basic PC Literacy	1	2	0	2
CUL 110	Sanitation & Safety	2	0	0	2
CUL 110A	Sanitation and Safety Lab	0	2	0	1
CUL 140	Culinary Skills I	2	6	0	5
CUL 160	Baking I	1	4	0	3
ENG 110	Freshman Composition	3	0	0	3
	OR				
ENG 111	Expository Writing	3	0	0	3
		9	**14**	**0**	**16**
SPRING SEMESTER (First Year)					
CUL 112	Nutrition for Food Service	3	0	0	3
CUL 135	Food and Beverage Service	2	0	0	2
CUL 135A	Food & Beverage Service Lab	0	2	0	1
CUL 170	Garde Manger I	1	4	0	3
CUL 170A	Garde Manger I Lab	0	3	0	1
CUL 260	Baking II	1	4	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
	OR				
ENG 116	Technical Report Writing	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**13**	**13**	**0**	**19**

FALL SEMESTER (Second Year)

COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
CUL 130	Menu Design	2	0	0	2
CUL 230	Global Cuisines	1	8	0	5
CUL 240	Culinary Skills II	1	8	0	5
CUL 280	Pastry and Confections	1	4	0	3
CUL 280A	Pastry and Confections Lab	0	3	0	1
Natural Science/Mathematics Elective		3	0	0	3
(BIO 140 or MAT 115)		**8**	**23**	**10-20**	**20-21**

SPRING SEMESTER (Second Year)

COE 121	Cooperative Work Experience II	0	0	10	1
CUL 120	Purchasing	2	0	0	2
CUL 250	Classical Cuisine	1	8	0	5
CUL 270	Garde Manger II	1	4	0	3
CUL 270A	Garde Manger II Lab	0	3	0	1
HRM 245	Human Resource Mgmt-Hosp	3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)		**10**	**15**	**10**	**18**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 73-74

BASIC BAKING
(C55150B)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CUL 112	Nutrition for Foodservice	3	0	0	3
CUL 135	Food and Beverage Service	2	0	0	2
CUL 140	Culinary Skills I	2	6	0	5
CUL 160	Baking I	1	4	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 13

GARDE MANGER

(C55150G)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CUL 112	Nutrition for Foodservice	3	0	0	3
CUL 120	Purchasing	2	0	0	2
CUL 135	Food and Beverage Service	2	0	0	2
CUL 140	Culinary Skills I	2	6	0	5
CUL 170	Garde Manger I	1	4	0	3
CUL 170A	Garde Manger I Lab	0	3	0	1

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

RESTAURANT HOSPITALITY

(C55150R)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CUL 110	Sanitation & Safety	2	0	0	2
CUL 112	Nutrition for Foodservice	3	0	0	3
	OR				
NUT 110	Nutrition	3	0	0	3
CUL 120	Purchasing	2	0	0	2
CUL 130	Menu Design	2	0	0	2
HRM 245	Human Resource Mgmt-Hosp	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

EARLY CHILDHOOD EDUCATION

(A55220)

Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
ENG 110	Freshman Composition	3	0	0	3
	OR				
ENG 111	Expository Writing	3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)		**16**	**0**	**0**	**16**
SPRING SEMESTER (First Year)					
EDU 145	Child Development II	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
ENG 112	Argument-based Research	3	0	0	3
	OR				
ENG 114	Professional Research & Reporting	3	0	0	3
	OR				
ENG 116	Technical Report Writing	3	0	0	3
Natural Sciences/Mathematics: (BIO, MAT)		3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**15**	**0**	**0**	**15**
SUMMER SEMESTER (First Year)					
EDU 131	Child, Family, & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
		9	**0**	**0**	**9**

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (Second Year)					
	*Selected Track Course (page 144)	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 287	Leadership/ECE	3	0	0	3
		11	**2**	**0**	**12**
SPRING SEMESTER (Second Year)					
	*Selected Track Course (page 144)	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 280	Language & Literacy Experience	3	0	0	3
EDU 284**	Early Child Capstone Practicum	1	9	0	4
	(**Criminal History Check required)				
		10	**9**	**0**	**13**
SUMMER SEMESTER (Second Year)					
	*Selected Track Course (page 144)	**3**	**0**	**0**	**3**

OTHER REQUIRED HOURS: (Select 9 hours)

I. General Early Childhood Track:

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 152	Music, Movement & Language	3	0	0	3
EDU 162	Observation & Assessment in ECE	3	0	0	3
EDU 173	Becoming a Professional in ECE	3	0	0	3
EDU 184**	Early Childhood Intro Practicum	1	3	0	2
	(**Criminal History Check required)				
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3

OR

II. College Transferable Track*:

(*Students may also select 9 hours from courses that have been approved for transfer under the Comprehensive Articulation Agreement (CAA) and Independent Comprehensive Articulation Agreement (IACC) as a general education course.)

OR

III. Administration Track:

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 217	Employment Law & Regulations	3	0	0	3
EDU 261	Administration I	3	0	0	3
EDU 262	Administration II	3	0	0	3

OR

IV. Special Education Track:

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 125	Sign Language for Educators	3	0	0	3
EDU 154	Social/Emotional/Behavior Development	3	0	0	3
EDU 220	Program Policies in Early Intervention	3	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	3
EDU 247	Sensory & Physical Disabilities	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

EARLY CHILDHOOD EDUCATION

(D55220)
Diploma

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credit
FALL SEMESTER (First Year)					
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
ENG 110	Freshman Composition	3	0	0	3
		16	**2**	**0**	**16**
SPRING SEMESTER (First Year)					
EDU 145	Child Development II	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 280	Language & Literacy Experience	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
		18	**0**	**0**	**18**
SUMMERSEMESTER (First Year)					
EDU 131	Child, Family, & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 184**	Early Childhood Intro Practicum	1	3	0	2
	(**Criminal History Check required)				
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 287	Leadership/ECE	3	0	0	3
		13	**0**	**0**	**14**

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

EARLY CHILDHOOD EDUCATION

ADMINISTRATION CERTIFICATE
(C55220A)

COURSE AND HOUR REQUIREMENTS

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

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

GENERAL EDUCATION CERTIFICATE
(C55220G)

COURSE AND HOUR REQUIREMENTS

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

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

SPECIAL NEEDS CERTIFICATE
(C55220S)

COURSE AND HOUR REQUIREMENTS

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

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

ELECTRICAL SYSTEMS TECHNOLOGY

(D35130)
Diploma

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ALT 120	Renewable Energy Technology	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 125	Diagrams and Schematics	1	2	0	2
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
		14	**20**	**0**	**22**
SPRING SEMESTER (First Year)					
ALT 220	Photovoltaic Systems Technology	2	3	0	3
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 215	Electrical Maintenance	2	3	0	3
ELN 229	Industrial Electronics	3	3	0	4
		11	**21**	**0**	**18**
SUMMER SEMESTER (First Year)					
Major Elective					**4**
MAJOR ELECTIVE LIST: (Select 4 hours)					
BPR 111	Print Reading	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
ELC 114	Commerical Wiring	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ISC 110	Workplace Safety	1	0	0	1
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
MNT 165	Mechanical Industrial Systems	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **44**

BASIC WIRING
(C35130B)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

INDUSTRIAL WIRING
(C35130W)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

SUSTAINABLE ELECTRICAL ENERGIES
(C35130S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ALT 120	Renewable Energy Tech	2	2	0	3
ALT 220	Photovoltaic Sys Tech	2	3	0	3
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

ELECTRONICS ENGINEERING TECHNOLOGY
(A40200)
Associate in Applied Science Degree

The Electronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processess based on these subjects.

This course of study prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

This program includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers.

Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
ELC 131	Circuit Analysis I	3	3	0	4
ELN 150	CAD for Electronics	1	3	0	2
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
		10-11	**10**	**0**	**14-15**
SPRING SEMESTER (First Year)					
ELC 117	Motors and Controls	2	6	0	4
ELC 133	Circuit Analysis II	3	3	0	4
ELN 131	Analog Electronics I	3	3	0	4
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
		13	**14**	**0**	**18**
SUMMER SEMESTER (First Year)					
ELC 128	Introduction to PLC	2	3	0	3
ELN 132	Linear IC Applications	3	3	0	4
Humanities/Fine Arts Elective		3	0	0	3
		8	**6**	**0**	**10**

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (Second Year)					
CSC 133	C Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
ELN 133	Digital Electronics	3	3	0	4
PHY 131	Physics - Mechanics	3	2	0	4
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology	3	0	0	3
		13	**11**	**0**	**17**
SPRING SEMESTER (Second Year)					
ATR 280	Robotic Fundamentals	3	2	0	4
ELN 232	Introduction to Microprocessors	3	3	0	4
ELN 234	Communication Systems	3	3	0	4
		9	**8**	**0**	**12**
MAJOR ELECTIVE LIST: (Select 3 hours)					
ALT 120	Renewable Energy Technology	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 220	Adv. Hardware/Software Support	2	3	0	3
ISC 110	Workplace Safety	1	0	0	1
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3

Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 74-75

ELECTRONICS ENGINEERING TECHNOLOGY

(C40200)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Natural Science/Mathematics:					
MAT 121	Algebra/Trigonometry I	2	2	0	3
II. MAJOR COURSES					
A. CORE					
ELC 131	Circuit Analysis I	3	3	0	4
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

ENTREPRENEURSHIP

(A25490)

Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
ETR 210	Intro to Entrepreneurship	3	0	0	3
		13-14	**6**	**0**	**16-17**
SPRING SEMESTER (First Year)					
BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
		14	**2**	**0**	**15**
SUMMER SEMESTER (First Year)					
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)					
Social/Behavioral Science Elective		3	0	0	3
(ANT, GEO, HIS, POL, PSY, SOC)		**6**	**0**	**0**	**6**
FALL SEMESTER (Second Year)					
Economics (Select One: ECO 151,251,252)		3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3
Major Elective					2
		17	**0**	**0**	**17**

	Title	Class	Lab	Work Exp/ Clinical	Credits

SPRING SEMESTER (Second Year)

	Title	Class	Lab	Clinical	Credits
BUS 280	REAL Small Business	4	0	0	4
ETR 270	Entrepreneurship Issues	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3
Natural Science/Mathematics Elective		3	0	0	3
(BIO 140 or MAT 140)					
Major Elective		3	0	0	3
		13	**0**	**0**	**16**

MAJOR ELECTIVE LIST: (Select 5 hours)

		Class	Lab	Clinical	Credits
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
BUS 217	Employment Law & Regulations	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
DBA 110	Database Concepts	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 70/71

GLOBAL LOGISTICS TECHNOLOGY

(A25170)

Associate in Applied Science Degree

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation and manufacturing organizations. Classroom instruction, field of study experiences and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 115	Success & Study Skills	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ENG 110	Freshmen Composition	3	0	0	3
OR					
ENG 111	Expository Writing	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
		13-15	**4-6**	**0**	**16**
	Title				
SPRING SEMESTER (First Year)					
BUS 115	Business Law I	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
OR					
ENG 116	Technical Report Writing	3	0	0	3
INT 110	International Business	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3
LOG 215	Supply Chain Management	3	0	0	3
		17	**3**	**0**	**18**

		Class	Lab	Work Exp/ Clinical	Credits
Title					
SUMMER SEMESTER (First Year)					
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**3**	**0**	**0**	**3**
FALL SEMESTER (Second Year)					
ACC 120	Prin of Financial Acct	3	2	0	4
BUS 137	Principles of Management	3	0	0	3
LOG 211	Distribution Management	2	2	0	3
LOG 235	Import/Export Management	3	0	0	3
Major Elective					3
		11	**4**	**0**	**16**
SPRING SEMESTER (Second Year)					
BUS 153	Human Resource Management	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3
LOG 250	Advanced Global Logistics	3	2	0	4
Major Elective					5
		9	**2**	**0**	**15**
MAJOR ELECTIVE LIST: (Select 8 hours)					
ACC 121	Prin of Managerial Acct	3	2	0	4
BUS 225	Business Finance	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131,132	Cooperative Work Experience III	0	0	10-20	1-2
CTS 130	Spreadsheet	2	2	0	3
LOG 225	Logistics Systems	3	2	0	4
LOG 245	Logistics Security	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: **68**

GLOBAL SUPPLY CHAIN

(C25170G)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
INT 110	International Business	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
	OR				
LOG 110	Introduction to Logistics	3	0	0	3
LOG 215	Supply Chain Management	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3

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

LOGISTICS MANAGEMENT

(C25170L)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3
LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 15

SECURE LOGISTICS

(C25170S)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
LOG 110	Introduction to Logistics	3	0	0	3
LOG 211	Distribution Management	2	2	0	3
LOG 215	Supply Chain Management	3	0	0	3
LOG 225	Logistics Systems	3	2	0	4
LOG 245	Logistics Security	3	0	0	3

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 16

TRANSPORTATION LOGISTICS

(C25170T)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 12

HUMAN SERVICES TECHNOLOGY

(A45380)

Associate in Applied Science Degree

The Human Services Technology Curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
		13	**2**	**0**	**14**
SPRING SEMESTER (First Year)					
HSE 112	Group Process	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
HSE 250	Financial Services	2	0	0	2
SAB 210	SAB Counseling	2	2	0	3
		10	**6**	**0**	**13**
SUMMER SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
ENG 114	Pro Research & Reporting	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**10-11**	**2**	**0**	**11-12**

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	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (Second Year)					
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
HSE 251	Activities Therapy	2	2	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3
		12	**2**	**10**	**14**
SPRING SEMESTER (Second Year)					
COE 121	Cooperative Work Experience II	0	0	10	1
HSE 123	Interviewing Techniques	2	2	0	3
HSE 245	Stress Management	2	2	0	3
HSE 255	Health Prob & Prevent	2	2	0	3
Natural Sciences/Mathematics Elective		3	0	0	3
		9	**6**	**10**	**13**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 65-66

HUMAN SERVICES TECHNOLOGY/ MENTAL HEALTH

(A4538C)

Associate in Applied Science Degree

The Human Services Technology/Mental Health concentration prepares students for job opportunities in the mental health field. The curriculum enables students to understand culturally and emotionally handicapped, developmentally disabled, or addicted clients through a variety of models and diagnoses.

Course work includes a history of the mental health movement, current developments and future trends, and theoretical models affecting individual development and behavior in a diverse client population. Fieldwork experiences provide opportunities for application of knowledge in agency and institutional settings.

Graduates should qualify for employment in mental health treatment centers serving a diverse multicultural client population in public and private settings. Graduates will work with individuals, families, groups, organizations, and communities in providing a therapeutic arena of care.

