

**Vance-Granville
Community College**

2022 – 2023 CATALOG



Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION	11
ACCREDITATION	11
APPROVALS.....	11
MEMBERSHIP	11
CATALOG INFORMATION	11
DIRECTORY INFORMATION	12
MAIN CAMPUS	12
SATELLITE CAMPUSES	12
DIRECTORY OF CORRESPONDENCE.....	12
MESSAGE FROM THE PRESIDENT	13
2022-2023 ACADEMIC CALENDAR	14
<i>Fall 2022 16-Week Curriculum Calendar.....</i>	<i>14</i>
<i>Fall 2022 1st 8-Week Curriculum Calendar.....</i>	<i>15</i>
<i>Fall 2022 2nd 8-Week Curriculum Calendar.....</i>	<i>15</i>
<i>Spring 2023 16-Week Curriculum Calendar.....</i>	<i>15</i>
<i>Spring 2023 1st 8-Week Curriculum Calendar.....</i>	<i>16</i>
<i>Spring 2023 2nd 8-Week Curriculum Calendar.....</i>	<i>16</i>
<i>Summer Semester 2023</i>	<i>17</i>
THE COLLEGE ADMINISTRATION.....	18
BOARD OF TRUSTEES.....	18
COLLEGE HISTORY.....	18
VISION.....	21
MISSION.....	21
VALUES.....	21
GOALS	22
<i>Economic Development and Partnerships</i>	<i>22</i>
<i>Teaching and Learning</i>	<i>22</i>
<i>Employee Culture and Innovation.....</i>	<i>22</i>
<i>Institutional Commitment.....</i>	<i>22</i>
EQUITY DEFINITION	23
EQUITY STATEMENT	23
OPEN DOOR PHILOSOPHY	24
PERFORMANCE MEASURES	25
VISITORS.....	26
PUBLIC COMPLAINT PROCEDURES.....	26
DISCLOSURE AND CONSUMER INFORMATION	26
EMERGENCY INFORMATION.....	26
ID CARDS.....	26

INCLEMENT WEATHER	27
PHOTO USAGE STATEMENT	27
ADMISSIONS, REGISTRATION & RECORDS.....	28
ADMISSIONS.....	28
GENERAL ADMISSIONS PROCEDURES.....	28
SELECTIVE ADMISSIONS	28
<i>Selective Admissions Procedures</i>	29
TRANSFER ADMISSIONS.....	29
REVERSE TRANSFER	29
READMISSION PROCEDURES.....	30
QUARTER CREDITS.....	30
ADMISSIONS UNDER SPECIAL CONDITIONS.....	30
<i>Admission of Undocumented Immigrants:</i>	30
<i>Visiting (Non-degree Seeking) Students:</i>	31
<i>Career and College Promise (CCP)</i>	31
INTERNATIONAL STUDENT ADMISSIONS.....	31
STUDENT ASSESSMENT AND PLACEMENT TESTING.....	32
TESTING SCHEDULE	33
RESIDENCE STATUS FOR TUITION PURPOSES.....	34
<i>Determining Residency Status</i>	34
REGISTRATION	34
<i>New Students</i>	34
<i>Returning Students</i>	35
<i>Change of Academic Program</i>	35
<i>Drop and Add</i>	35
<i>Withdrawal</i>	35
<i>Class Cancellation Policy</i>	36
<i>Request for W Grade after the 75% Point</i>	36
<i>Auditing Courses</i>	36
<i>Collection of Social Security Numbers</i>	36
<i>Course Load</i>	36
<i>Course Substitution</i>	36
RELEASE OF INFORMATION	37
<i>Release of Information: Family Educational Rights & Privacy Act (FERPA)</i>	37
STUDENT RECORDS	37
TRANSCRIPT REQUEST	38
ACADEMIC INFORMATION.....	39
DEGREES, DIPLOMAS, AND CERTIFICATES.....	39
STUDENT CLASSIFICATION.....	39
ADVANCED PLACEMENT	39
CREDIT BY EXAMINATION	39
CONTINUING EDUCATION to CURRICULUM AWARDED CREDIT	40
CREDIT FOR PRIOR LEARNING	40
CONTACT HOURS AND CREDIT HOURS*	41