Note: Enrollment for 2013-2014 is limited to returning 2nd year program students. This program will be phased-out beginning Spring 2014.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 145	Child Abuse and Neglect	3	0	0	3
HSE 210	Human Services Issues	2	0	0	2
PSY 150	General Psychology	3	0	0	3
		13	**2**	**0**	**14**
SPRING SEMESTER (First Year)					
HSE 112	Group Process	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
MHA 150	Mental Health Systems	3	0	0	3
PSY 265	Behavior Modification	3	0	0	3
		12	**4**	**0**	**14**
SUMMER SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
ENG 114	Pro Research & Reporting	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**10-11**	**2**	**0**	**11-12**

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (Second Year)					
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
MHA 155	Psychological Assessment	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3
		13	**0**	**10**	**14**
SPRING SEMESTER (Second Year)					
COE 121	Cooperative Work Experience II	0	0	10	1
HSE 123	Interviewing Techniques	2	2	0	3
HSE 226	Mental Retardation	3	0	0	3
MHA 240	Advocacy	2	0	0	2
PSY 241	Developmental Psychology	3	0	0	3
Natural Sciences/Mathematics Elective		3	0	0	3
		13	**2**	**10**	**15**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: **68-69**

HUMAN SERVICES TECHNOLOGY/ SUBSTANCE ABUSE

(A4538E)

Associate in Applied Science Degree

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Professional Practice Board.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
		13	**2**	**0**	**14**
SPRING SEMESTER (First Year)					
HSE 112	Group Process	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
SAB 120	SAB Intake and Assessment	3	0	0	3
SAB 210	Substance Abuse Counseling	2	2	0	3
		11	**6**	**0**	**14**
SUMMER SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
ENG 114	Pro Research & Reporting	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**10-11**	**2**	**0**	**11-12**

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (Second Year)					
COE 111	Co-Op Work Experience I	0	0	10	1
COE 115	Co-Op Seminar I	1	0	0	1
PSY 281	Abnormal Psychology	3	0	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 240	SAB Issues in Client Services	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
		13	**0**	**10**	**14**
SPRING SEMESTER (Second Year)					
COE 121	Cooperative Work Experience II	0	0	10	1
HSE 123	Interviewing Techniques	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3
SAB 125	SA Case Managment	2	2	0	3
Natural Sciences/Mathematics Elective		3	0	0	3
		10	**4**	**10**	**13**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: **66-67**

INFANT/TODDLER CARE

(C55290)

Certificate

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
	None				

II. MAJOR COURSES

A. CORE

EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 234	Infants, Toddlers & Two's	3	0	0	3

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

INFORMATION SYSTEMS SECURITY

(A25270)

Associate in Applied Science Degree

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
CTS 115	Info Sys Business Concepts	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
		12	**13**	**0**	**18**
SPRING SEMESTER (First Year)					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
NET 126	Routing Basics	1	4	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 150	Secure Communications	2	2	0	3
Social/Behavioral Science Elective		3	0	0	3
		15	**14**	**0**	**21**
FALL SEMESTER (Second Year)					
CTS 120	Hardware/Software Support	2	3	0	3
NET 175	Wireless Technology	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3
SEC 220	Defense-in-Depth	2	2	0	3
Major Elective					3
		10	**11**	**0**	**18**
SPRING SEMESTER (Second Year)					
CET 150	Computer Forensics I	2	3	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 289	Security Capstone Project	1	4	0	3
WEB 230	Implementing WEB Services	2	2	0	3
Humanities/Fine Arts Elective		3	0	0	3
Natural Sciences/Mathematics Elective		3	0	0	3
		13	**11**	**0**	**18**

	Title	Class	Lab	Work Exp/ Clinical	Credits
ELECTIVE LIST: (Select 3 hours)					
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 220	Adv Hardware/Software Support	2	3	0	3
NOS 230	Windows Admin I	2	2	0	3
OST 131	Keyboarding	1	2	0	2

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

NETWORKING SPECIALIST CERTIFICATE

(C25270N)

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 110	Introduction to Computers	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
CTS 120	Hardware/Software Support	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 175	Wireless Technology	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17-18

SECURITY SPECIALIST CERTIFICATE

(C25270S)

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

LATERAL ENTRY

(C55430)

Certificate

The Lateral Entry curriculum, provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

For further information go to Regional Alternative Licensing Centers website at www.ralc.ccs.k12.nc.us.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
	None				

II.   MAJOR COURSES

A.   CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 131	Child, Family and Community	3	0	0	3
EDU 163	Classroom Mgt & Instruct	3	0	0	3
EDU 243	Learning Theory	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
EDU 271	Educational Technology	2	2	0	3

Required Subject Areas:
Human Development: (Select one)

	Title	Class	Lab	Clinical	Credits
EDU 244	Human Growth/Development	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3

Required courses that must be offered by partnering senior institution:

	Class	Lab	Clinical	Credits
Literacy/Reading Methods	**3**	**0**	**0**	**3**
Instructional Methods	**3**	**0**	**0**	**3**
Meeting Special Learning Needs,Exceptionalities and Diversity	**3**	**0**	**0**	**3**

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **27**

MANICURING/NAIL TECHNOLOGY

(C55400)
Certificate

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Board of Cosmetic Art Examiners 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

A. CORE

	Title	Class	Lab	Work Exp/ Clinical	Credits
COS 121	Manicure/Nail Technology	4	6	0	6
COS 222	Manicure/Nail Technology II	4	6	0	6

Required Subject Areas: None

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

MEDICAL ASSISTING

(A45400)

Associate in Applied Science Degree

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.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CIS 111	Basic PC Literacy	1	2	0	2
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 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	1	2	0	2
		13	**8**	**0**	**17**
SPRING SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 272	Drug Therapy	3	0	0	3
		16	**10**	**0**	**21**
SUMMER SEMESTER (First Year)					
MED 260	MED Clinical Practicum	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
PSY 150	General Psychology	3	0	0	3
		4	**0**	**15**	**9**
FALL SEMESTER (Second Year)					
MED 232	Medical Insurance Coding	1	3	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	3	2	0	3
OST 136	Word Processing	2	2	0	3
Humanities Elective*		3	0	0	3
(HUM 115, HUM 121, HUM 122, HUM 150, HUM 160)		**11**	**7**	**0**	**13**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3
		9	**4**	**0**	**12**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 72

MEDICAL ASSISTING
(D45400)
Diploma

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CIS 111	Basic PC Literacy	1	2	0	2
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 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	1	2	0	2
		13	**8**	**0**	**17**
SPRING SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 272	Drug Therapy	3	0	0	3
		16	**10**	**0**	**21**
SUMMER SEMESTER (First Year)					
MED 260	MED Clinical Practicum	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
PSY 150	General Psychology	3	0	0	3
		4	**0**	**15**	**9**

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 47

MEDICAL OFFICE ADMINISTRATION

(A25310)

Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Software Applications	2	2	0	3
OST 141	Medical Terminology I	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
		12	**6**	**0**	**15**
SPRING SEMESTER (First Year)					
ENG 114	Professional Research & Reporting	3	0	0	3
OST 136	Word Processing	2	2	0	3
OST 138	Advanced Software Applications	2	2	0	3
OST 142	Medical Terminology II	3	0	0	3
OST 148	Medical Coding, Billing, & Ins.	3	0	0	3
		13	**4**	**0**	**15**
SUMMER SEMESTER (First Year)					
NaturalSciences/Mathematics Elective		3	0	0	3
Major Elective		3	0	0	3
		6	**0**	**0**	**6**
FALL SEMESTER (Second Year)					
Humanities/Fine Arts Elective		3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
Selected Track (page 174)		1-3	2	0	6-7
		10-12	**2**	**0**	**15-16**
SPRING SEMESTER (Second Year)					
Social/Behavioral Science Elective		3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
OST 281	Emer Issues in Med Ofc	3	0	0	3
Selected Track (page 174)		1-3	0-2	0	5-6
		9-11	**0-4**	**0**	**14-15**

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. Coding Specialist Track:					
OST 247*	Procedure Coding	1	2	0	2
OST 248*	Diagnostic Coding	1	2	0	2
OST 249*	CPC Certification	3	2	0	4

*Semester availability to be determined.

MAJOR ELECTIVE LIST for Coding Specialist : (Select 7 hours)

		Class	Lab	Clinical	Credits
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
OST 132	Keyboard Skill Building	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 140	Internet Comm/Research	1	2	0	2
OST 153	Office Finance Solutions	1	2	0	2
OST 184	Records Management	3	0	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2

II. General - Medical Office Track:

		Class	Lab	Clinical	Credits
OST 153	Office Finance Solutions	1	2	0	2
OST 184	Records Management	2	2	0	3
OST 236	Adv Word/Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2

MAJOR ELECTIVE LIST for General - Medical Office: (Select 5 hours)

		Class	Lab	Clinical	Credits
BUS 110	Introduction to Business	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 130	Spreadsheet	2	2	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 140	Internet Comm/Research	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 66

MEDICAL CODING SPECIALIST
(C25310C)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
OST 141	Medical Terminology I	3	0	0	3
OST 142	Medical Terminology II	3	0	0	3
OST 148	Medical Coding, Billing, & Ins.	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

MEDICAL TRANSCRIPTION SPECIALIST
(C25310M)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
OST 132	Keyboard Skill Building	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 141	Medical Terminology I	3	0	0	3
OST 142	Medical Terminology II	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

NETWORKING TECHNOLOGY

(A25340)
Associate in Applied Science Degree

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
		11	**15**	**0**	**18**
SPRING SEMESTER (First Year)					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
NET 126	Routing Basics	1	4	0	3
NOS 130	Windows Single User	2	2	0	3
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)					
Natural Sciences/Mathematics Elective		3	0	0	3
(BIO 140, MAT 115, MAT 151, MAT 161)		**14**	**9**	**0**	**18**
FALL SEMESTER (Second Year)					
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NET 175	Wireless Technology	2	2	0	3
NET 225	Routing & Switching I	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 160	Security Admin I	2	2	0	3
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)		**15**	**12**	**0**	**21**

continued. . .

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
DBA 110	Database Concepts	2	3	0	3
NET 226	Routing & Switching II	1	4	0	3
NET 289	Networking Project	1	4	0	3
NOS 220	Linux/UNIX Admin I	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
		8	**15**	**0**	**15**

MAJOR ELECTIVE LIST: (Select 3 hours)

	Title	Class	Lab	Work Exp/ Clinical	Credits
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 220	Adv Hardware/Software Support	2	3	0	3
SEC 150	Secure Communication	2	2	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 240	Wireless Security	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 230	Implementing Web Services	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

OFFICE ADMINISTRATION

(A25370)

Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Software Applications	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
Selected Track (pages 179-180)		1-3	0-2	0	2-3
		10-12	**6-8**	**0**	**14-15**
SPRING SEMESTER (First Year)					
ENG 114	Professional Research & Reporting	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
Selected Track (pages 179-180)		1-3	0-2	0	2-3
		10-11	**6-8**	**0**	**14-15**
SUMMER SEMESTER (First Year)					
Natural Sciences/Mathematics Elective		3	0	0	3
Selected Track (pages 179-180)		1-3	0-2	0	2-3
		4-6	**0-2**	**0**	**5-6**
FALL SEMESTER (Second Year)					
Humanities/Fine Arts Elective		3	0	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3
Selected Track (pages 179-180)		1-3	0-2	0	5-6
		9-11	**2-4**	**0**	**14-15**

Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)				
Social/Behavioral Sciences Elective	3	0	0	3
BUS 260 Business Communications	3	0	0	3
OST 181 Intro to Office Systems	2	2	0	3
OST 184 Records Management	3	0	0	3
Selected Track (pages 179-180)	1-3	0-2	0	3
	12-14	**0-4**	**0**	**15**

I. Computer Specialist Track:

	Class	Lab	Work Exp/ Clinical	Credits
CTS 130 Spreadsheet	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
WEB 110 Internet/Web Fundamentals	2	2	0	3

MAJOR ELECTIVE LIST for Computer Specialist: (Select 8 hours)

	Class	Lab	Work Exp/ Clinical	Credits
CIS 110 Introduction to Computers	2	2	0	3
OR				
CIS 111 Basic PC Literacy	1	2	0	2
CIS 162 MM Presentation Software	2	2	0	3
COE 111,112,113 Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123 Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131 Cooperative Work Experience III	0	0	10	1
CTS 130 Advanced Spreadsheet	2	2	0	3
OST 140 Internet Comm/Research	1	2	0	2
OST 233 Office Publication Design	2	2	0	3
OST 284 Emerging Technologies	1	2	0	2
WEB 140 Web Development Tools	2	2	0	3

II. Executive Assistant Track:

	Class	Lab	Work Exp/ Clinical	Credits
BUS 110 Introduction to Business	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
OST 140 Internet Comm/Research	1	2	0	2
OST 153 Office Finance Solutions	1	2	0	2

MAJOR ELECTIVE LIST for Executive Assistant : (Select 8 hours)

	Class	Lab	Work Exp/ Clinical	Credits
BUS 115 Business Law I	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 217 Employment Law & Regulations	3	0	0	3
BUS 270 REAL Small Business	4	0	0	4
COE 111,112,113 Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123 Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131 Cooperative Work Experience III	0	0	10	1
CTS 130 Spreadsheet	2	2	0	3
OST 132 Keyboard Skill Building	1	2	0	2
OST 162 Executive Terminology	3	0	0	3
OST 223 Administrative Office Transcription I	2	2	0	3
OST 233 Office Publication Design	2	2	0	3
OST 284 Emerging Technologies	1	2	0	2
SPA 111 Elementary Spanish I	3	0	0	3

III. General Office Administration Track:

OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 153	Office Finance Solutions	1	2	0	2
OST 223	Administrative Office Transcription I	2	2	0	3

MAJOR ELECTIVE LIST for General Ofc Administration : **(Select 8 hours)**

BUS 110	Introduction to Business	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 130	Spreadsheet	2	2	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 140	Internet Comm/Research	1	2	0	2
OST 162	Executive Terminology	3	0	0	3
OST 233	Office Publication Design	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 65-66

OFFICE ADMINISTRATION
(D25370)
Diploma

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
		11	**6**	**0**	**14**
SPRING SEMESTER (First Year)					
OST 134	Text Entry & Formatting	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
OST 181	Intro to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
		10	**10**	**0**	**15**
SUMMER SEMESTER (First Year)					
General Education Elective		3	0	0	3
Major Elective		4	0	0	4
		7	**0**	**0**	**7**

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:　　　**36**

ADMINISTRATIVE ASSISTANT
(C25370A)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3

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

OFFICE ADMINISTRATION/ LEGAL

(A2537A)

Associate in Applied Science Degree

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Software Applications	2	2	0	3
OST 153	Office Finance Solutions	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
		10	**8**	**0**	**14**
SPRING SEMESTER (First Year)					
ENG 114	Professional Research & Reporting	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
OST 155	Legal Terminology	3	0	0	3
		12	**6**	**0**	**15**
SUMMER SEMESTER (First Year)					
Natural Sciences/Mathematics Elective		3	0	0	3
Major Elective					3
		3	**0**	**0**	**6**
FALL SEMESTER (Second Year)					
OST 159	Legal Office Ethics	2	0	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 252	Legal Transcription I	2	2	0	3
OST 286	Professional Development	3	0	0	3
Humanities/Fine Arts Elective		3	0	0	3
Social/Behavioral Sciences Elective		3	0	0	3
		15	**4**	**0**	**17**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
BUS 115	Business Law I	3	0	0	3
BUS 260	Business Communications	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 181	Intro to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
Major Elective					2
		12	**6**	**0**	**17**

MAJOR ELECTIVE LIST: (Select 5 hours)					
CJC 131	Criminal Law	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 130	Spreadsheet	2	2	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 162	Executive Terminology	3	0	0	3
OST 233	Office Publication Design	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

PARALEGAL TECHNOLOGY

(A25380)

Associate in Applied Science Degree

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 160	Criminal Law & Procedure	2	2	0	3
		14	**2**	**0**	**15**
SPRING SEMESTER (First Year)					
CIS 110	Introduction to Computers	2	2	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 150	Commercial Law	2	2	0	3
LEX 240	Family Law	3	0	0	3
		12	**6**	**0**	**15**
SUMMER SEMESTER (First Year)					
LEX 210	Real Property I	3	0	0	3
Major Elective					3
Major Elective					3
		3	**0**	**0**	**9**
FALL SEMESTER (Second Year)					
Humanities/Fine Arts Elective		3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
LEX 270	Law Office Mgt/Technology	1	2	0	2
LEX 287	CLA Review Seminar	2	0	0	2
Major Elective					3
Major Elective					3
		9	**2**	**0**	**16**

Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)				
Natural Science/Mathematics Elective	3	0	0	3
LEX 250 Wills, Estates, and Trusts	2	2	0	3
LEX 271 Law Office Writing	1	2	0	2
LEX 280 Ethics & Professionalism	2	0	0	2
Major Elective				3
				13
MAJOR ELECTIVES (Select 15 hours)				
BUS 270 Professional Development	3	0	0	3
CJC 214 Victimology	3	0	0	3
CJC 231 Constitutional Law	3	0	0	3
COE 111,112,113 Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123 Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131 Cooperative Work Experience III	0	0	10	1
CTS 130 Spreadsheet	2	0	0	3
LEX 141 Civil Litigation II	2	2	0	3
LEX 180 Case Analysis & Reasoning	1	2	0	2
LEX 214 Investigation & Trial Prep	1	4	0	3
LEX 260 Bankruptcy and Collections	3	0	0	3
LEX 285 Workers' Comp Law	2	0	0	2
LEX 286 Medical Evidence Analysis	1	2	0	2
OST 137 Office Software Applications	2	2	0	3
OST 155 Legal Terminology	3	0	0	3
OST 286 Professional Development	3	0	0	3
SPA 111 Elementary Spanish I	3	0	0	3
SPA 112 Elementary Spanish II	3	0	0	3
SPA 120 Spanish for the Workplace	3	0	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

PHARMACY TECHNOLOGY

(A45580)

Associate in Applied Science Degree

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 110	Principles of Biology	3	3	0	4
PHM 110	Introduction to Pharmacy	3	0	0	3
PHM 111	Pharmacy Practice I	3	3	0	4
PHM 115	Pharmacy Calculations	3	0	0	3
PHM 115A	Pharmacy Calculations Lab	0	2	0	1
SPA 120	Spanish for the Workplace	3	0	0	3
		15	**8**	**0**	**18**
SPRING SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
PHM 118	Sterile Products	3	3	0	4
PHM 120	Pharmacology I	3	0	0	3
PHM 134	Pharmacy Clinical	0	0	12	4
		9	**3**	**12**	**14**
SUMMER SEMESTER (First Year)					
PHM 125	Pharmacology II	3	0	0	3
PHM 132	Pharmacy Clinical	0	0	6	2
PHM 140	Trends in Pharmacy	2	0	0	2
PHM 165	Pharmacy Professional Practice	2	0	0	2
		7	**0**	**6**	**9**
FALL SEMESTER (Second Year)					
BIO 173	Microbes in World Affairs	3	0	0	3
PHM 138	Pharmacy Clinical	0	0	24	8
PHM 150	Hospital Pharmacy	3	3	0	4
PSY 150	General Psychology	3	0	0	3
		9	**3**	**24**	**18**

continued. . .

Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)				
COM 231 Public Speaking	3	0	0	3
OR				
ENG 114 Professional Research & Reporting	3	0	0	3
HUM 115 Critical Thinking	3	0	0	3
PHM 155 Community Pharmacy	2	2	0	3
PHM 160 Pharmacy Dosage Forms	3	0	0	3
	11	**2**	**0**	**12**

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

PHARMACY TECHNOLOGY
(D45580)
Diploma

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)				
BIO 110 Principles of Biology	3	3	0	4
PHM 110 Introduction to Pharmacy	3	0	0	3
PHM 111 Pharmacy Practice I	3	3	0	4
PHM 115 Pharmacy Calculations	3	0	0	3
PHM 115A Pharmacy Calculations Lab	0	2	0	1
SPA 120 Spanish for the Workplace	3	0	0	3
	15	**8**	**0**	**18**
SPRING SEMESTER (First Year)				
ENG 111 Expository Writing	3	0	0	3
PHM 118 Sterile Products	3	3	0	4
PHM 120 Pharmacology I	3	0	0	3
PHM 134 Pharmacy Clinical	0	0	12	4
	9	**3**	**12**	**14**
SUMMER SEMESTER (First Year)				
PHM 125 Pharmacology II	3	0	0	3
PHM 132 Pharmacy Clinical	0	0	6	2
PHM 140 Trends in Pharmacy	2	0	0	2
PHM 165 Pharmacy Professional Practice	2	0	0	2
	7	**0**	**6**	**9**

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 41

PRACTICAL NURSING

(D45660)
Diploma

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

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

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

Mission Statement: The nursing faculty of Vance-Granville Community College, in support of the philosophy, purpose, and objectives of the College, believes that it is the purpose of this program to produce advanced beginning practitioners (Benner, 2001, p.22) for entry level practice in the practical nurse role. Practical Nursing education prepares graduates to assume the roles of provider of care and member within the discipline of nursing.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 106	Intro. to Anatomy/Physiology/Microbiology	2	2	0	3
NUR 101	Practical Nursing I	7	6	6	11
NUR 117	Pharmacology	1	3	0	2
		10	**11**	**6**	**16**
SPRING SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
NUR 102	Practical Nursing II	8	0	12	12
PSY 110	Life Span Development	3	0	0	3
		14	**0**	**12**	**18**
FALL SEMESTER (Second Year)					
NUR 103	Practical Nursing III	**6**	**0**	**12**	**10**

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 44

RADIOGRAPHY

(A45700)

Associate in Applied Science Degree

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Mission Statement: The Radiography Program at Vance-Granville Community College seeks to provide students with the knowledge necessary to make critical thinking decisions, to work together as a team member in the healthcare field, to present themselves in a professional manner, to pass the American Registry of Radiologic Technologist National examination, and to obtain entry-level employment in the field of Radiography through didactic and clinical experiences.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MAT 115	Mathematical Models	2	2	0	3
RAD 110	Radiography Introduction & Patient Care	2	3	0	3
RAD 111	Radiographic Procedures I	3	3	0	4
RAD 151	RAD Clinical Education I	0	0	6	2
		11	**10**	**6**	**17**
SPRING SEMESTER (First Year)					
ENG 111	Expository Writing	3	0	0	3
RAD 112	Radiographic Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 161	RAD Clinical Education II	0	0	15	5
		8	**6**	**15**	**15**
SUMMER SEMESTER (First Year)					
CIS 111	Basic PC Literacy	1	2	0	2
ENG 114	Professional Research & Reporting	3	0	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 171	RAD Clinical Education III	0	0	12	4
		6	**8**	**12**	**13**

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (Second Year)					
PSY 150	General Psychology	3	0	0	3
RAD 211	Radiographic Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiobiology/Protection	2	0	0	2
RAD 251	RAD Clinical Education IV	0	0	21	7
		8	**6**	**21**	**17**
SPRING SEMESTER (Second Year)					
RAD 245	Image Analysis	1	3	0	2
RAD 261	RAD Clinical Education V	0	0	21	7
RAD 271	Radiography Capstone	0	3	0	1
Humanities/Fine Arts Elective		3	0	0	3
(ART, DRA, HUM, MUS, PHI, REL, SPA*)		**4**	**6**	**21**	**13**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

SCHOOL-AGE CARE
(C55450)
Certificate

The School-Age certificate curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care.

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

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 131	Child, Family, & Community	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 263	School Age Program Administration	2	0	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

SCHOOL-AGE EDUCATION

(A55440)

Associate in Applied Science Degree

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
EDU 144	Child Development I	3	0	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
ENG 110	Freshman Composition **OR**	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
Social/Behavioral Science Elective		3	0	0	3
		16	**0**	**0**	**16**
SPRING SEMESTER (First Year)					
EDU 145	Child Development II	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
Natural Sciences/Mathematics		3	0	0	3
Natural Sciences/Mathematics Lab(*BIO, PHY) for transferability in science					
Humanities/Fine Arts Elective*		3	0	0	3
		11	**2**	**0**	**12**
SUMMER SEMESTER (First Year)					
EDU 131	Child, Family, & Community	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 263	School Age Program Administration	2	0	0	2
GEN ED Elective		3	0	0	3
		14	**0**	**0**	**14**
FALL SEMESTER (Second Year)					
ENG 112	Argument-Based Research **OR**	3	0	0	3
ENG 114	Professional Research & Reporting **OR**	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
EDU 257	Instructional Strategies/Math	2	2	0	3
EDU 281	Instructional Strategies/Reading & Writing	2	2	0	3
EDU 285	Internship Exp-School-Age	1	9	0	4
		8	**13**	**0**	**13**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
CIS 110	Introduction to Computers **OR**	2	2	0	3
CIS 111	Basic PC Literacy	1	2	0	2
EDU 158	Healthy Lifestyles-Youth	3	0	0	3
EDU 282	Early Childhood Literature	3	0	0	3
EDU 289	Adv. Issues/School Age	2	0	0	2
		9-10	**2**	**0**	**10-11**
SUMMER SEMESTER (Second Year)					
EDU 256	Instructional Strategies/Social Studies	2	2	0	3
EDU 258	Instructional Strategies/Science	2	2	0	3
		4	**4**	**0**	**6**

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

SCHOOL-AGE EDUCATION

(D55440)
Diploma

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
EDU 144	Child Development I	3	0	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
ENG 102	Applied Communications **OR**	3	0	0	3
ENG 110	Freshman Composition **OR**	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
		16	**0**	**0**	**16**
SPRING SEMESTER (First Year)					
CIS 111	Basic PC Literacy	1	2	0	2
EDU 145	Child Development II	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 282	Early Childhood Literature	3	0	0	3
EDU 285	Internship Exp-School-Age	1	9	0	4
EDU 289	Adv. Issues/School Age	2	0	0	2
		12	**13**	**0**	**17**
SUMMER SEMESTER (First Year)					
EDU 131	Child, Family, & Community	3	0	0	3
EDU 221	Children with Exceptionaliriies	3	0	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 263	School Age Program Administration	2	0	0	2
GEN ED Elective		3	0	0	3
		14	**0**	**0**	**14**

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

SIMULATION & GAME DEVELOPMENT

(A25450)

Associate in Applied Science Degree

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

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

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

This program is offered in collaboration with Wake Technical Community College and Vance-Granville Community College.

Note: Upon completion of all requirements, the A.A.S. in Simulation & Game Development is granted by Wake Technical Community College.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)				
ACA 111 College Student Success	1	0	0	1
ENG 111 Expository Writing	3	0	0	3
SGD 111 Introduction to SGD	2	3	0	3
SGD 112 SGD Design	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
Select 3 credits from Major Option I				3
	10	**8**	**0**	**16**
SPRING SEMESTER (First Year)				
SGD 114 3D Modeling	2	3	0	3
SGD 163 SG Documentation	2	3	0	3
SGD 212 SGD Design II	2	3	0	3
Natural Sciences/Mathematic Elective	3	0	0	3
(MAT 121, MAT 161, MAT 171)				
Select 3 credits from Major Option II				3
	9	**9**	**0**	**15**
SUMMER SEMESTER (First Year)				
Communications	3	0	0	3
(COM-120 or ENG-112)				
Humanities/Fine Arts Elective	3	0	0	3
(DRA-126 or ENG-125 or HUM-130)	**6**	**0**	**0**	**6**
FALL SEMESTER (Second Year)				
SGD 134 SG Quality Assurance	2	2	0	3
SGD 174 SG Level Design	2	3	0	3
Social/Behavioral Science Elective	3	0	0	3
(ECO-151, HIS-111, PSY-150 SOC-210)				
Select 3 credits from Major Option III				3
Select 3 credits from Major Option IV				3
	7	**5**	**0**	**15**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
SGD 158	SGD Business Management	3	0	0	3
SGD 164	SG Audio/Video	2	3	0	3
Select 3 credits from Major Option V					3
Select 3 credits from Major Elective I					3
		5	**3**	**0**	**12**
SUMMER SEMESTER (Second Year)					
SGD 289	SGD Project	2	3	0	3
Select 3 credits from Major Elective II					3
		2	**3**	**0**	**6**
MAJOR OPTIONS I: (Choose 2 courses)					
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC-151	JAVA Programming	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 117	Art for Games	2	3	0	3
MAJOR OPTIONS II:					
CSC 234	Advanced C++ Programming	2	3	0	3
CSC 251	Advanced JAVA Programming	2	3	0	3
SGD 214	3D Modeling II	2	3	0	3
MAJOR OPTIONS III:					
SGD 162	SG 3D Animation	2	3	0	3
SGD 171	Flash SG Programming	2	3	0	3
MAJOR OPTIONS IV:					
SGD 165	SG Character Development	2	3	0	3
SGD 285	SG Software Engineering	2	3	0	3
MAJOR OPTIONS V:					
PHY 151	College Physics	2	2	0	4
SGD 115	Physically-Based Modeling	2	2	0	3
SGD 166	SG Physiolody/Kinesi	3	0	0	3
Major Elective I: (Select 2 credits)					
COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131,132	Cooperative Work Experience III	0	0	10-20	1-2
DBA 110	Database Concepts	2	3	0	3
SGD 167	SG Ethics	3	0	0	3
SGD 168	Mobile SG Programming	2	3	0	3
SGD 244	3D Modeling III	2	3	0	3
SGD 271	Adv Flash Programming	2	3	0	3
SGD 274	SG Level Design II	2	3	0	3
Major Elective II: (Select 2 credits)					
SEL 192	Selected Topics in (SGD 192)	2	0	0	2
SGD 135	Serious Games	3	0	0	3
SGD 159	SGD Production Management	2	3	0	3
SGD 237	Rigging3D Models	2	3	0	3
SGD 268	Mobile SG Programming II	2	3	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: **70-72**

SUSTAINABILITY TECHNOLOGIES
(C40370S)
Certificate

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, renewable energy, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work includes renewable energy, green building technology. and environmental technologies. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the renewable energy, construction, and/or environmental industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as renewable energy technicians, sustainability consultants, environmental technicians, or green building supervisors.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ALT 120	Renewable Energy Tech	2	2	0	3
ALT 220	Photovoltaic Sys Tech	2	3	0	3
BIO 140	Environmental Biology	3	0	0	3
SST 110	Intro to Sustainability	3	0	0	3
SST 120	Energy Use Analysis	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

WEB TECHNOLOGIES

(A25290)

Associate in Applied Science Degree

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and mobile devices to disseminate and collect information via the Internet.

Course work in this program covers the terminology and use of computers, Internet-ready devices, servers, databases, programming languages, as well as Internet applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of Internet and mobile applications, websites, web services, and related areas of Internet technologies.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
ACA 115	Success & Study Skills	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
CTS 115	Info Sys Business Concepts	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
		12	**13**	**0**	**18**
SPRING SEMESTER (First Year)					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
Humanities/Fine Arts Elective*		3	0	0	3
(ART, DRA, HUM, MUS, PHI)		**16**	**12**	**0**	**21**
FALL SEMESTER (Second Year)					
CTS 285	Systems Analysis & Design	3	0	0	3
WEB 120	Intro. to Internet Multimedia	2	2	0	3
WEB 182	PHP Programming	2	2	0	3
WEB 211	Advanced Web Graphics	2	2	0	3
WEB 230	Implementing Web Services	2	2	0	3
WEB 250	Database Drive Websites	2	2	0	3
		13	**10**	**0**	**18**

	Title	Class	Lab	Work Exp/ Clinical	Credits
SPRING SEMESTER (Second Year)					
WEB 125	Mobile WEB Design	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 289	Internet Technologies Project	1	4	0	3
Social/Behavioral Science Elective		3	0	0	3
(ANT, ECO, GEO, HIS, POL, PSY, SOC)					
Natural Science/Mathematic Elective		3	0	0	3
(BIO 140, MAT 115, MAT 151, MAT 161)					
Major Elective		3	0	0	3
		14	**8**	**0**	**18**

Elective List: (Select 3 hours)

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual Basic Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
SEC 110	Security Concepts	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 141	Mobile Interface Design	2	2	0	3
WEB 180	Active Server Pages	2	2	0	3
WEB 186	XML Technology	2	2	0	3
WEB 220	Advanced Multimedia	2	2	0	3

*Foreign language courses must be successfully completed at the 200 level or higher to qualify as a Humanities elective.

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

WEB DESIGN SPECIALIST
(C25290D)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 120	Intro. to Internet Multimedia	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 211	Advanced Web Graphics	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

WEB PROGRAMMING SPECIALIST
(C25290P)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 115	Intro. to Prog. & Logic	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 180	Active Server Pages	2	2	0	3
	OR				
WEB 182	PHP Programming	2	2	0	3
	OR				
WEB 186	XML Technology	2	2	0	3
WEB 185	ColdFusion Programming	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

WELDING TECHNOLOGY
(D50420)
Diploma

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

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

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

SUGGESTED SEQUENCE OF REQUIRED COURSES:

	Title	Class	Lab	Work Exp/ Clinical	Credits
FALL SEMESTER (First Year)					
BPR 111	Print Reading	1	2	0	2
ENG 102	Applied Communications II	3	0	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 141	Symbols and Specifications	2	2	0	3
WLD 212	Inert Gas Welding	1	3	0	2
		10	**19**	**0**	**17**
SPRING SEMESTER (First Year)					
MAT 101	Applied Mathematics I	2	2	0	3
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
		7	**23**	**0**	**15**
SUMMER SEMESTER (First Year)					
WLD 151	Fabrication I	2	6	0	4
WLD 261	Certification Practices	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **38**

BASIC WELDING

(C50420B)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPR 111	Blueprint Reading	1	2	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 141	Symbols and Specifications	2	2	0	3
WLD 212	Inert Gas Welding	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 14

WELDING CERTIFICATION PRACTICES

(C50420W)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
WLD 261	Certification Practices	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

CURRICULUM
COURSE DESCRIPTIONS

The following section contains descriptions of courses offered by Vance-Granville Community College.

The following example explains each component of the course description.

_**1**_   _**2**_

ACC 120   Principles of Financial Accounting   **3   2   0   4**

_**3**_

    Prerequisites: Local, Take 1 group:
                    Group A: DMA 010, DMA 020, DMA 030, and DRE 098
                    Group B: DMA 010, DMA 020, DMA 030, and DRE 099

    Corequisites: None

_**4**_   Course Offering Availability: Fall

_**5**_

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. _This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC)._

_**1**_ -- Course prefix, course number, course title

_**2**_ -- Number of hours in class, lab, work experience/clinical each week and the number of hours the course is worth upon successful completion.

_**3**_ -- Prerequisites: Course or courses that must be successfully completed prior to registering for this course.
    Corequisites: Course or courses that must be completed before or taken at the same time of this course.

_**4**_ -- Course Offering Availability per semester:
         Ex. Fall, Spring,, Summer, or at discretion of Dean

_**5**_ -- Course description: What the course is about and what you can expect to learn from the course.

NCCCS Crosswalk for DMA Modules:
MAT 060 = DMA 010, DMA 020, DMA 030
MAT 070 = DMA 040, DMA 050
MAT 080 = DMA 060, DMA 070, DMA 080

NCCCS Crosswalk DRE Modules:
RED 080 & ENG 080 or ENG 085/085A = DRE 097
RED 090 & ENG 090 or ENG 095/095A = DRE 098

CAA: stands for **C**omprehensive **A**rticulation **A**greement

ICAA: stands for **I**ndependent **C**omprehensive **A**rticulation **A**greement

VLC: stands for **V**irtual **L**earning **C**ommunity

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACA 085	**Improving Study Skills**	0	2	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, presonal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes

ACA 090	**Study Skills**	3	0	0	3

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. *This course is also available through the Virtual Learning Community (VLC).*

ACA 111	**College Student Success**	1	0	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
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. *This course is also available through the Virtual Learning Community (VLC).*

ACA 112	**Intro to Distance Learning**	0	2	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
This course introduces the college's distance learning virtual, physical, academic, and global environments and develops skills and knowledge for successful distance learning. Topics include distance FAQs, course enrollment, study resources, learning formats, study completion tips, vocabulary and terminology, useful forms and guides, student logins, and online tutorials. Upon completion, students should be able to function effectively as learners in community college distance education environments.