PREREQUISITES	41
DEVELOPMENTAL STUDIES	41
ATTENDANCE POLICY	42
GRADING SYSTEM AND QUALITY POINTS.....	42
<i>AU' Grade (Audit)</i>	42
<i>'CE' Grade (Credit by Examination)</i>	43
<i>'G#' Grade (Grade Forgiveness)</i>	43
<i>'I' Grade (Incomplete)</i>	43
<i>'IE' Grade (Incomplete – Emergency)</i>	43
<i>'P' Passing – Corequisite Course</i>	43
<i>'P1,' 'P2,' and 'P3' Grades (Passing Transition Courses)</i>	43
<i>'PR' – Credit for Prior Learning</i>	43
<i>'PA,' 'PB,' and 'PC' Grades (Passing – Developmental)</i>	44
<i>'R' Grade (Repeat – Transition)</i>	44
<i>'RF' Grade (Reschedule – Developmental)</i>	44
<i>'TR' Grade (Transfer Credit)</i>	44
<i>'W' Grade (Official Withdrawal from a Course)</i>	44
<i>'WE' Grade (Withdrawal – Emergency)</i>	44
CHANGE OF GRADE	44
REPEATING COURSES	45
STANDARDS OF PROGRESS	45
<i>Academic Warning</i>	45
<i>Probation</i>	45
<i>Suspension</i>	45
<i>Appeals</i>	46
<i>Enrollment after Suspension</i>	46
ACADEMIC FORGIVENESS- “D,” “F,” “WP,” and “WF” Grades.....	46
HEALTH SCIENCE STUDENTS STANDARDS OF PROGRESS	46
ACADEMIC GRIEVANCE/GRADE APPEALS PROCEDURE	47
CATALOG OF RECORD.....	48
STUDENT RESPONSIBILITIES.....	48
GRADUATION REQUIREMENTS.....	48
APPLICATION FOR GRADUATION	48
AWARDING OF CURRICULUM CERTIFICATES	48
DEAN’S LIST	49
PRESIDENT’S LIST	49
DISTANCE EDUCATION.....	49
WORK-BASED LEARNING	49
FINANCIAL INFORMATION.....	51
BUSINESS OFFICE	51
TUITION/FEES	51
BOOKSTORE.....	52
BOOKSTORE REFUND POLICY	52
TEXTBOOKS AND SUPPLIES.....	52
USED BOOK BUY-BACK.....	52

STUDENT ACTIVITY FEES.....	52
CAMPUS ACCESS/SECURITY FEE	52
TECHNOLOGY FEE	52
GRADUATION FEE.....	53
ACCIDENT INSURANCE	53
STUDENT HEALTH INSURANCE.....	53
MALPRACTICE INSURANCE.....	53
INDEBTEDNESS TO COLLEGE	53
TUITION REFUND POLICY	53
STUDENT AID	54
<i>Eligibility</i>	54
FINANCIAL AID ASSISTANCE.....	54
<i>How to Apply</i>	54
<i>Award Process</i>	55
RETURN OF TITLE IV FUNDS.....	55
CLOCK-TO-CREDIT HOUR CONVERSION.....	55
CLOCK HOUR PROGRAM.....	56
FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS	56
TYPES OF FINANCIAL AID HANDLED BY FINANCIAL AID OFFICE.....	57
<i>Federal Aid</i>	57
<i>State Aid</i>	58
<i>Scholarships</i>	59
<i>Other Financial Aid</i>	60
WORKFORCE INNOVATION AND OPPORTUNITY ACT	61
STUDENT RESOURCES.....	63
CHILD CARE SERVICES	63
CONFIDENTIALITY STATEMENT	63
HEALTH SERVICES	63
HOUSING.....	63
LIBRARY SERVICES.....	63
OPEN COMPUTER LABS.....	64
ORGANIZATIONS AND ACTIVITIES.....	64
<i>Ambassador Program</i>	64
<i>Athletics</i>	64
<i>Clubs</i>	64
<i>Minority Male Success Initiative</i>	64
<i>Phi Theta Kappa</i>	65
<i>Student Government Association (SGA)</i>	65
PARKING	65
TESTING CENTERS.....	65
LEARNING, STUDENT ENGAGEMENT & SUCCESS	66
ADVISING AND COLLEGE SUCCESS	66
ACADEMIC ADVISING	66
ACADEMIC SUCCESS CENTER	66

CAREER SERVICES	67
COUNSELING SERVICES	67
ACCESSIBILITY POLICIES AND ACCOMMODATIONS	68
<i>Procedure for Requesting Reasonable Accommodations</i>	68
<i>Accessibility Services Documentation Guidelines</i>	68
<i>Americans with Disabilities Act Complaint Procedure</i>	69
NEW STUDENT ORIENTATION.....	69
LITERACY EDUCATION PROGRAMS.....	69
<i>College and Career Readiness</i>	69
<i>Basic Skills Plus</i>	70
<i>Adult High School (AHS) Diploma</i>	70
<i>Diplomas and Certificates</i>	70
<i>High School Equivalency (HSE)</i>	71
<i>High School Equivalency (HSE) Test</i>	71
<i>English as a Second Language (ESL)</i>	71
<i>Minors in Literacy Education Programs</i>	71
<i>College and Career Readiness</i>	71
STUDENT CODE OF CONDUCT	73
ACADEMIC DISHONESTY.....	73
PLAGIARISM POLICY AND PROCEDURES.....	73
<i>Policy</i>	73
<i>Class Procedure</i>	73
CODE OF CONDUCT	73
<i>Student Rights & Responsibilities</i>	74
<i>I. Classroom Conduct</i>	74
<i>II. General Campus Conduct</i>	75
<i>III. Disciplinary Sanctions</i>	76
GENERAL INFORMATION	81
ACCESS TO CAMPUS FACILITIES	81
ALCOHOL AND DRUG ABUSE – VGCC BOARD POLICY.....	81
ALCOHOL AND DRUG ABUSE AGENCY RESOURCES	81
APPROVAL OF ACTIVITIES/FUND	82
BULLETIN BOARDS.....	82
CAMPUS POLICE AND SECURITY	82
CHILDREN ON CAMPUS.....	82
COMMUNICABLE DISEASE.....	82
COMPUTER AND NETWORK USER POLICY – VGCC BOARD POLICY	83
COMPUTING FACILITIES GENERAL USE	83
ELECTRONIC SIGNATURE POLICY – VGCC BOARD POLICY	85
GENERAL STUDENT GRIEVANCE PROCEDURE	85
INTELLECTUAL PROPERTY POLICY.....	85
<i>Student Ownership of Intellectual Properties</i>	86
<i>Significant Use of College Resources</i>	86
<i>Minimal Use of College Resources</i>	87

<i>Warranty Clause</i>	87
<i>Indemnity Clause</i>	88
<i>Repayment of College Support Funds</i>	88
<i>Income Distribution</i>	88
<i>Assignment of Intellectual Properties to the College</i>	88
<i>Release of College Ownership</i>	88
<i>Dispute Resolution</i>	88
OPERATION AND PARKING OF MOTOR VEHICLES.....	88
PUBLICATIONS.....	89
RECRUITING/SOLICITATION ON CAMPUS.....	89
RELIGIOUS OBSERVANCE POLICY – VGCC BOARD POLICY.....	89
SEXUAL ASSAULT.....	89
SEXUAL HARASSMENT – VGCC BOARD POLICY.....	90
<i>Reporting Sexual Harassment</i>	91
SEXUAL MISCONDUCT.....	91
NOTICE OF NONDISCRIMINATION.....	91
SPEAKERS ON CAMPUS.....	92
TOBACCO-FREE POLICY – VGCC BOARD POLICY.....	92
TOBACCO-FREE GUIDELINES.....	93
CONTINUING EDUCATION.....	94
CONTINUING EDUCATION SERVICES FOR MINORS.....	94
JUVENILE JUSTICE.....	94
CEUs/CERTIFICATES.....	95
COSTS.....	95
REFUND PROCEDURE.....	95
INDEBTEDNESS TO COLLEGE.....	95
COURSE CANCELLATION POLICY.....	96
DEPARTMENTAL PROGRAMS.....	96
<i>Occupational Extension Department</i>	96
<i>Customized Training Department</i>	97
<i>Occupational Healthcare Programs</i>	97
<i>Fire/Rescue Program</i>	98
<i>Emergency Medical Services Programs</i>	98
<i>Law Enforcement & Corrections Training Programs</i>	98
<i>Human Resources Development</i>	98
<i>National Career Readiness Certification (NCRC)</i>	99
<i>Small Business Center</i>	99
<i>Personal Enrichment Department</i>	99
GOVERNOR’S RAPID RESPONSE.....	100
CURRICULUM PROGRAMS.....	101
COMPREHENSIVE ARTICULATION AGREEMENT (CAA).....	101
INDEPENDENT COMPREHENSIVE ARTICULATION AGREEMENT (ICAA).....	101
VIRTUAL LEARNING COMMUNITY (VLC).....	101
CURRICULUM PROGRAM OF STUDY SEQUENCE KEY.....	101