ACA 115	**Success & Study Skills**	0	2	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACA 122	**College Transfer Success**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ACC 120	**Principles of Financial Accounting**	**3**	**2**	**0**	**4**

Prerequisites Local, Take 1 group:
       Group A: DMA 010, DMA 020, DMA 030, and DRE 098
       Group B: DMA 010, DMA 020, DMA 030, and DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 121	**Principles of Managerial Accounting**	**3**	**2**	**0**	**4**

Prerequisites: State, ACC 120
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts, including product-costing systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 129	**Individual Income Taxes**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. *This course is also available through the Virtual Learning Community (VLC).*

ACC 130	**Business Income Taxes**	**2**	**2**	**0**	**3**

Prerequisites: Local, ACC 129
Corequisites: None
Course Offering Availability: Fall

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACC 140	**Payroll Accounting**	**1**	**2**	**0**	**2**

Prerequisites: State, ACC 120
Corequisites: None
Course Offering Availability: Fall, Spring
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 using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

ACC 150	**Accounting Software Application**	**1**	**2**	**0**	**2**

Prerequisites: State, ACC 120
Corequisites: None
Course Offering Availability: Fall, Spring
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).*

ACC 220	**Intermediate Accounting I**	**3**	**2**	**0**	**4**

Prerequisites: State, ACC 120;
                Local, ACC 121
Corequisites: None
Course Offering Availability: Fall
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. *This course is also available through the Virtual Learning Community (VLC).*

ACC 221	**Intermediate Accounting II**	**3**	**2**	**0**	**4**

Prerequisites: State, ACC 220
Corequisites: None
Course Offering Availability: Spring
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	**Cost Accounting**	**3**	**0**	**0**	**3**

Prerequisites: State, ACC 121
Corequisites: None
Course Offering Availability: Fall, Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACC 269	**Audit & Assurance Services**	**3**	**0**	**0**	**3**

Prerequisites: State, ACC 220
Corequisites: None
Course Offering Availability: Spring
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

AHR 110	**Introduction to Refrigeration**	**2**	**6**	**0**	**5**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111	**HVACR Electricity**	**2**	**2**	**0**	**3**

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

AHR 112	**Heating Technology**	**2**	**4**	**0**	**4**

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

AHR 113	**Comfort Cooling**	**2**	**4**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AHR 114	**Heat Pump Technology**	**2**	**4**	**0**	**4**

Prerequisites: State, AHR 110 **or** AHR 113
Corequisites: None
Course Offering Availability: Spring
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**

Prerequisites: State, AHR 110
Corequisites: None
Course Offering Availability: Spring
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 130	**HVAC Controls**	**2**	**2**	**0**	**3**

Prerequisites: State, AHR 111
Corequisites: None
Course Offering Availability: Spring
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133	**HVAC Servicing**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: State, AHR 112 **or** AHR 113
Course Offering Availability: Summer
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 160	**Refrigerant Certification**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180	**HVACR Customer Relations**	**1**	**0**	**0**	**1**

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

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AHR 211	**Residential System Design**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

		Class	Lab	Work Exp/ Clinical	Credit
ALT 120	**Renewable Energy Tech**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydo-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

		Class	Lab	Work Exp/ Clinical	Credit
ALT 220	**Photovoltaic Sys Tech**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications

		Class	Lab	Work Exp/ Clinical	Credit
ANT 210	**General Anthropology**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Work Exp/ Clinical	Credit
ANT 220	**Cultural Anthropology**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ART 111	**Art Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ART 114	**Art History Survey I**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ART 115	**Art History Survey II**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ART 131	**Drawing I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ART 240	**Painting I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ATR 280	**Robotic Fundamentals**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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 114	**Safety and Emissions**	**1**	**2**	**0**	**2**

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

AUT 114A	**Safety and Emissions Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: State, Take AUT-114
Course Offering Availability: Spring
This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

AUT 116	**Engine Repair**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A	**Engine Repair Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 116
Course Offering Availability: Fall
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 123	**Powertrain Diagn & Serv**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 141	**Suspension & Steering Systems**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A	**Suspension & Steering Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 141
Course Offering Availability: Spring
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151	**Brake Systems**	**2**	**3**	**0**	**3**

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

AUT 151A	**Brakes Systems Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 151
Course Offering Availability: Spring
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 163	**Adv Auto Electricity**	**2**	**3**	**0**	**3**

Prerequisites: State, AUT 161
Corequisites: None
Course Offering Availability: Spring
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A	**Adv Auto Electricity Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 163
Course Offering Availability: Spring
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 181	**Engine Performance 1**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A	**Engine Performance 1 Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 181
Course Offering Availability: Fall

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183	**Engine Performance 2**	**2**	**6**	**0**	**4**

Prerequisites: State, AUT 181
Corequisites: None
Course Offering Availability: Fall

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 212	**Auto Shop Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 221	**Automatic Transm/Transaxles**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 221A	**Auto Transm/Transax Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 221
Course Offering Availability: Summer
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231	**Man Trans/Axles/Drtrains**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A	**Man Trans/Ax/Drtrains Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, AUT 231
Course Offering Availability: Spring
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 281	**Adv Engine Performance**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion students should be able to perform diagnosis and repair.

BIO 094	**Concepts of Human Biology**	**3**	**2**	**0**	**4**

Prerequisites   None
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106	**Intro to Anatomy/Physiology/Microbiology**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 110	**Principles of Biology**	**3**	**3**	**0**	**4**

Prerequisites   Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
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. *Under the CAA and ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.*

BIO 111	**General Biology I**	**3**	**3**	**0**	**4**

Prerequisites   Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

BIO 112	**General Biology II**	**3**	**3**	**0**	**4**

Prerequisites: State, BIO 111
Corequisites: None
Course Offering Availability: Spring
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

BIO 120	**Introductory Botany**	**3**	**3**	**0**	**4**

Prerequisites: State, BIO 110 or BIO 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

BIO 130	**Introductory Zoology**	**3**	**3**	**0**	**4**

Prerequisites: State, BIO 110 or BIO 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 140	**Environmental Biology**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099

Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

BIO 140A	**Environmental Biology Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, BIO 140
Course Offering Availability: Fall, Spring, Summer
This course provides a laboratory component to complement BIO 140. Emphasis is paced on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

BIO 150	**Genetics in Human Affairs**	**3**	**0**	**0**	**3**

Prerequisites: State, BIO 110 or BIO 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 155	**Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion and the nutritional requirements of all age groups. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 163	**Basic Anatomy & Physiology**	**4**	**2**	**0**	**5**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 168	**Anatomy and Physiology I**	**3**	**3**	**0**	**4**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.*

BIO 169	**Anatomy and Physiology II**	**3**	**3**	**0**	**4**

Prerequisites: State, BIO 168
Corequisites: None
Course Offering Availability: Spring, Summer
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 173	**Microbes in World Affairs**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One: BIO-110, BIO-111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an integrated and comprehensive study of the microbial world and its influence on global events and human affairs. Topics include plant and animal diseases caused by viral, bacterial, and fungal pathogens and their impacts on history, industrial microbiology, biotechnology, and microbial ecology. Upon completion, students should be able to demonstrate an understanding of the importance of microbes in human and world affairs. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

BIO 175	**General Microbiology**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One: BIO 110, BIO 111, BIO 163, BIO 165, **or** BIO 168; Local, BIO 169 (if BIO 168 is the applied State prerequisite)
Corequisites: None
Course Offering Availability: Fall, Summer
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 275	**Microbiology**	**3**	**3**	**0**	**4**

Prerequisites: State, Take One BIO 110, BIO 111, BIO 163, BIO 165, **or** BIO 168; Local, BIO 169 (if BIO 168 is the applied State prerequisite)
Corequisites: None
Course Offering Availability: Spring
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

BPM 110	**Bioprocess Practices**	**3**	**4**	**0**	**5**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity. *This course is also available through the Virtual Learning Community (VLC).*

BPM 111	**Bioprocess Measurements**	**3**	**3**	**0**	**4**

Prerequisites: State, BIO 110 and BPM 110
Corequisites: None
Course Offering Availability: Spring
This course covers a variety of physical measurements. Emphasis is placed on pH, temperature, pressure and flow rates, as well as spectrophotometry, and biochemical and chemical analytical methods. Upon completion, students should be able to demonstrate and perform many aspects of process monitoring.

BPM 112	**Upstream Bioprocessing**	**3**	**4**	**0**	**5**

Prerequisites: State, BPM 111
Corequisites: None
Course Offering Availability: Fall
This course introduces techniques involved in cell growth and fractionation. Topics include fermentation theory and application, as well as cell harvesting, cell disruption, and fractionation methods. Upon completion, students should be able to grow cells as well as isolate and collect various fractions.

BPM 113	**Downstream Bioprocessing**	**3**	**3**	**0**	**4**

Prerequisites: State, BPM 111, CHM 131 and CHM 131A
Corequisites: None
Course Offering Availability: Spring
This course introduces a variety of techniques involved in separation procedures. Topics include extraction and precipitation, concentration and molecular filtration methods as well as different types of chromatography. Upon completion, students should be able to perform most separation procedures with an understanding of industrial scale proportions.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BPR 111	**Print Reading**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at the discretion of Dean
This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

BPR 130	**Print Reading - Construction**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BUS 110	**Introduction to Business**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

BUS 115	**Business Law I**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

BUS 116	**Business Law II**	**3**	**0**	**0**	**3**

Prerequisites: State, BUS 115
Corequisites: None
Course Offering Availability: Spring
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course is also available through the Virtual Learning Community (VLC).*

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

Prerequisites: Local, DMA 010, DMA 020, and DMA 030
Corequisites: None
Course Offering Availability: Fall, Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

BUS 137	**Principles of Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

BUS 153	**Human Resource Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. *This course is also available through the Virtual Learning Community (VLC).*

BUS 217	**Employment Law and Regulations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

BUS 225	**Business Finance**	**2**	**2**	**0**	**3**

Prerequisites: State, ACC 120
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BUS 260	**Business Communication**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Fall, Spring

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. *This course is also available through the Virtual Learning Community (VLC).*

BUS 270	**Professional Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring

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.

BUS 280	**REAL Small Business**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CAR 110	**Introduction to Carpentry**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111	**Carpentry I**	**3**	**15**	**0**	**8**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CAR 112	**Carpentry II**	**3**	**15**	**0**	**8**

Prerequisites: State, CAR 111
Corequisites: None
Course Offering Availability: Spring

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**

Prerequisites: State, CAR 111
Corequisites: None
Course Offering Availability: Summer

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

CAR 114	**Residential Building Codes**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115	**Residential Planning/Estimating**	**3**	**0**	**0**	**3**

Prerequisites: State, BPR 130
Corequisites: None
Course Offering Availability: Spring

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CAT 210	**CT Physics & Equipment**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CAT 211	**CT Procedures**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, CAT 210
Course Offering Availability: Course offered at discretion of Dean
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

		Class	Lab	Work Exp/ Clinical	Credit
CAT 231	**CT Clinical Practicum**	**0**	**0**	**33**	**11**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

		Class	Lab	Work Exp/ Clinical	Credit
CCT 110	**Intro to Cyber Crime**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

		Class	Lab	Work Exp/ Clinical	Credit
CCT 112	**Ethics & High Technology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cybercrime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cybercrime investigations.

		Class	Lab	Work Exp/ Clinical	Credit
CCT 121	**Computer Crime Invest.**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cybercrime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CCT 220	**Forensic Accounting**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the basic principles and procedures of investigative account-ing and analysis of financial evidence. Emphasis is placed on collecting data and evidence, evaluation of internal control systems, accounting systems, concealed income analysis, and fraud detection. Upon completion, students should be able to apply generally accepted accounting standards and procedures for conducting a criminal investigation audit for financial information.

CCT 231	**Technology Crimes & Law**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cybercrime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cybercrime activity and discuss the trends of evolving laws.

CCT 260	**Mobile Phone Examination**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cybercrimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets.

CCT 273	**Registry Forensics**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides unique skills and methodologies necessary to assist in the investigation and prosecution of cybercrimes involving the Windows registry. Emphasis is placed on the processes used to locate registry artifacts, including security, SAM, software, system, and NT user data. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from a Windows registry.

CET 111	**Computer Upgrade/Repair I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identi-fication, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CET 150	**Computer Forensics I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media.

CET 211	**Computer Upgrade/Repair II**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 250	**Computer Forensics II**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks.

CHM 090	**Chemistry Concepts**	**4**	**0**	**0**	**4**

Prerequisites: Local, Take 1 group;
                   Group A: DMA 040, DMA 050, DRE 097
                   Group B: DMA 040, DMA 050, DRE 098
                   Group C: DMA 040, DMA 050, DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
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 131	**Introductory to Chemistry**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
                   Group A: DMA 040, DMA 050, DRE 098
                   Group B: DMA 040, DMA 050, DRE 099
Corequisites: Local, CHM-131A
Course Offering Availability: Fall
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CHM 131A	**Intro to Chemistry Lab**	**0**	**3**	**0**	**1**

Prerequisites: Local, Take 1 group:
　　　　　　　　Group A: DMA 040, DMA 050, DRE 098
　　　　　　　　Group B: DMA 040, DMA 050, DRE 099
Corequisites: State, CHM 131
Course Offering Availability: Fall
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

CHM 132	**Organic and Biochemistry**	**3**	**3**	**0**	**4**

Prerequisites: State, Take one set:
　　　　　　　　Set 1: CHM-131 and CHM-131A
　　　　　　　　Set 2: CHM-151
Corequisites: None
Course Offering Availability: Spring
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

CHM 151	**General Chemistry I**	**3**	**3**	**0**	**4**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: Local, MAT 161 or MAT 171 or MAT 271
Course Offering Availability: Fall
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

CHM 152	**General Chemistry II**	**3**	**3**	**0**	**4**

Prerequisites: State, CHM 151
Corequisites: None
Course Offering Availability: Spring
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CHM 251	**Organic Chemistry I**	**3**	**3**	**0**	**4**

Prerequisites: State, CHM 152
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

| **CHM 252** | **Organic Chemistry II** | **3** | **3** | **0** | **4** |

Prerequisites: State, CHM 251
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

| **CIS 110** | **Introduction to Computers** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course is also available through the Virtual Learning Community (VLC).*

| **CIS 111** | **Basic PC Literacy** | **1** | **2** | **0** | **2** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CIS 115	**Intro. to Prog. & Logic**	**2**	**3**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
Set 2: MAT 121
Set 3: MAT 171
Corequisites: None
Course Offering Availability: Spring
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course is also available through the Virtual Learning Community (VLC).*

CIS 162	**MM Presentation Software**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One: CIS-110 **or** CIS-111
Corequisites: None
Course Offering Availability: Fall, Spring
This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CJC 100	**Basic Law Enforcement Training**	**9**	**30**	**0**	**19**

Prerequisites: Local, Sponsorship from a Public Law Enforcement Agency
Corequisites: None
Course Offering Availability: Fall, Spring,
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111	**Introduction to Criminal Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CJC 112	**Criminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 113	**Juvenile Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

CJC 114	**Investigative Photography**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC-116	**Intro to Info Security**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One: CIS-110 **or** CIS-111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches.

CJC 121	**Law Enforcement Operations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CJC 122	**Community Policing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 131	**Criminal Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

CJC 132	**Court Procedure & Evidence**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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. *This course is also available through the Virtual Learning Community (VLC).*

CJC 141	**Corrections**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CJC 151	**Introduction to Loss Prevention**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
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 160	**Terrorism Underlying Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 211	**Counseling**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212	**Ethics & Community Relations**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

CJC 213	**Substance Abuse**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214	**Victimology**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the study of victims. Emphasis is placed on roles/ characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215	**Organization & Administration**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221	**Investigative Principles**	**3**	**2**	**0**	**4**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 231	**Constitutional Law**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

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. *This course is also available through the Virtual Learning Community (VLC).*

CJC 241	**Community-Based Corrections**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring

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.

CJC-250	**Forensic Biology I**	**2**	**2**	**0**	**3**

Prerequisites: Local, Take DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

CJC 255	**Issues in Criminal Justice Application**	**3**	**0**	**0**	**3**

Prerequisites: State: Take All: CJC-111, CJC-221, and CJC-231
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

COE 111	**Cooperative Work Experience I**	**0**	**0**	**10**	**1**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COE 112	**Cooperative Work Experience I**	**0**	**0**	**20**	**2**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113	**Cooperative Work Experience I**	**0**	**0**	**30**	**3**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115	**Work Experience Seminar I**	**1**	**0**	**0**	**1**

Prerequisites: Local, Program Head Approval
Corequisites: State, Take One Course:
                   COE-111, COE-112, COE-113, or COE-114
Course Offering Availability: Course offered at discretion of Dean
This is a seminar course designed to enrich the student's cooperative education work experience.

COE 121	**Cooperative Work Experience II**	**0**	**0**	**10**	**1**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122	**Cooperative Work Experience II**	**0**	**0**	**20**	**2**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 123	**Cooperative Work Experience II**	**0**	**0**	**30**	**3**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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 125	**Work Experience Seminar II**	**1**	**0**	**0**	**1**

Prerequisites: Local, Program Head Approval
Corequisites: State, Take One Course:
COE-121, COE-122, or COE-123
Course Offering Availability: Course offered at discretion of Dean
This is a seminar course designed to enrich the student's cooperative education work experience.