ACCOUNTING & FINANCE	102
<i>Associate in Applied Science Degree (A25800)</i>	102
<i>Sole Proprietorship Accounting Certificate (C25800S)</i>	104
AIR CONDITIONING, HEATING & REFRIGERATION TECHNOLOGY	105
<i>Associate in Applied Science Degree (A35100)</i>	105
<i>Diploma (D35100)</i>	107
<i>Basic Heating & Air Certificate (C35100C)</i>	108
<i>Transportation Refrigeration Certificate (C35100TR)</i>	108
ASSOCIATE IN ARTS	109
<i>College Transfer Degree (A10100)</i>	109
ASSOCIATE IN SCIENCE	114
<i>College Transfer Degree (A10400)</i>	114
ASSOCIATE IN ARTS IN TEACHER PREPARATION	119
<i>Associate in Arts (A1010T)</i>	119
ASSOCIATE IN SCIENCE IN TEACHER PREPARATION	123
<i>Associate in Science (A1040T)</i>	123
ASSOCIATE IN FINE ARTS	128
<i>Associate in Fine Arts Degree (A10600)</i>	128
ASSOCIATE IN GENERAL EDUCATION	134
<i>Degree (A10300)</i>	134
ASSOCIATE IN GENERAL EDUCATION GENERAL SCIENCE	135
<i>Degree (A10300S)</i>	135
ASSOCIATE DEGREE NURSING	139
<i>Associate in Applied Science Degree (A45110)</i>	139
<i>LPN to ADN Transition Program (A45110L)</i>	141
ASSOCIATE DEGREE NURSING-RIBN (A10300S/A45110)	142
<i>Dual Enrollment</i>	142
AUTOMOTIVE SYSTEMS TECHNOLOGY	146
<i>Associate in Applied Science Degree (A60160)</i>	146
<i>Diploma (D60160)</i>	149
<i>Electrical Systems Certificate (C60160E)</i>	150
<i>Suspension & Steering Certificate (C60160S)</i>	150
BIOPROCESS TECHNOLOGY	151
<i>Associate in Applied Science Degree (A50440)</i>	151
<i>Diploma (D50440)</i>	153
<i>Certificate (C50440C)</i>	154
BUSINESS ADMINISTRATION	155
<i>Associate in Applied Science Degree (A25120)</i>	155
<i>Business Management Certificate (C25120C)</i>	157
<i>Front Line Management Certificate (C25120F)</i>	157
CARPENTRY	158
<i>Diploma (D35180)</i>	158
<i>Residential Foundations & Framing Certificate (C35180R)</i>	159
<i>Diploma (D55140)</i>	161
<i>Certificate (C55140C)</i>	163
<i>Cosmetology Instructor Certificate (C55160)</i>	164
CRIMINAL JUSTICE TECHNOLOGY	165

<i>Associate in Applied Science Degree (A55180)</i>	165
<i>Criminal Justice and Special Populations Certificate (C55180C)</i>	168
CULINARY ARTS	169
<i>Associate in Applied Science Degree (A55150)</i>	169
<i>Basic Baking Certificate (C55150C)</i>	171
<i>Restaurant Hospitality Certificate (C55150R)</i>	171
EARLY CHILDHOOD EDUCATION	172
<i>Associate in Applied Science Degree-Transfer Track (A55220)</i>	172
<i>Applied Science Degree-Local Track (A55220N)</i>	174
<i>Diploma (D55220)</i>	176
<i>Administration Certificate (C55220A)</i>	177
<i>General Education Certificate (C55220C)</i>	177
ELECTRICAL SYSTEMS TECHNOLOGY	178
<i>Diploma (D35130)</i>	178
<i>Basic Wiring Certificate (C35130B)</i>	179
<i>Industrial Wiring Certificate (C35130W)</i>	179
ELECTRONICS ENGINEERING TECHNOLOGY	180
<i>Associate in Applied Science Degree (A40200)</i>	180
<i>Electronics Engineering Certificate (C40200C)</i>	182
HISTOTECHNOLOGY	183
<i>Associate in Applied Science Degree (A45370)</i>	183
HUMAN SERVICES TECHNOLOGY	185
<i>Associate in Applied Science Degree (A45380)</i>	185
HUMAN SERVICES TECHNOLOGY/GERONTOLOGY	187
<i>Associate in Applied Science Degree (A4538B)</i>	187
<i>Gerontology Certificate (C4538C)</i>	189
HUMAN SERVICES TECHNOLOGY/SUBSTANCE ABUSE	190
<i>Associate in Applied Science Degree (A4538E)</i>	190
<i>Substance Abuse Certificate (C4538E)</i>	192
INFANT/TODDLER CARE	193
<i>Certificate (C55290C)</i>	193
INFORMATION TECHNOLOGY	194
<i>Associate in Applied Science Degree (A25590)</i>	194
<i>IT Business Support Track (A25590I)</i>	197
<i>IT Cyber Security Track (A25590Y)</i>	199
<i>IT Healthcare Informatics Track (A25590H)</i>	201
<i>IT Networking & Security Track (A25590N)</i>	203
<i>Information Technology Diploma (D25590)</i>	206
<i>IT-CISCO Networking Certificate (C25590CN)</i>	207
<i>IT-Cyber Security Support Certificate (C25590Y)</i>	207
<i>IT-Healthcare Informatics Support Certificate (C25590H)</i>	208
<i>IT-Programming Certificate (C25590P)</i>	208
<i>IT-Software Specialist Certificate (C25590C)</i>	209
<i>IT-Support Certificate (C25590IT)</i>	209
LATERAL ENTRY	210
<i>Certificate (C55430)</i>	210
MECHATRONICS ENGINEERING TECHNOLOGY	211
<i>Associate in Applied Science Degree (A40350)</i>	211

<i>Entry Level Mechatronics Certificate (C40350A)</i>	213
<i>Programmable Logic Controllers Certificate (C40350P)</i>	214
<i>Robotics and Machine Design Certificate (C40350C)</i>	214
MEDICAL ASSISTING	215
<i>Associate in Applied Science Degree (A45400)</i>	215
<i>Diploma (D45400)</i>	217
MEDICAL OFFICE ADMINISTRATION	218
<i>Associate in Applied Science Degree (A25310)</i>	218
<i>Medical Office Administrative Assistant Certificate (C25310A)</i>	221
<i>Medical Billing Certificate (C25310B)</i>	221
<i>Dental Office Administrative Assistant Certificate (C25310D)</i>	222
<i>Medical Coding Certificate (C25310P)</i>	222
OFFICE ADMINISTRATION	223
<i>Associate in Applied Science Degree (A25370)</i>	223
<i>Diploma (D25370)</i>	225
<i>Administrative Assistant Certificate (C25370C)</i>	226
PARALEGAL TECHNOLOGY	227
<i>Associate in Applied Science Degree (A25380)</i>	227
<i>Diploma (D25380)</i>	229
<i>Paralegal Technology Certificate (C25380C)</i>	230
PHARMACY TECHNOLOGY	231
<i>Associate in Applied Science Degree (A45580)</i>	231
<i>Diploma (D45580)</i>	233
<i>Certificate (C45580C)</i>	234
PRACTICAL NURSING	235
<i>Diploma (D45660)</i>	235
PUBLIC SAFETY ADMINISTRATION	236
<i>Associate in Applied Science Degree (A55480)</i>	236
<i>Public Safety Administration – Corrections Track (A55480)</i>	236
<i>Public Safety Administration – Emergency & Fire Management Track (A55480)</i>	239
<i>Public Safety Administration – Law Enforcement Track (A55480)</i>	244
RADIOGRAPHY	248
<i>Associate in Applied Science Degree (A45700)</i>	248
SUPPLY CHAIN MANAGEMENT	250
<i>Associate in Applied Science Degree (A25620)</i>	250
<i>Global Logistics Technology Track (A25620G)</i>	250
<i>Trucking Operations Management Track (A25620T)</i>	253
<i>Global Supply Chain Certificate (C25620G)</i>	255
<i>Transportation Logistics Certificate (C25620T)</i>	255
WELDING TECHNOLOGY	256
<i>Associate in Applied Science Degree (A50420)</i>	256
<i>Diploma (D50420)</i>	259
<i>Basic Welding Certificate (C50420B)</i>	260
<i>Welding Certification Practices Certificate (C50420W)</i>	260
CURRICULUM COURSE DESCRIPTIONS	261
FACULTY & STAFF	379