COE 131	**Cooperative Work Experience III**	**0**	**0**	**10**	**1**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132	**Co-op Work Experience III**	**0**	**0**	**20**	**2**

Prerequisites: Local, Program Head Approval
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COM 110	**Introduction to Communication**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute). This course is also available through the Virtual Learning Community (VLC).*

COM 120	**Intro Interpersonal Communication**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute). This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COM 140	**Intro Intercultural Com**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute).*

COM 150	**Intro. to Mass Comm.**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Emphasis is on the nature, history, functions , and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should have an awareness of the pervasive nature of the mass media and how the media operate in an advanced post-industrial society. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

COM 231	**Public Speaking**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 111
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute). This course is also available through the Virtual Learning Community (VLC).*

COS 111	**Cosmetology Concepts I**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, COS 112
Course Offering Availability: Fall, Spring
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	**Salon I**	**0**	**24**	**0**	**8**

Prerequisites: None
Corequisites: State, COS 111
Course Offering Availability: Fall, Spring
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 113	**Cosmetology Concepts II**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, COS 114
Course Offering Availability: Spring

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: None
Corequisites: State, COS 113
Course Offering Availability: Spring

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115	**Cosmetology Concepts III**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, COS 116
Course Offering Availability: Fall, Spring

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	**Salon III**	**0**	**12**	**0**	**4**

Prerequisites: None
Corequisites: State, COS 115
Course Offering Availability: Fall, Spring

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	**Cosmetology Concepts IV**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: State, COS 118
Course Offering Availability: Fall

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	**0**	**21**	**0**	**7**

Prerequisites: None
Corequisites: State, COS 117
Course Offering Availability: Fall

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.

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 121	**Manicure/Nail Technology I**	**4**	**6**	**0**	**6**

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

COS 222	**Manicure/Nail Technology II**	**4**	**6**	**0**	**6**

Prerequisites: State, COS-121
Corequisites: None
Course Offering Availability: Fall, Spring
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 240	**Contemporary Design**	**1**	**3**	**0**	**2**

Prerequisites: State, COS 111 and COS 112
Corequisites: None
Course Offering Availability: Summer
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 250	**Computerized Salon Ops**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 271	**Instructor Concepts I**	**5**	**0**	**0**	**5**

Prerequisites: Local, DRE 098 or DRE 099
and a Cosmetology License with six months experience as a licensed cosmetologist
Corequisites: State, COS 272
Course Offering Availability: Fall
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272	**Instructor Practicum I**	**0**	**21**	**0**	**7**

Prerequisites: Local, DRE 098 or DRE 099
and a Cosmetology License with six months experience as a licensed cosmetologist
Corequisites: State, COS 271
Course Offering Availability: Fall
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 273	**Instructor Concepts II**	**5**	**0**	**0**	**5**

Prerequisites: State, COS 271 and COS 272
Corequisites: State, COS 274
Course Offering Availability: Spring
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274	**Instructor Practicum II**	**0**	**21**	**0**	**7**

Prerequisites: State, COS 271 and COS 272
Corequisites: State, COS 273
Course Offering Availability: Spring
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**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces computer programming using the C programming language with structured programming principles. 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 at a beginning level.

CSC 134	**C++ Programming**	**2**	**3**	**0**	**3**

Prerequisites: Local, CIS 115
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, and debug at a beginning level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CSC 139	**Visual BASIC Programming**	**2**	**3**	**0**	**3**

Prerequisites: Local, CIS 115
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CSC 151	**JAVA Programming**	**2**	**3**	**0**	**3**

Prerequisites: Local, CIS 115
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. *This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CSC 153	**C# Programming**	**2**	**3**	**0**	**3**

Prerequisites: State: Take All: CJC 111, CJC 221, and CJC 231
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 234	**Advanced C++Programming**	**2**	**3**	**0**	**3**

Prerequisites: State: Take CSC 134
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 251	**Advanced JAVA Programming**	**2**	**3**	**0**	**3**

Prerequisites: State: Take CSC 151
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CTI 110	**Web, Pgm, & Db Foundation**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CTI 120	**Network & Sec Foundation**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 141	**Cloud & Storage Concepts**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI 150	**Mobile Computing Devices**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

CTI 289	**CTI Capstone Project**	**1**	**6**	**0**	**3**

Prerequisites: State, Take All: CTI 140 and CTI 120
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.

CTS 115	**Info Sys Business Concepts**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CTS 120	**Hardware/Software Support**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130	**Spreadsheet**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One: CIS-110, CIS-111, **or** OST-137
                  Local, DMA 010, DMA 020, DMA 030
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

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. *This course is also available through the Virtual Learning Community (VLC).*

CTS 220	**Adv Hard/Software Support**	**2**	**3**	**0**	**3**

Prerequisites   State, Take CTS 120
Corequisites   None
Course Offering Availability: Spring

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 230	**Advanced Spreadsheet**	**2**	**2**	**0**	**3**

Prerequisites: State, CTS 130
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. *This course is also available through the Virtual Learning Community (VLC).*

CTS 285	**Systems Analysis & Design**	**3**	**0**	**0**	**3**

Prerequisites: State, CIS 115
Corequisites: None
Course Offering Availability: Fall

This course introduces established and evolving methodologies for the analysis, design and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CTS 289	**System Support Project**	**1**	**4**	**0**	**3**

Prerequisites: State, CTS 285;
Local, CIS 162, CTS 130, DBA 110, NOS 110
Corequisites: None
Course Offering Availability: Spring
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CUL 110	**Sanitation & Safety**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 110A	**Sanitation & Safety Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: State, CUL 110
Course Offering Availability: Fall
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 112	**Nutrition for Foodservice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition is a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 120	**Purchasing**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 130	**Menu Design**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 135	**Food & Beverage Service**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/ service of guests, dining room set-up, profitability, menu sales, and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 135A	**Food & Beverage Service Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: State, CUL 135
Course Offering Availability: Spring
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

CUL 140	**Culinary Skills**	**2**	**6**	**0**	**5**

Prerequisites: None
Corequisites: State, CUL 110
Course Offering Availability: Fall
This course introduces the fundamental concepts, skills, and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 160	**Baking I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: State, CUL 110
Course Offering Availability: Fall
This course covers basic ingredients, techniques, weights and measures, baking terminology, and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170	**Garde Manger I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: State, CUL 110
Course Offering Availability: Spring
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 170A	**Garde Manger I Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, Take All: CUL-110 and CUL-170
Course Offering Availability: Spring
This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Emphasis is placed on the practical experiences that include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to demonstrate proficiency in the design of a cold food display.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 230	**Global Cuisines**	**1**	**8**	**0**	**5**

Prerequisites: State, Take All: CUL-110 and CUL-140
Local, CUL-130
Corequisites: None
Course Offering Availability: Fall
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240	**Culinary Skills II**	**1**	**8**	**0**	**5**

Prerequisites: State, Take All: CUL-110 and CUL-140
Corequisites: None
Course Offering Availability: Fall
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 250	**Classical Cuisine**	**1**	**8**	**0**	**5**

Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-240
Local, CUL-130
Corequisites: None
Course Offering Availability: Spring
This course is designed to reinforce the classical kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 260	**Baking II**	**1**	**4**	**0**	**3**

Prerequisites State, Take All: CUL-110 and CUL-160
Corequisites None
Course Offering Availability: Spring
This course is designed to further students; knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, dessert buffet production skills.

CUL 270	**Garde Manger II**	**1**	**4**	**0**	**3**

Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-170
Corequisites None
Course Offering Availability: Spring
This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include patés, terrines, galantines, decorative garnishing skills, carving, characuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 270A	**Garde Manger II Lab**	**0**	**3**	**0**	**1**

Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-170
Corequisites: State, CUL 270
Course Offering Availability: Spring
This course provides a laboratory experience for enhancing students skills in basic food preparation techniques and pantry production. Emphasis is placed on practical experiences with patés, terrines, galantines, decorative garnishing skills, carving, characuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to demonstrate proficiency in the design/ technical applications of advanced garde manger work including classical cold buffets incorporating appropriate showpieces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 280	**Pastry & Confections**	**1**	**4**	**0**	**3**

Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-160
Corequisites: None
Course Offering Availability: Fall
This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan, and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 280A	**Pastry and Confections Lab**	**0**	**3**	**0**	**1**

Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-160
Corequisites: State, CUL 280
Course Offering Availability: Fall
This course provides a laboratory experience for enhancing student skills in confections/candy, chocolate techniques, transfer sheets, pulled/blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on the practical experiences with showpieces, pre-set molding, stencil cutouts, pattern tracing and/ or free-hand shaping. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DBA 110	**Database Concepts**	**2**	**3**	**0**	**3**

Prerequisites: Local, CIS 110 or CIS 111, OST 138
Corequisites: None
Course Offering Availability: Spring
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DBA 115	**Database Applications**	**2**	**2**	**0**	**3**

Prerequisites: State, DBA 110
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DBA 260	**Oracle DBMS Admin**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course examines advanced Oracle database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DMA 010	**Operations With Integers**	**0.75**	**0.50**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expression**s.**

DMA 020	**Fractions and Decimals**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take DMA 010
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030	**Propor/Ratio/Rate/Percent**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take all: DMA 010 and DMA 020
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040	**Express/Lin Equat/Inequal**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take all: DMA 010, DMA 020 and DMA 030
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050	**Graphs/Equations of Lines**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take all: DMA 010, DMA 020, DMA 030 and DMA 040
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060	**Polynomial/Quadratic Appl**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take all: DMA 010, DMA 020, DMA 030, DMA 040
and DMA 050
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DMA 070	**Rational Express/Equation**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take all: DMA 010, DMA 020, DMA 030, DMA 040
                   DMA 050, and DMA 060
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

		Class	Lab	Clinical	Credit
DMA 080	**Radical Express/Equations**	**0.75**	**0.50**	**0**	**1**

Prerequisites: State, Take all: DMA 010, DMA 020, DMA 030, DMA 040
                   DMA 050, DMA 060, and DMA 070
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

		Class	Lab	Clinical	Credit
DRA 111	**Theatre Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

		Class	Lab	Clinical	Credit
DRA 112	**Literature of the Theatre**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall
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 under-standing of dramatic works. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

		Class	Lab	Clinical	Credit
DRA 122	**Oral Interpretation**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fic-tion. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DRA 126	**Storytelling**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the art of storytelling and the oral traditions of folk litera-ture. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

DRA 130	**Acting I**	**0**	**6**	**0**	**3**

Prerequisites: Local, DRA 122
Corequisites: None
Course Offering Availability: Fall
This course provides an applied study of the actor's craft. Topics include role analy-sis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

DRA 131	**Acting II**	**0**	**6**	**0**	**3**

Prerequisites: State, DRA 130
Corequisites: None
Course Offering Availability: Spring
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

DRA 145	**Stage Make-Up**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

DRA 230	**Acting III**	**0**	**6**	**0**	**3**

Prerequisites: State, DRA 131
Corequisites: None
Course Offering Availability: Fall
This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

DRE 096	**Integrated Reading and Writing**	**2.5**	**1**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course is designed to develop proficiency in specific integrated and contex-tualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. *This course is designed for delivery in 8 weeks, with 7 contact hours per week.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DRE 097	**Integrated Reading Writing II**	**2.5**	**1**	**0**	**3**

Prerequisites: State, DRE 096
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. *This course is designed for delivery in 8 weeks, with 7 contact hours per week.*

DRE 098	**Integrated Reading Writing III**	**2.5**	**1**	**0**	**3**

Prerequisites: State, DRE 097
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. *This course is designed for delivery in 8 weeks, with 7 contact hours per week.*

DRE 099	**Integrated Reading Writing III**	**2**	**0**	**0**	**2**

Prerequisites: State, DRE 097
Corequisites: State, ENG 111
Course Offering Availability: Fall, Spring, Summer

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. *This course is designed for delivery in 8 weeks, with 7 contact hours per week.*

ECO 151	**Survey of Economics**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
Group A: DMA 010, DMA 020, DMA 030, DRE 098
Group B: DMA 010, DMA 020, DMA 030, DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ECO 251	**Principles of Microeconomics**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
Group A: DMA 010, DMA 020, DMA 030, DRE 098
Group B: DMA 010, DMA 020, DMA 030, DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

ECO 252	**Principles of Macroeconomics**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
Group A: DMA 010, DMA 020, DMA 030, DRE 098
Group B: DMA 010, DMA 020, DMA 030, DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

EDU 114	**Intro to Family Childcare**	**3**	**0**	**0**	**3**

Prerequisites: State, DMA 010, DMA 020, and DMA 030
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean
This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment.

EDU 119	**Intro to Early Child Educ**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. *This course is also available through the Virtual Learning Community (VLC). This course is part of the NCCDA credential.* **Note:** *Students must earn a grade of "C" or better in this course to qualify for the North Carolina Early Childhood Credential (NCECC) or the School-Age Child Care Credential (NCSACCC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 125	**Sign Lang. for Educators**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean
This course introduces students to the sign language systems commonly used in educational environments. Topics include fingerspelling, receptive and expressive sign language usage, a comparison of sign language systems, and forms of relevant technology. Upon completion, students should be able to communicate at an introductory level using various English-based sign language systems including Manually Coded English.

EDU 131	**Child, Family, & Commun**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Fall, Spring, Summer
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. *This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Fall
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is part of the NCCDA Infant credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 145	**Child Development II**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Spring
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is part of the NCCDA Preschool credential. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 146	**Child Guidance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Fall, Spring, Summer

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is part of the NCCDA Preschool credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 151	**Creative Activities**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Fall

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 152	**Music, Movement, & Lang**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

EDU 153	**Health, Safety & Nutrit**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Spring

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. *This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 154	**Social/Emotion/Behav Dev**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 144 and EDU 145
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 158	**Healthy Lifestyles - Youth**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Fall
This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.

EDU 162	**Observ & Assess in ECE**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean
This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163	**Classroom Mgt & Instruct**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Fall
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 173	**Becoming a Prof'l in ECE**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean
This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.

EDU 184	**Early Child Intro Pract**	**1**	**3**	**0**	**2**

Prerequisites: State, EDU 119
Corequisites: State, DRE 097
Course Offering Availability: Course offered at discretion of Dean
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. *This course is part of the NCCDA credential.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 216	**Foundations of Education**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement at select institutions. This course is also available through the Virtual Learning Community (VLC).*

EDU 220	**Prog Poli in Early Interv**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one: EDU 144 or EDU 234
Corequisites: State, DRE 098
Course Offering Availability: Course offered at discretion of Dean

This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.

EDU 221	**Children with Exceptionalities**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 144 and EDU 145
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring, Summer

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement at select institutions.*

EDU 223	**Specific Learning Disab**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 144 and EDU 145
Corequisites: State, DRE 098
Course Offering Availability: Course offered at discretion of Dean

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families. *This course is also available through the Virtual Learning Community (VLC).*

EDU 234	**Infants, Toddlers, & Twos**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 119
Corequisites: State, DRE 098
Course Offering Availability: Fall

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. *This course is part of the NCCDA Infant credential.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 235	**School-Age Dev & Program**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring, Summer

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. *This course is also available through the Virtual Learning Community (VLC).*

EDU 243	**Learning Theory**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244	**Human Growth/Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245	**Policies and Procedures**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247	**Sensory & Physical Disab**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 144 and EDU 145
Corequisites: State, DRE 098
Course Offering Availability: Course offered at discretion of Dean

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 248	**Developmental Delays**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 144 and EDU 145
Corequisites: State, DRE 098
Course Offering Availability: Course offered at discretion of Dean
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. *This course is also available through the Virtual Learning Community (VLC).*

EDU 251	**Exploration Activities**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 256	**Inst Strat/Social Studies**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring
This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study.

EDU 257	**Inst Strat/Math**	**2**	**2**	**0**	**3**

Prerequisites: State, DMA 010, DMA 020, and DMA 030
Corequisites: State, DRE 098
Course Offering Availability: Fall
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study.

EDU 258	**Inst Strategies/Science**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring, Summer
This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 259	**Curriculum Planning**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 119
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261	**Early Childhood Admin I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098 and EDU 119
Course Offering Availability: Fall

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. *This course is also available through the Virtual Learning Community (VLC).*

EDU 262	**Early Childhood Admin II**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 261
Corequisites: State, DRE 098 and EDU 119
Course Offering Availability: Spring

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. *This course is also available through the Virtual Learning Community (VLC).*

EDU 263	**School-Age Program Admin**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall, Summer

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

EDU 271	**Educational Technology**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 280	**Language & Literacy Exp**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

| **EDU 281** | **Instruc Strat/Read & Writ** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Fall

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

| **EDU 282** | **Early Childhood Lit** | **3** | **0** | **0** | **3** |

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

| **EDU 284** | **Early Child Capstone Prac** | **1** | **9** | **0** | **4** |

Prerequisites: State, EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring, Summer

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

| **EDU 285** | **Internship Exp-School Age** | **1** | **9** | **0** | **4** |

Prerequisites: State, EDU 144, EDU 145, EDU 163, and EDU 216
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring, Summer

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 287	**Leadership/Early Child Ed**	**3**	**0**	**0**	**3**

Prerequisites: State, EDU 119, EDU 131, EDU 144, and EDU 145
Corequisites: State, DRE 098
Course Offering Availability: Fall, Spring, Summer
This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy.