Administration.....	379
Faculty.....	379
Staff.....	382

INTRODUCTION

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.

Joint Review Committee on Education in Radiologic Technology (U.S. Department of Education recognized accrediting agency)

APPROVALS

Vance-Granville Community College is approved by the:

- North Carolina Community College System
- AAPC – Medical Coding-Medical Billing-Practice Management
- Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board
- National Accrediting Agency for Clinical Laboratory Sciences
- NCWorks Apprenticeship by North Carolina Department of Commerce
- North Carolina Board of Nursing
- North Carolina Board of Cosmetic Art
- North Carolina Criminal Justice Education and Training Standards Commission
- North Carolina Department of Insurance
- North Carolina Division of Health Service Regulation
- North Carolina Division of Vocational Rehabilitation
- North Carolina Fire and Rescue Commission
- North Carolina Office of Emergency Medical Services
- North Carolina Real Estate Licensing Board
- North Carolina Sheriffs' Education and Training Standards Commission
- North Carolina State Approving Agency for Veterans and Military Education Programs
- North Carolina State Bar – Designated as a Qualified Paralegal Studies Program

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
- Quality Matters

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 requirements, 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 the Vice President of Learning, Student Engagement & Success.

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

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 appropriate Administrative Office listed 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	Director of Advising & College Success
Academic Policies and Faculty	Vice President of Learning, Student Engagement & Success
Administrative Affairs	President
Admissions	Director of Admissions & Enrollment Services
Bookstore	Vice President of Finance and Operations
Building Usage	Facilities Director
Buildings and Grounds	Director of Plant Operations
Community Services	Vice President of Workforce and Community Engagement
Curriculum, Instruction	Vice President of Learning, Student Engagement & Success
Employment	Director of Human Resources
Occupational Extension	Dean of Business and Industry Solutions
Financial & Veterans' Assistance	Director of Financial Aid
Fiscal and Business Affairs	Vice President of Finance and Operations
Human Resources Development	Dean of Workforce Readiness, Health & Public Safety
Industrial Services	Director of Customized Training
Student Job Placement	Director of Career Services
Library	Director of Library Services
Literacy Education	Coordinator, College & Career Readiness
Placement Testing/Student Assessment	Director of Admissions and Enrollment
Public Information/News Media	Vice President of Workforce and Community Engagement
Registration/Student Records	Director of Admissions & Enrollment Services or Registrar
Small Business	Director of Small Business Center
Student Activities and Athletics	Coordinator of Student Engagement and Athletics
Transcripts	Director of Admissions & Enrollment Services
Workforce Innovation and Opportunity Act	Director of WIOA

MESSAGE FROM THE PRESIDENT

Welcome to Vance-Granville Community College! We are delighted you have selected our College to continue your education. The dedicated faculty and staff at VGCC are here to educate, inspire and support you, so that you can prepare to enter a career or transfer to a university. VGCC offers the educational foundation you will need to be successful.

This catalog serves as a “roadmap” providing you with valuable information about our college programs and services designed to help you meet your educational and career goals. It also includes information about short-term workforce training designed to get you into the world of work quickly. Information on adult high school equivalency programs and personal enrichment courses can be found here as well.

We serve our students in a variety of settings including classrooms and labs on our four campuses, on-site at locations throughout our communities, and online. The College offers “real-world” opportunities to learn outside of the classroom in the form of internships and apprenticeships. VGCC believes we can learn from one another, so consider participating in one of our student organizations or clubs.

I hope you will take advantage of the many support services we offer, such as academic advising and counseling, free tutoring, and mentoring programs. We are here to help you in any way we can, both in and out of the classroom. The College has a food and clothing pantry available to students and employees. We provide assistance in taking care of those emergency or crisis problems that keep you from being the successful learner we know you can be. Our goal is for you to be prepared for that career or job opportunity you have been dreaming about so you can have a fulfilling quality of life!

Welcome to the Vanguard family!

President Rachel Desmarais, Ph.D



Dr. Rachel Desmarais, Ph D.

2022-2023 ACADEMIC CALENDAR

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 may be offered during fall, spring and summer semesters. Each mini-term has a census date, add/drop period, and withdrawal dates that are published on the [Academic Calendar](#) on the college website.

Fall 2022 16-Week Curriculum Calendar

Date	Day of Week	Event
August 15	Monday	Curriculum Classes Begin (16wk & 1st 8wk)
August 16	Tuesday	Last day to Add a class (1st 8wk*)
August 17	Wednesday	Last Day to Add a Class (16wk)*
August 18	Thursday	Last Day For a Partial Refund/Last Day to Drop with No Transcript Grade/Census Date (1st 8wk)***
August 24	Wednesday	Last Day For a Partial Refund/Last Day to Drop with No Transcript Grade/Census Date (16wk)***
September 5	Monday	Labor Day Holiday (College Closed)
September 26	Monday	Last Day to Withdraw with "W" Grade (1st 8wk)
October 7	Friday	Curriculum Classes End (1st 8wk)
October 10, 11	Monday, Tuesday	Fall Break (College Open – No CU Classes)
October 12	Wednesday	Professional Development Day – No CU Classes
October 13	Thursday	Curriculum Classes Begin (2nd 8wk)
October 14	Friday	Last Day to Add a Class (2nd 8wk)*
October 18	Tuesday	Last Day For a Partial Refund/Last Day to Drop with No Transcript Grade/Census Date (2nd 8wk)***
November 10	Thursday	Last Day to Withdraw with "W" Grade (16wk)
November 11	Friday	Veterans Day (College Closed Optional Workday)
November 24, 25	Thursday, Friday	Thanksgiving Holiday (College Closed)
November 29	Tuesday	Last Day to Withdraw With "W" Grade (2nd 8wk)
December 13	Tuesday	Curriculum Classes End (16 & 2nd 8wk)
December 22 – Jan 1		Winter Break (College Closed)

Fall 2022 1st 8-Week Curriculum Calendar

Date	Day of Week	Event
August 15	Monday	Curriculum Classes Begin (16Wk & 1st 8wk)
August 16	Tuesday	Last day to Add a class (1st 8wk)*
August 18	Thursday	Last Day For a Partial Refund/Last Day to Drop with No Transcript Grade/Census Date (1st 8wk)***
September 5	Monday	Labor Day Holiday (College Closed)
September 26	Monday	Last Day to Withdraw with "W" Grade (1st 8wk)
October 7	Friday	Curriculum Classes End (1st 8wk)

Fall 2022 2nd 8-Week Curriculum Calendar

Date	Day of Week	Event
October 13	Thursday	Curriculum Classes Begin (2nd 8wk)
October 14	Friday	Last Day to Add a Class (2nd 8wk)*
October 18	Tuesday	Last Day For a Partial Refund/Last Day to Drop with No Transcript Grade/Census Date (2nd 8wk)***
November 10	Thursday	Veterans Day (College Closed Optional Workday)
November 24, 25	Thursday, Friday	Thanksgiving Holiday (College Closed)
November 29	Tuesday	Last Day to Withdraw With "W" Grade (2nd 8wk)
December 13	Tuesday	Curriculum Classes End (16 & 2nd 8wk)
December 22 – Jan 1		Winter Break (College Closed)