EDU 289	**Adv Issues/School Age**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: State, DRE 098
Course Offering Availability: Spring
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

EGR 131	**Introduction To Electronics Technology**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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.

ELC 112	**DC/AC Electricity**	**3**	**6**	**0**	**5**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113	**Residential Wiring**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC 114	**Commercial Wiring**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at the discretion of Dean
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ELC 115	**Industrial Wiring**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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: None
Corequisites: None
Course Offering Availability: Spring
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
Course Offering Availability: Fall
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119	**NEC Calculations**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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
Course Offering Availability: Fall
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 127	**Software for Technicians**	**1**	**3**	**0**	**2**

Prerequisites: Local, ELN 131
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces computer software which can be used to solve electrical/ electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

ELC 128	**Intro to PLC**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ELC 131	**Circuit Analysis I**	**3**	**3**	**0**	**4**

Prerequisites: Local, DMA 030
Corequisites: None
Course Offering Availability: Fall
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 133	**Circuit Analysis II**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 215	**Electrical Maintenance**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228	**PLC Applications**	**2**	**6**	**0**	**4**

Prerequisites: Local, ELC 128
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELN 131	**Analog Electronics I**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 132	**Analog Electronics II**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ELN 133	**Digital Electronics**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 150	**CAD for Electronics**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 229	**Industrial Electronics**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232	**Introduction to Microprocessors**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234	**Communication Systems**	**3**	**3**	**0**	**4**

Prerequisites: Local, ELN 132
Corequisites: None
Course Offering Availability: Spring

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 102	**Applied Communications II**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 097
Corequisites: None
Course Offering Availability: Fall, Spring
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 110	**Freshman Composition**	**3**	**0**	**0**	**3**

Prerequisites: State, DRE 097
                          Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

ENG 111	**Expository Writing**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One Set:
                          Set 1: DRE-098
                          Set 2: DRE-099
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 112	**Argument-Based Research**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 114	**Professional Research & Reporting**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ENG 116	**Technical Report Writing**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 110 **or** ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models.

ENG 125	**Creative Writing I**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Spring
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ENG 131	**Introduction to Literature**	**3**	**0**	**0**	**3**

Prerequisites   State, ENG 111
Corequisites: State, ENG 112 **or** ENG 114
Course Offering Availability: Fall
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 231	**American Literature I**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Fall
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 232	**American Literature II**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Spring, Summer
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

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

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Spring
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 241	**British Literature I**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Fall
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 242	**British Literature II**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Spring and Summer
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 261	**World Literature I**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Spring
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 262	**World Literature II**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 **or** ENG 114
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ETR 210	**Intro to Entrepreneurship**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

ETR 220	**Innovation and Creativity**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230	**Entrepreneur Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240	**Funding for Entrepreneurs**	**3**	**0**	**0**	**3**

Prerequisites: State, ACC 120
Corequisites: None
Course Offering Availability: Spring

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

ETR 270	**Entrepreneurship Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

FRE 111	**Elementary French I**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
FRE 112	**Elementary French II**	**3**	**0**	**0**	**3**

Prerequisites: State, FRE 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

FRE 211	**Intermediate French I**	**3**	**0**	**0**	**3**

Prerequisites: State, FRE 112
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

FRE 212	**Intermediate French II**	**3**	**0**	**0**	**3**

Prerequisites: State, FRE 211
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

GEL 111	**Introductory Geology**	**3**	**2**	**0**	**4**

Prerequisites   Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall and Spring
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

GEO 111	**World Regional Geography**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
GEO 112	**Cultural Geography**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

| **HEA 110** | **Personal Health/Wellness** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall and Spring
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

| **HEA 112** | **First Aid & CPR** | **1** | **2** | **0** | **2** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

| **HIS 121** | **Western Civilization I** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall and Spring
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. T*his course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

| **HIS 122** | **Western Civilization II** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HIS 131	**American History I**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

HIS 132	**American History II**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

HIS 221	**African-American History**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HRM 245	**Human Resource Mgmt - Hosp**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

HSE 110	**Introduction to Human Services**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 112	**Group Process I**	**1**	**2**	**0**	**2**

Prerequisites: Local, Enrollment in the HSE program
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123	**Interviewing Techniques**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125	**Counseling**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 127	**Conflict Resolution**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 097
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on achieving compromise and a win/win perception. Upon completion, students should be able to demonstrate competence in identifying seemingly dissimilar positions and facilitating agreement.

HSE 145	**Child Abuse & Neglect**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course explores the abused and neglected child, including the nature and dimension of the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parent-child conflicts.

HSE 210	**Human Services Issues**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 225	**Crisis Intervention**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 226	**Mental Retardation**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers mental retardation and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of mental retardation. Upon completion, students should be able to demonstrate a general knowledge of the mentally retarded individual.

HSE 240	**Issues in Client Services**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 097
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

HSE 245	**Stress Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.

HSE 250	**Financial Services**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.

HSE 251	**Activities Planning**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational activities. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals to maintain quality of life.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 255	**Health Problems & Prevention**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HUM 110	**Technology and Society**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

HUM 115	**Critical Thinking**	**3**	**0**	**0**	**3**

Prerequisites: State, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/ Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

HUM 121	**The Nature of America**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 122	**Southern Culture**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 and DRE 099
Corequisites: None
Course Offering Availability: Fall and Spring
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HUM 130	**Myth in Human Culture**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM 150	**American Women's Studies**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099

Corequisites: None
Course Offering Availability: Fall and Spring
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

HUM 160	**Introduction to Film**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

HUM 230	**Leadership Development**	**3**	**0**	**0**	**3**

Prerequisites: State, Take ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

INT 110	**International Business**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ISC 110	**Workplace Safety**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer

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. *This course is also available through the Virtual Learning Community (VLC).*

| **ISC 121** | **Environmental Health & Safety** | **3** | **0** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

| **ISC 131** | **Quality Management** | **3** | **0** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

| **ISC 221** | **Statistical Quality Control** | **3** | **0** | **0** | **3** |

Prerequisites: State, Completion of Curriculum Mathematics Requirement
Corequisites: None
Course Offering Availability: Spring

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

| **ITA 111** | **Elementary Italian I** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

| **ITA 112** | **Elementary Italian II** | **3** | **0** | **0** | **3** |

Prerequisites: State, ITA 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LEX 110	**Introduction to Paralegal Study**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. *This course is also available through the Virtual Learning Community (VLC).*

LEX 120	**Legal Research/Writing I**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. *This course is also available through the Virtual Learning Community (VLC).*

LEX 130	**Civil Injuries**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. *This course is also available through the Virtual Learning Community (VLC).*

LEX 140	**Civil Litigation I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. *This course is also available through the Virtual Learning Community (VLC).*

LEX 141	**Civil Litigation II**	**2**	**2**	**0**	**3**

Prerequisites: State, Take LEX 140
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice. *This course is also available through the Virtual Learning Community (VLC).*

LEX 150	**Commercial Law**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LEX 160	**Criminal Law & Procedure**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 180	**Case Analysis & Reasoning**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: State, LEX 120
Course Offering Availability: Course offered at discretion of Dean
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210	**Real Property I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. *This course is also available through the Virtual Learning Community (VLC).*

LEX 214	**Investigation & Trial Prep**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

LEX 240	**Family Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. *This course is also available through the Virtual Learning Community (VLC).*

LEX 250	**Wills, Estates, and Trusts**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LEX 260	**Bankruptcy and Collections**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270	**Law Office Mgt/Technology**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 271	**Law Office Writing**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

LEX 280	**Ethics & Professionalism**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LEX 285	**Workers' Comp Law**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

LEX 286	**Medical Evidence Analysis**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to teach reading and analyzing medical records for legal evaluation of boidly injury and disability claims. Emphasis is placed on terminology, identifying, obtaining and reviewing medical records and study of the major systems of the human body. Upon completion, students will be able to compile, analyze and organize medical documents to support or disprove injury claims.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LEX 287	**CLA Review Seminar**	**2**	**0**	**0**	**2**

Prerequisites: State, LEX 210
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to prepare students for voluntary certification sponsored by the National Association of Legal Assistants to demonstrate significant competence in paralegalism. Topics include communications, ethics, human relations, interviewing techniques, judgment and analytical analysis, legal research, legal terminology, general law and nine tested specialty areas of law. *Upon completion, students should be able to demonstrate that they are prepared to take the NALA's Certified Legal Assistant Exam.*

LOG 110	**Introduction to Logistics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall and Spring
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. *This course is also available through the Virtual Learning Community (VLC).*

LOG 125	**Transportation Logistics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

LOG 211	**Distribution Management**	**2**	**2**	**0**	**3**

Prerequisites: State, LOG 110
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

LOG 215	**Supply Chain Management**	**3**	**0**	**0**	**3**

Prerequisites: State, LOG 110
Corequisites: None
Course Offering Availability: Spring
This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes, and prepare for the APICS CPIM examination.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LOG 225	**Logistics Systems**	**3**	**2**	**0**	**4**

Prerequisites: State, LOG 215
Corequisites: None
Course Offering Availability: Fall

This course covers the design, implementation, and application of logistics software systems utilized by businesses to improve accountability, and capabilities of their logistics processes. Emphasis is placed on an in-depth understanding of logistical software applications, optimization models, automated data collection, electronic data interchange, and other logistics software tools. Upon completion, students should be able to identify the various logistics software applications and explain how they are utilized to improve business and logistics processes.

LOG 235	**Import/Export Management**	**3**	**0**	**0**	**3**

Prerequisites: State, LOG 125
Corequisites: None
Course Offering Availability: Fall

This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain.

LOG 240	**Purchasing Logistics**	**3**	**0**	**0**	**3**

Prerequisites: State, LOG 110
Corequisites: None
Course Offering Availability: Spring

This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.

LOG 245	**Logistics Security**	**3**	**0**	**0**	**3**

Prerequisites: State, LOG 110
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the role and importance of securing the domestic and global transportation and supply chain networks. Emphasis is placed on Customs and Border Protection, Department of Homeland Security, the Transportation Security Agency and how they affect businesses, logistics and transportation processes. Upon completion, students should be able to apply the principles and terminologies used in securing the logistics and transportation networks and identify potential threats.

LOG 250	**Advanced Global Logistics**	**3**	**2**	**0**	**4**

Prerequisites: State, LOG 125
Corequisites: None
Course Offering Availability: Spring

This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAS 140	**Introduction to Masonry**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

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 101	**Applied Mathematics I**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030
Set 2: DMA 040, 050
Set 3: DMA 060, 070, 080
Corequisites: None
Course Offering Availability: Fall, Spring

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

MAT 115	**Mathematical Models**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and DMA 080
Set 3: MAT 121
Set 4: MAT 161
Set 5: MAT 171
Corequisites: None
Course Offering Availability: Fall, Spring

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course is also available through the Virtual Learning Community (VLC).*

MAT 121	**Algebra/Trigonometry I**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and DMA 080
Local, Take 1 group:
Group A: DRE 098
Group B: DRE 099
Corequisites: None
Course Offering Availability: Fall

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 122	**Algebra/Trigonometry II**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One: MAT 121, MAT 161, MAT 171
Corequisites: None
Course Offering Availability: Spring

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140	**Survey of Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: DMA 010, DMA 020, DMA 030, DMA 060, 070, and
        DMA 080
Set 3: MAT 121
Set 4: MAT 161
Set 5: MAT 171
Local, Take 1 group:
Group A: DRE 098
Group B: DRE 099
Corequisites: None
Course Offering Availability: Spring

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree. This course is also available through the Virtual Learning Community (VLC).*

MAT 151	**Statistics I**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set 2: MAT 121
Set 3: MAT 140
Set 4: MAT 161
Set 5: MAT 171
Local, Take 1 group:
Group A: DRE 098
Group B: DRE 099
Corequisites: Local, MAT 151A
Course Offering Availability: Fall, Spring, Summer

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 151A	**Statistics I Lab**	**0**	**2**	**0**	**1**

Prerequisites: State, Take One Set:
                    Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
                    Set 2: MAT 121
                    Set 3: MAT 140
                    Set 4: MAT 161
                    Set 5: MAT 171
                    Local, Take 1 group:
                    Group A: DRE 098
                    Group B: DRE 099
Corequisites: State, MAT 151
Course Offering Availability: Fall, Spring, Summer
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 161	**College Algebra**	**3**	**0**	**0**	**3**

Prerequisites: State, Take All:
                    DMA 010, DMA 020, DMA 030, DMA 040, DMA 050,
                    DMA 060, DMA 070, and DMA 080
                    Local, Take 1 group:
                    Group A: DRE 098
                    Group B: DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree. This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 161A	**College Algebra Lab**	**0**	**2**	**0**	**1**

Prerequisites: State, Take All:
                    DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060,
                    DMA 070, and DMA 080
                    Local, DRE 098 or DRE 099
Corequisites: State, MAT 161
Course Offering Availability: Fall, Spring,
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 165	**Finite Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One: MAT 161 **or** MAT 171
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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. *Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 171	**Precalculus Algebra**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060,
DMA 070, and DMA 080
Set 2: MAT 161
Local, DRE 098 or DRE 099
Corequisites: Local, MAT 171A
Course Offering Availability: Fall, Spring

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 171A	**Precalculus Algebra Lab**	**0**	**2**	**0**	**1**

Prerequisites: State, Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060,
DMA 070, and DMA 080
Set 2: MAT 161
Local, DRE 098 or DRE 099
Corequisites: State, MAT 171
Course Offering Availability: Fall, Spring

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 172	**Precalculus Trigonometry**	**3**	**0**	**0**	**3**

Prerequisites: State, Take MAT 171
Local, DRE 098 or DRE 099
Corequisites: Local, MAT 172A
Course Offering Availability: Spring, Summer

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 172A	**Precalculus Trigonometry Lab**	**0**	**2**	**0**	**1**

Prerequisites: State, MAT 171
Local, DRE 098 or DRE 099
Corequisites: State, MAT 172
Course Offering Availability: Spring, Summer

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Work Exp/ Clinical	Credit
MAT 263	**Brief Calculus**	**3**	**0**	**0**	**3**

Prerequisites: State, Take One: MAT 161, MAT 171
Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 271	**Calculus I**	**3**	**2**	**0**	**4**

Prerequisites: State, MAT 172
Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This course is also available through the Virtual Learning Community (VLC).*

MAT 272	**Calculus II**	**3**	**2**	**0**	**4**

Prerequisites: State, MAT 271
Corequisites: None
Course Offering Availability: Spring

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This course is also available through the Virtual Learning Community (VLC).*

MAT 273	**Calculus III**	**3**	**2**	**0**	**4**

Prerequisites: State, MAT 272
Corequisites: None
Course Offering Availability: Summer

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This course is also available through the Virtual Learning Community (VLC).*

MED 110	**Orientation to Medical Assisting**	**1**	**0**	**0**	**1**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

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

MED 118	**Medical Law and Ethics**	**2**	**0**	**0**	**2**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

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. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 121	**Medical Terminology I**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

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. *This course is also available through the Virtual Learning Community (VLC).*

MED 122	**Medical Terminology II**	**3**	**0**	**0**	**3**

Prerequisites: State, MED 121
Corequisites: None
Course Offering Availability: Spring

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. *This course is also available through the Virtual Learning Community (VLC).*

MED 130	**Administrative Office Procedures I**	**1**	**2**	**0**	**2**

Prerequisites: Local, Enrollment in the Medical Assisting Program
Corequisites: None
Course Offering Availability: Fall

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: Local, MED 130
Corequisites: None
Course Offering Availability: Spring

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134	**Medical Transcription**	**2**	**2**	**0**	**3**

Prerequisites: State, MED 121;
                       Local, OST 131
Corequisites: Local, MED 122
Course Offering Availability: Course offered at discretion of Dean

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 140	**Exam Room Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: Local, BIO 163, Enrollment in the Medical Assisting
                   Program
Corequisites: None
Course Offering Availability: Spring
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150	**Laboratory Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: Local, Enrollment in the Medical Assisting Program
Corequisites: None
Course Offering Availability: Spring
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232	**Medical Insurance Coding**	**1**	**3**	**0**	**2**

Prerequisites: Local, BIO 163, MED 122
Corequisites: None
Course Offering Availability: Fall
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260	**MED Clinical Practicum**	**0**	**0**	**15**	**5**

Prerequisites: Local, Take All, MED 110, MED 118, MED 121, MED 122,
                   MED 130, MED 131, MED 140, MED 150, and MED 272
Corequisites: None
Course Offering Availability: Summer
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262	**Clinical Perspectives**	**1**	**0**	**0**	**1**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: Local, MED 260
Course Offering Availability: Summer
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 264	**MED Assisting Overview**	**2**	**0**	**0**	**2**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270	**Symptomatology**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272	**Drug Therapy**	**3**	**0**	**0**	**3**

Prerequisites: Enrollment in the Medical Assisting Program
Corequisites: None
Course Offering Availability: Spring
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MHA 150	**Mental Health Systems**	**3**	**0**	**0**	**3**

Prerequisites: State, HSE 110
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery.

MHA 155	**Psychological Assessment**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests.

MHA 240	**Advocacy**	**2**	**0**	**0**	**2**

Prerequisites: State, HSE 110
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MKT 120	**Principles of Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

MNT 110	**Intro to Maint Procedures**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at the discretion of Dean
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 165	**Mechanical Industrial Systems**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

MRI 210	**MRI Physics and Equipment**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

MRI 211	**MRI Procedures**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

MRI 231	**MRI Clinical Practicum**	**0**	**0**	**33**	**11**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 110	**Music Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

MUS 111	**Fundamentals of Music**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 113	**American Music**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 121	**Music Theory I**	**3**	**2**	**0**	**4**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 131	**Chorus I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.*

MUS 132	**Chorus II**	**0**	**2**	**0**	**1**

Prerequisites: State, MUS 131
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 133	**Band I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 134	**Band II**	**0**	**2**	**0**	**1**

Prerequisites: State, MUS 133
Corequisites: None
Course Offering Availability: Spring

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 135	**Jazz Ensemble I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 136	**Jazz Ensemble II**	**0**	**2**	**0**	**1**

Prerequisites: State, MUS 135
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 141	**Ensemble I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 142	**Ensemble II**	**0**	**2**	**0**	**1**

Prerequisites: State, MUS 141
Corequisites: None
Course Offering Availability: Fall

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 210	**History of Rock Music**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 211	**History of Country Music**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

MUS 212	**American Musical Theatre**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

NET 125	**Networking Basics**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126	**Routing Basics**	**1**	**4**	**0**	**3**

Prerequisites: State, NET 125
Corequisites: None
Course Offering Availability: Spring

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 175	**Wireless Technology**	**2**	**2**	**0**	**3**

Prerequisites: State, NET 110 **or** NET 125
Corequisites: None
Course Offering Availability: Fall

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol., transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NET 225	**Routing & Switching I**	**1**	**4**	**0**	**3**

Prerequisites: State, NET 126
Corequisites: None
Course Offering Availability: Fall
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches., Ethernet switching, VLANS, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226	**Routing & Switching II**	**1**	**4**	**0**	**3**

Prerequisites: State, NET 225
Corequisites: None
Course Offering Availability: Spring
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 289	**Networking Project**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: State, NET 226
Course Offering Availability: Spring
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NOS 110	**Operating System Concepts**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. *This course is also available through the Virtual Learning Community (VLC).*

NOS 120	**Linux/UNIX Single User**	**2**	**2**	**0**	**3**

Prerequisites: State, NOS 110 **or** CET 211
Corequisites: None
Course Offering Availability: Fall
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130	**Windows Single User**	**2**	**2**	**0**	**3**

Prerequisites: State, NOS 110 **or** CET 211
Corequisites: None
Course Offering Availability: Spring
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NOS 220	**Linux/UNIX Admin 1**	**2**	**2**	**0**	**3**

Prerequisites: State, NOS 120
Corequisites: None
Course Offering Availability: Spring
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X. Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230	**Windows Admin I**	**2**	**2**	**0**	**3**

Prerequisites: State, NOS 130
Corequisites: None
Course Offering Availability: Fall
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment. *This course is also available through the Virtual Learning Community (VLC).*

NUR 101	**Practical Nursing I**	**7**	**6**	**6**	**11**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
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. *This is a diploma-level course.*

NUR 102	**Practical Nursing II**	**8**	**0**	**12**	**12**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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. *This is a diploma-level course.*

NUR 103	**Practical Nursing III**	**6**	**0**	**12**	**10**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
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. *This is a diploma-level course.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 111	**Intro to Health Concepts**	**4**	**6**	**6**	**8**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

| **NUR 112** | **Health-Illness Concepts** | **3** | **0** | **6** | **5** |

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Spring
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

| **NUR 113** | **Family Health Concepts** | **3** | **0** | **6** | **5** |

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Spring
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

| **NUR 114** | **Holistic Health Concepts** | **3** | **0** | **6** | **5** |

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Fall
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

| **NUR 117** | **Pharmacology** | **1** | **3** | **0** | **2** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications, and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

| **NUR 211** | **Health Care Concepts** | **3** | **0** | **6** | **5** |

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Fall
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 212	**Health System Concepts**	**3**	**0**	**6**	**5**

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212AB	**Health System Concepts Part A**	**1.5**	**0**	**3**	**2.5**

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Spring
This course is designed to further develop the concepts within the three domains of the individual and nursing, and healthcare. Emphasis is placed on the concepts of grief/loss, mood, affect, violence, managing care, caring interventions, and ethics.

NUR 212BB	**Health System Concepts Part B**	**1.5**	**0**	**3**	**2.5**

Prerequisites: State, NUR 111
Corequisites: None
Course Offering Availability: Fall
This course is designed to further develop the concepts within the three domains of the individual and nursing, and healthcare. Emphasis is placed on the concepts of accountability, advocacy, collaboration, ethics, evidence-based practice, health care systems, health policy, legal issues, safety, managing care, caring interventions, and health, wellness and illness.

NUR 213	**Complex Health Concepts**	**4**	**3**	**15**	**10**

Prerequisites: State, Take NUR 111
Corequisites: State, Take All: NUR 112,NUR 113,NUR 114, NUR 211, and NUR 212
Course Offering Availability: Spring
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214	**Nsg Transition Concepts**	**3**	**0**	**3**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 221	**LPN to ADN Concepts I**	**6**	**0**	**9**	**9**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 223	**LPN to ADN Concepts II**	**6**	**0**	**9**	**9**

Prerequisites: State, NUR 221
Corequisites: None
Course Offering Availability: Spring
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

NUT 110	**Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. *This course is also available through the Virtual Learning Community (VLC).*

OST 131	**Keyboarding**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132	**Keyboard Skill Building**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134	**Text Entry & Formatting**	**2**	**2**	**0**	**3**

Prerequisites: Local, OST 131 **or** Equivalent
Corequisites: None
Course Offering Availability: Spring
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. *This course is also available through the Virtual Learning Community (VLC).*

OST 135	**Advanced Text Entry & Formatting**	**3**	**2**	**0**	**4**

Prerequisites: State, OST 134
Corequisites: None
Course Offering Availability: Fall
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 136	**Word Processing**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *This course is also available through the Virtual Learning Community (VLC).*

OST 137	**Office Software Applications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
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. *This course is also available through the Virtual Learning Community (VLC).*

OST 138	**Advanced Software Applications**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One: OST-137, CIS-110, **or** CIS-111
Corequisites: None
Course Offering Availability: Spring
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. *This course is also available through the Virtual Learning Community (VLC).*

OST 140	**Internet Comm/Research**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

OST 141	**Medical Terms I-Medical Office**	**3**	**0**	**0**	**3**

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

OST 142	**Medical Terms II-Medical Office**	**3**	**0**	**0**	**3**

Prerequisites: State, OST 141
Corequisites: None
Course Offering Availability: Spring
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 148	**Medical Coding Billing & Insurance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. *This course is also available through the Virtual Learning Community (VLC).*

OST 149	**Medical Legal Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *This course is also available through the Virtual Learning Community (VLC).*

OST 153	**Office Finance Solutions**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 155	**Legal Terminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. *This course is a unique requirement of the Legal concentration in the Office Administration program.*

OST 156	**Legal Office Procedures**	**2**	**2**	**0**	**3**

Prerequisites: State, OST 134
Corequisites: None
Course Offering Availability: Spring
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. *This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.*

OST 159	**Legal Office Ethics**	**2**	**0**	**0**	**2**

Prerequisites: Local, OST 136 **or** Equivalent
Corequisites: None
Course Offering Availability: Fall
This course introduces the complex legal and ethical issues involved in the role of administrative support personnel in a variety of law-related offices. Topics include conduct compatible with the professional obligations of the employer, legally protected relationships, and the professional responsibilities of the employee. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of law-related workplaces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 162	**Executive Terminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

| **OST 164** | **Text Editing Applications** | **3** | **0** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
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. *This course is also available through the Virtual Learning Community (VLC).*

| **OST 181** | **Intro to Office Systems** | **2** | **2** | **0** | **3** |

Prerequisites: Local, OST 136
Corequisites: None
Course Offering Availability: Spring
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

| **OST 184** | **Records Management** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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. *This course is also available through the Virtual Learning Community (VLC).*

| **OST 223** | **Admin Office Transcript I** | **2** | **2** | **0** | **3** |

Prerequisites: State, Take One Set:
                  Set 1: OST 134 and OST 164
                  Set 2: OST 136 and OST 164
Corequisites: None
Course Offering Availability: Spring
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

| **OST 224** | **Admin. Ofc Transcript II** | **1** | **2** | **0** | **2** |

Prerequisites: State, OST 223
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 233	**Office Publications Design**	**2**	**2**	**0**	**3**

Prerequisites: State, OST 136
Corequisites: None
Course Offering Availability: Spring

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236	**Adv Word/Information Processing**	**2**	**2**	**0**	**3**

Prerequisites: State, OST 136
Corequisites: None
Course Offering Availability: Fall

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. *This course is also available through the Virtual Learning Community (VLC).*

OST 241	**Medical Office Transcription I**	**1**	**2**	**0**	**2**

Prerequisites: State, Take One: MED 121 **or** OST 141
                Local, OST 136
Corequisites: None
Course Offering Availability: Spring

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242	**Medical Office Transcription II**	**1**	**2**	**0**	**2**

Prerequisites: State, OST 241
Corequisites: None
Course Offering Availability: Summer

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

OST 243	**Medical Office Simulation**	**2**	**2**	**0**	**3**

Prerequisites: State, OST 148
Corequisites: None
Course Offering Availability: Spring

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 247	**Procedure Coding**	**1**	**2**	**0**	**2**

Prerequisites: State, Take MED 121 **or** OST 141
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 248	**Diagnostic Coding**	**1**	**2**	**0**	**2**

Prerequisites: State, Take MED 121 **or** OST 141
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249	**CPC Certification**	**3**	**2**	**0**	**4**

Prerequisites: State, Take OST 247 and OST 248
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 252	**Legal Transcription I**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: OST 155 and OST 134
Set 2: OST 155 and OST 136
Corequisites: None
Course Offering Availability: Fall
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

OST 281	**Emer Issues in Med Ofc**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 284	**Emerging Technologies**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286	**Professional Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
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. *This course is also available through the Virtual Learning Community (VLC).*

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 110	**Fit and Well for Life**	**1**	**2**	**0**	**2**

Prerequisites: Local, DRE 097
Corequisites: None
Course Offering Availability: Fall, Spring
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 115	**Step Aerobics I**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 117	**Weight Training I**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 119	**Circuit Training**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning times stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 120	**Walking for Fitness**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 121	**Walk, Jog, Run**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 124	**Run, Swim, Cycle**	0	3	0	1

Prerequisites: Local, YMCA membership fee of $120.00, per semester.
(Proof of Membership)
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. **Students must pay a reduced membership fee of $120.00 in order to utilize the YMCA facilities during the semester, in which they are enrolled in the course.** *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Clinical	Credit
PED 125	**Self-Defense-Beginning**	0	2	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Clinical	Credit
PED 128	**Golf-Beginning**	0	2	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Clinical	Credit
PED 129	**Golf-Intermediate**	0	2	0	1

Prerequisites: State, PED 128
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Clinical	Credit
PED 130	**Tennis-Beginning**	0	2	0	1

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Class	Lab	Clinical	Credit
PED 139	**Bowling-Beginning**	0	2	0	1

Prerequisites: Local, (A fee charge is required, per game)
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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. **Students will be required to pay a reduced bowling fee per game, in order to use the local bowling facility.** *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 142	**Lifetime Sports**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 143	**Volleyball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 144	**Volleyball-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: State, PED 143
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 145	**Basketball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 146	**Basketball-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: State, PED 145
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PED 148	**Softball**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 152	**Swimming-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

PHI 210	**History of Philosophy**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

PHI 230	**Introduction to Logic**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

PHI 240	**Introduction to Ethics**	**3**	**0**	**0**	**3**

Prerequisites: State, Take ENG 111
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

PHM 110	**Introduction to Pharmacy**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
                   Group A: DRE 098, DMA 040, and DMA 050
                   Group B: DRE 099, DMA 040, and DMA 050
Corequisites: None
Course Offering Availability: Fall, Spring
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 111	**Pharmacy Practice I**	**3**	**3**	**0**	**4**

Prerequisites: Local, Enrollment in the Program
Corequisites: State, Take All: PHM 110 and PHM 115
Course Offering Availability: Fall, Spring
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115	**Pharmacy Calculations**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
                  Group A: DRE 098, DMA 040, and DMA 050
                  Group B: DRE 099, DMA 040 and DMA 050
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A	**Pharmacy Calculations Lab**	**0**	**2**	**0**	**1**

Prerequisites: Local, Take 1 group:
                  Group A: DRE 098, DMA 040, and DMA 050
                  Group B: DRE 099, DMA 040, and DMA 050
Corequisites: Local, PHM 115
Course Offering Availability: Fall, Spring
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118	**Sterile Products**	**3**	**3**	**0**	**4**

Prerequisites: State, Take PHM 110 and PHM 111
Corequisites: None
Course Offering Availability: Spring, Summer
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120	**Pharmacology I**	**3**	**0**	**0**	**3**

Prerequisites: Local, Take 1 group:
                  Group A: DRE 098, DMA 040, and DMA 050
                  Group B: DRE 099, DMA 040, and DMA 050
Corequisites: None
Course Offering Availability: Spring, Summer
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 125	**Pharmacology II**	**3**	**0**	**0**	**3**

Prerequisites: State, PHM 120
Corequisites: None
Course Offering Availability: Fall, Summer

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132	**Pharmacy Clinical**	**0**	**0**	**6**	**2**

Prerequisites: Local, Enrollment in the Program
Corequisites: None
Course Offering Availability: Summer

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 134	**Pharmacy Clinical**	**0**	**0**	**12**	**4**

Prerequisites: Local, Enrollment in the Program
Corequisites: None
Course Offering Availability: Spring

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 136	**Pharmacy Clinical**	**0**	**0**	**18**	**6**

Prerequisites: Local, Enrollment in the Program
Corequisites: None
Course Offering Availability: Fall

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 138	**Pharmacy Clinical**	**0**	**0**	**24**	**8**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 140	**Trends in Pharmacy**	**2**	**0**	**0**	**2**

Prerequisites: Local, Take 1 group:
Group A: DRE 098, DMA 040, and DMA 050
Group B: DRE 099, DMA 040, and DMA 050
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 150	**Hospital Pharmacy**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: State, PHM 118
Course Offering Availability: Fall
This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

PHM 155	**Community Pharmacy**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

PHM 160	**Pharm Dosage Forms**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

PHM 165	**Pharmacy Prof Practice**	**2**	**0**	**0**	**2**

Prerequisites: Local, Take 1 group:
Group A: DRE 098, DMA 040, and DMA 050
Group B: DRE 099, DMA 040 and DMA 050
Corequisites: None
Course Offering Availability: Fall
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHY 101	**Fundamentals of Physics I**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
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. *This course is intended for diploma programs.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHY 110	**Conceptual Physics**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: Local PHY 110A
Course Offering Availability: Fall, Spring
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

PHY 110A	**Conceptual Physics Lab**	**0**	**2**	**0**	**1**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: State, PHY 110
Course Offering Availability: Fall, Spring
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.*

PHY 131	**Physics-Mechanics**	**3**	**2**	**0**	**4**

Prerequisites: State, Take One: MAT-121, MAT-161, MAT-171
Corequisites: None
Course Offering Availability: Spring
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: State, Take One: MAT 161, MAT 171
Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

PHY 152	**College Physics II**	**3**	**2**	**0**	**4**

Prerequisites: State, PHY 151
Corequisites: None
Course Offering Availability: Summer
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHY 251	**General Physics I**	**3**	**3**	**0**	**4**

Prerequisites: State, MAT 271;
                           Local, DRE 098 or DRE 099
Corequisites: State, MAT 272
Course Offering Availability: Spring
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

PHY 252	**General Physics II**	**3**	**3**	**0**	**4**

Prerequisites: State, MAT 272 and PHY 251
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

POL 120	**American Government**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

POL 210	**Comparative Government**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

POL 220	**International Relations**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a study of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PSY 101	**Applied Psychology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
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. *This course is intended for diploma programs.*

| **PSY 110** | **Life Span Development** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

| **PSY 118** | **Interpersonal Psychology** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Spring
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

| **PSY 150** | **General Psychology** | **3** | **0** | **0** | **3** |

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

| **PSY 237** | **Social Psychology** | **3** | **0** | **0** | **3** |

Prerequisites: State, Take One PSY 150 **or** SOC 210
Corequisites: None
Course Offering Availability: Spring
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PSY 239	**Psychology of Personality**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY 241	**Developmental Psychology**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

PSY 265	**Behavioral Modification**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
Course Offering Availability: Spring
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281	**Abnormal Psychology**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

PTC 110	**Industrial Environment**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course provides the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 110	**Radiography Introduction & Patient Care**	**2**	**3**	**0**	**3**

Prerequisites: Local, Enrollment in the Radiography Program
Corequisites: State, Take All: RAD 111 and RAD 151
Course Offering Availability: Fall
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**

Prerequisites: Local, Enrollment in the Radiography Program
Corequisites: State, Take All: RAD 110 and RAD 151
Course Offering Availability: Fall
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112	**RAD Procedures II**	**3**	**3**	**0**	**4**

Prerequisites: State, Take All: RAD 110, RAD 111, and RAD 151
    Local, BIO 163
Corequisites: Local, RAD 121 and RAD 161
Course Offering Availability: Spring
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121	**Radiographic Imaging I**	**2**	**3**	**0**	**3**

Prerequisites: State, Take All: RAD 110, RAD 111, and RAD 151
Corequisites: State, Take All: RAD 112 and RAD 161
Course Offering Availability: Spring
This course provides the basic principles of imaging. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of basic radiographic imaging.

RAD 122	**Radiographic Imaging II**	**1**	**3**	**0**	**2**

Prerequisites: State, Take All: RAD 112, RAD 121, and RAD 161
    Local, BIO 163 **or** BIO 168 and BIO 169
Corequisites: State, Take All: RAD 131, and RAD 171
Course Offering Availability: Summer
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131	**Radiographic Physics I**	**1**	**3**	**0**	**2**

Prerequisites: State, Take: RAD 121
Corequisites: State, Take All: RAD 122 and RAD 171
Course Offering Availability: Summer
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 151	**RAD Clinical Ed I**	**0**	**0**	**6**	**2**

Prerequisites: Local, Enrollment in the Radiography Program
Corequisites: State, Take All: RAD 110 and RAD 111
Course Offering Availability: Fall

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: State, Take All: RAD 110, RAD 111, and RAD 151
Corequisites: State, Take All: RAD 112 and RAD 121
Course Offering Availability: Spring

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171	**RAD Clinical Ed III**	**0**	**0**	**12**	**4**

Prerequisites: State, Take All: RAD 112, RAD 121, and RAD 161
Corequisites: State, Take All: RAD 122 and RAD 131
Course Offering Availability: Summer

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211	**RAD Procedures III**	**2**	**3**	**0**	**3**

Prerequisites: State, Take All: RAD 122, RAD 131, and RAD 171
Corequisites: State, Take All: RAD 231, RAD 241, and RAD 251
Course Offering Availability: Fall

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231	**Radiographic Physics II**	**1**	**3**	**0**	**2**

Prerequisites: State, Take One: RAD 131 or RAD 171
Corequisites: State, Take All: RAD 211, RAD 241, and RAD 251
Course Offering Availability: Fall

This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241	**Radiobiology/Protection**	**2**	**0**	**0**	**2**

Prerequisites: State, Take All: RAD 122, RAD 131, and RAD 171
Corequisites: State, Take All: RAD 211, RAD 231, and RAD 251
Course Offering Availability: Fall

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 245	**Image Analysis**	**1**	**3**	**0**	**2**

Prerequisites: State, Take All: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: State, Take All: RAD 261 and RAD 271
Course Offering Availability: Spring
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 251	**RAD Clinical Ed IV**	**0**	**0**	**21**	**7**

Prerequisites: State, Take All: RAD 122, RAD 131, and RAD 171
Corequisites: State, Take All: RAD 211, RAD 231, and RAD 241
Course Offering Availability: Fall
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261	**RAD Clinical Ed V**	**0**	**0**	**21**	**7**

Prerequisites: State, RAD 251
Corequisites: State, Take All: RAD 245 and RAD 271
Course Offering Availability: Spring
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271	**Radiography Capstone**	**0**	**3**	**0**	**1**

Prerequisites: State, Take All: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: State, Take All: RAD 245, and RAD 261
Course Offering Availability: Spring
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

REL 110	**World Religions**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

REL 211	**Introduction to Old Testament**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
REL 212	**Introduction to New Testament**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SAB 110	**Substance Abuse Overview**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120	**Intake and Assessment**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 125	**SA Case Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 135	**Addictive Process**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SAB 210	**Substance Abuse Counseling**	**2**	**2**	**0**	**3**

Prerequisites: Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

		Class	Lab	Work Exp/ Clinical	Credit
SAB 240	**SAB Issues in Client Services**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

		Class	Lab	Work Exp/ Clinical	Credit
SEC 110	**Security Concepts**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

		Class	Lab	Work Exp/ Clinical	Credit
SEC 150	**Security Communications**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: SEC 110 and NET 110
Set 2: SEC 110 and NET 125
Corequisites: None
Course Offering Availability: Fall
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies. *This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Work Exp/ Clinical	Credit
SEC 160	**Secure Admin I**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One Set:
Set 1: SEC 110 and NET 110
Set 2: SEC 110 and NET 125
Corequisites: None
Course Offering Availability: Spring
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. *This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SEC 210	**Intrusion Detection**	**2**	**2**	**0**	**3**

Prerequisites: State, SEC 160
Corequisites: None
Course Offering Availability: Spring
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

SEC 220	**Defense-In-Depth**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: State, SEC 160
Course Offering Availability: Fall
This course introduces students to the concepts of defense-in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures.

SEC 240	**Wireless Security**	**2**	**2**	**0**	**3**

Prerequisites: State, Take All: SEC 110 and NET 175
Corequisites: None
Course Offering Availability: Spring
This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.

SEC 289	**Security Capstone Project**	**1**	**4**	**0**	**3**

Prerequisites: State, SEC 220
Corequisites: None
Course Offering Availability: Spring
This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

SEL 192	**Selected Topics in SGD 192**	**2**	**6**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an opportunity to explore areas of current interest in the specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

SGD 111	**Introduction to SGD**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SGD 112	**SGD Design**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113	**SGD Programming**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 114	**3D Modeling**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the tools required to create three-dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

SGD 115	**Physically-Based Modeling**	**2**	**2**	**0**	**3**

Prerequisites: State, Take One: MAT 121, MAT 161, MAT 171, **or** MAT 175
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces fundamental physical concepts as applied to the simulation and game design fields. Topics include hands-on programming of vectors, matrices, graphical analyses, forces, laws of motion, work, energy, momentum, properties of matter, and problem-solving methods. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to the simulation and game design fields.

SGD 116	**Graphic Design Tools**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

SGD 117	**Art for Games**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SGD 134	**SG Quality Assurance**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry.

SGD 135	**Serious Games**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games.

SGD 158	**SGD Business Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.

SGD 159	**SGD Production Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the techniques and methods used in interactive game production and how to manage a project. Emphasis is placed on scheduling, production plans, marketing and budgeting. Upon completion, students should be able to manage a team, track production, and understand the process of project management.

SGD 162	**SG 3D Animation**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 163	**SG Documentation**	**2**	**3**	**0**	**3**

Prerequisites: State, SGD 112; Local, ENG 111
Corequisites: None
Course Offering Availability: Spring
This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SGD 164	**SG Audio/Video**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games.

SGD 165	**SG Character Development**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the concepts needed to create fictional personality for use in digital videos, animations, simulations and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

SGD 166	**SG Physiolody/Kinesi**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the principles of simulation and game development. Topics include analysis of the human form and other living organisms. Upon completion, students should be able to demonstrate an understanding of the physiology and kinesiology concepts related to simulation and game development.

SGD 167	**SG Ethics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces principles of philosophy and ethics as they relate to simulation and game development. Topics include moral philosophy and ethics. Upon completion, students should be able to discuss philosophical and ethical issues related to simulation and game development.

SGD 168	**Mobile SG Programming I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

SGD 171	**Flash SG Programming**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash.

SGD 174	**SG Level Design**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SGD 181	**Machinima**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers machinima techniques in the simulation and game industry. Emphasis is placed on developing movies and animations within industry-standard game engines for simulations and games. Upon completion, students should be able to demonstrate a basic understanding of in-game cinematic creation.

SGD 212	**SGD Design II**	**2**	**3**	**0**	**3**

Prerequisites: State, Take SGD 112
Corequisites: None
Course Offering Availability: Spring
This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 213	**SGD Programming II**	**2**	**3**	**0**	**3**

Prerequisites: State, Take One: SGD 113, CSC 134, CSC 151 **or** CSC 153
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

SGD 214	**3D Modeling II**	**2**	**3**	**0**	**3**

Prerequisites: State, Take SGD 114
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

SGD 237	**Rigging 3D Models**	**2**	**3**	**0**	**3**

Prerequisites: State, Take SGD 114
Corequisites: State, Take SGD 162
Course Offering Availability: Course offered at discretion of Dean
This course covers the fundamentals of rigging 3D models for animation. Emphasis is placed on learning how to properly weight a model, rig it with a skeleton, and create fluid movement. Upon completion, students should be able to demonstrate the ability to properly rig 3D models.

SGD 244	**3D Modeling III**	**2**	**3**	**0**	**3**

Prerequisites: State, Take SGD 214
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models.

SGD 268	**Mobile SG Programming II**	**2**	**3**	0	3

Prerequisites: State, Take SGD 168
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces advanced mobile simulation and game programming processes. Topics include advanced mobile simulation/game platforms, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply advanced simulation/game programming concepts to the creation of mobile simulations and games.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SGD 271	**Adv Flash Programming**	**2**	**3**	**0**	**3**

Prerequisites: State, Take SGD 171
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to expand students' previous knowledge of the Flash programming environment. Emphasis is placed on learning advanced Flash techniques for use in the simulation and game industry. Upon completion, students should be able to create industry-quality simulations or games using Flash.

SGD 274	**SG Level Design II**	**2**	**3**	**0**	**3**

Prerequisites: State, Take SGD 174
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, play-testing and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

SGD 285	**SG Software Engineering**	**2**	**3**	**0**	**3**

Prerequisites: State, Take One: SGD 212, SGD 213, **or** SGD 214
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games.

SGD 289	**SGD Project**	**2**	**3**	**0**	**3**

Prerequisites: State, Take One: SGD 212, SGD 213, SGD 214, **or** SGD 285
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SOC 210	**Introduction to Sociology**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099

Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

SOC 213	**Sociology of the Family**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

SOC 225	**Social Diversity**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall, Spring
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

SOC 242	**Sociology of Deviance**	**3**	**0**	**0**	**3**

Prerequisites: Local, DRE 098 or DRE 099
Corequisites: None
Course Offering Availability: Fall
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

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

Prerequisites: Local, DRE 098 or DRE 099

Corequisites: None
Course Offering Availability: Fall
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).*

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

Prerequisites: State, SPA 111
Corequisites: None
Course Offering Availability: Spring
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SPA 120	**Spanish for the Workplace**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 211	**Intermediate Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: State, SPA 112
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA 212	**Intermediate Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: State, SPA 211
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SST 110	**Intro to Sustainability**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120	**Energy Use Analysis**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 130	**Modeling Renewable Energy**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SST 140	**Green Bldg & Design Concepts**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

SST 210	**Issues in Sustainability**	**3**	**0**	**0**	**3**

Prerequisites: State, Take SST 110
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

SWK 113	**Working with Diversity**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

TRN 110	**Intro to Transport Tech**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120	**Basic Transp Electricity**	**4**	**3**	**0**	**5**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
TRN 130	**Intro to Sustainable Transp**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

| **TRN 140** | **Transp Climate Control** | **1** | **2** | **0** | **2** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Summer

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

| **TRN 140A** | **Transp Climate Cont Lab** | **1** | **2** | **0** | **2** |

Prerequisites: None
Corequisites: State, Take TRN 140
Course Offering Availability: Summer

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

| **WEB 110** | **Internet/Web Fundamentals** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. *This course is also available through the Virtual Learning Community (VLC).*

| **WEB 111** | **Intro to Web Graphics** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 115	**Web Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. *This course is also available through the Virtual Learning Community (VLC).*

| **WEB 120** | **Intro Internet Multimedia** | **2** | **2** | **0** | **3** |

Prerequisites: Local, WEB 110
Corequisites: None
Course Offering Availability: Fall
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

| **WEB 125** | **Mobile Web Design** | **2** | **2** | **0** | **3** |

Prerequisites: State, WEB 110
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

| **WEB 140** | **Web Development Tools** | **2** | **2** | **0** | **3** |

Prerequisites: Local, WEB 110
Corequisites: None
Course Offering Availability: Spring
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire websites and supporting applets. *This course is also available through the Virtual Learning Community (VLC).*

| **WEB 141** | **Mobile Interface Design (Eff. Date: Spring 2014)** | **2** | **2** | **0** | **3** |

Prerequisites: None
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course covers current design standards and emerging approaches related to the design and development of user interfaces for mobile devices. Emphasis is placed on research and evaluation of standard and emerging practices for effective interface and user experience design. Upon completion, students should be able to design effective and usable interfaces for mobile devices.

| **WEB 151** | **Mobile Application Dev I (Eff. Date: Spring 2014)** | **2** | **2** | **0** | **3** |

Prerequisites: State, WEB 110
Corequisites: None
Course Offering Availability: Fall, Spring, Summer
This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 180	**Active Server Pages**	**2**	**2**	**0**	**3**

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

| **WEB 182** | **PHP Programming** | **2** | **2** | **0** | **3** |

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
Course Offering Availability: Spring
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

| **WEB 185** | **ColdFusion Programming** | **2** | **2** | **0** | **3** |

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course introduces ColdFusion Programming. Topics include installing a ColdFusion development environment, using CFQUERY tags to send and receive database information, creating and displaying a form, and other related topics. Upon completion, students should be able to design, code, test, and debug using a ColdFusion environment.

| **WEB 186** | **XML Technology** | **2** | **2** | **0** | **3** |

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean
This course is designed to introduce students to XML and related internet technologies. Topics include extendible style language (XSL,) document object model (DOM), extendible style sheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.

| **WEB 210** | **Web Design** | **2** | **2** | **0** | **3** |

Prerequisites: Local, WEB 115
Corequisites: None
Course Offering Availability: Spring
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. *This course is also available through the Virtual Learning Community (VLC).*

| **WEB 211** | **Advanced Web Graphics** | **2** | **2** | **0** | **3** |

Prerequisites: State, WEB 111
Corequisites: None
Course Offering Availability: Spring
This course covers the advanced concepts related to the creation and manipulation of graphic images for web delivery. Topics include graphics acquisition, use of masks and channels, advanced special effects, advanced photo manipulation, and other related topics. Upon completion, students should be able to create, manipulate, and optimize web graphics with advanced techniques and maintain an online coursework portfolio.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 213	**Internet Mkt & Analytics**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertizing plans.

WEB 214	**Social Media**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

WEB 220	**Advanced Multimedia**	**2**	**2**	**0**	**3**

Prerequisites: State, WEB 120
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

WEB 225	**Content Management Sys**	**2**	**2**	**0**	**3**

Prerequisites: State, WEB 110
Corequisites: None
Course Offering Availability: Fall, Spring, Summer

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 230	**Implementing Web Services**	**2**	**2**	**0**	**3**

Prerequisites: State, NET 110 **or** NET 125
Corequisites: None
Course Offering Availability: Course offered at discretion of Dean

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards. *This course is also available through the Virtual Learning Community (VLC).*

WEB 250	**Database Driven Websites**	**2**	**2**	**0**	**3**

Prerequisites: State, DBA 110; Local, WEB 115
Corequisites: None
Course Offering Availability: Fall

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 289	**Internet Technologies Project**	**1**	**4**	**0**	**3**

Prerequisites: State, WEB 250
Corequisites: None
Course Offering Availability: Spring
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

WLD 110	**Cutting Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112	**Basic Welding Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	**SMAW (Stick) Plate**	**2**	**9**	**0**	**5**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	**SMAW (Stick) Plate/Pipe**	**1**	**9**	**0**	**4**

Prerequisites: State, WLD 115
Corequisites: None
Course Offering Availability: Spring, Summer
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121	**GMAW (MIG) FCAW/Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring

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.

		Class	Lab	Work Exp/ Clinical	Credit
WLD 141	**Symbols & Specifications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall, Spring

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.

		Class	Lab	Work Exp/ Clinical	Credit
WLD 151	**Fabrication I**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Course Offering Availability: Spring, Summer

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

		Class	Lab	Work Exp/ Clinical	Credit
WLD 212	**Inert Gas Welding**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Course Offering Availability: Fall

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

		Class	Lab	Work Exp/ Clinical	Credit
WLD 261	**Certification Practices**	**1**	**3**	**0**	**2**

Prerequisites: State, Take All: WLD 115, WLD 121, and WLD 131
Corequisites: None
Course Offering Availability: Summer

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

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Stacey Carter-Coley, Esq...Vice President of Employee and Public Relations
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INDEX

INDEX

E

F

G

H

I

J