Spring 2023 16-Week Curriculum Calendar

Date	Day of Week	Event
January 6	Friday	Curriculum Classes Begin (16wk & 1st 8wk)
January 9	Monday	Last Day To Add A Class (1st 8wk)*
January 10	Tuesday	Last Day To Add A Class (1st 16wk)
January 11	Wednesday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (1st 8wk)***
January 16	Monday	Dr. Martin Luther King, Jr. Holiday (College Closed)
January 18	Wednesday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (16wk)***
February 17	Friday	Last Day To Withdraw With "W" Grade (1st 8wk)

Date	Day of Week	Event
March 3	Friday	Curriculum Classes End (1st 8wk)
March 6 – March 10	Monday-Friday	Spring Break (College Open-No CU Classes)
March 13	Monday	Curriculum Classes Begin (2nd 8wk)
March 14	Tuesday	Last Day To Add A Class (2nd 8wk)*
March 16	Thursday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (2nd 8wk)***
April 7	Friday	Good Friday (College Closed)
April 10	Monday	Last Day To Withdraw With “W” Grade (16wk)
April 11	Tuesday	Faculty/Staff Professional Development Day – No CU Classes
April 25	Tuesday	Last Day To Withdraw With “W” Grade (2nd 8wk)
May 9	Tuesday	Curriculum Classes End (16 & 2nd 8wk)
May 12	Friday	Graduation Ceremony
May 13	Saturday	Graduation Ceremony (Rain date)

Spring 2023 1st 8-Week Curriculum Calendar

Date	Day of Week	Event
January 6	Friday	Curriculum Classes Begin (1st 8wk)
January 9	Monday	Last Day To Add A Class (1st 8Wk)*
January 11	Wednesday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (1st 8wk)***
January 16	Monday	Dr. Martin Luther King, Jr. Holiday (College Closed)
February 17	Friday	Last Day To Withdraw With “W” Grade (1st 8Wk)
March 3	Friday	Curriculum Classes End (1st 8Wk)

Spring 2023 2nd 8-Week Curriculum Calendar

Date	Day of Week	Event
March 13	Monday	Curriculum Classes Begin (2nd 8wk)
March 14	Tuesday	Last Day To Add A Class (2nd 8wk)*
March 16	Thursday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (2nd 8-Wk)***
April 14	Friday	Good Friday (College Closed)

Date	Day of Week	Event
April 25	Tuesday	Last Day To Withdraw With "W" Grade (2nd 8wk)
May 10	Tuesday	Curriculum Classes End (2nd 8wk)

Summer Semester 2023

Date	Day of Week	Event
May 29	Monday	Memorial Day Holiday (College Closed)
May 30	Tuesday	Curriculum Classes Begin (8wk & 1st 4Wk)
May 30	Tuesday	Last Day to Add A Class (1st 4Wk)*
May 31	Tuesday	Last Day to Add A Class (8Wk)*
May 31	Tuesday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (1st 4Wk)***
June 2	Friday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (8Wk)***
June 19	Monday	Last Day To Withdraw With "W" Grade (1st 4wk)
June 26	Monday	Curriculum Classes End (1st 4wk)
June 27	Tuesday	Curriculum Classes Begin (2nd 4wk)
June 27	Tuesday	Last Day To Add A Class (2nd 4Wk)*
June 28	Wednesday	Last Day For A Partial Refund/Last Day To Drop With No Transcript Grade/Census Date (2nd 4wk)***
July 3	Monday	Summer Break (College Open-No CU Classes)
July 4	Tuesday	Independence Day Holiday (College Closed)
July 5 – 7	Tuesday – Friday	Summer Break (College Open-No CU Classes)
July 17	Monday	Last Day To Withdraw With "W" Grade (8wk)
July 24	Monday	Last Day To Withdraw With "W" Grade (2nd 4wk)
July 31	Monday	Curriculum Classes End (8wk & 2nd 4wk)

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

*During the Add/Drop period, payment is due at the time of registration.

**5 p.m. in person (3 p.m. on Fridays) or midnight if paying online through myVGCC

***Students may drop by 5 p.m. in person (3 p.m. on Fridays) or midnight if dropping online through myVGCC

THE COLLEGE ADMINISTRATION

[Dr. Rachel Desmarais](#), President

[Cecilia Wheeler](#), Acting Vice President of Learning, Student Engagement and Success

[Dr. Jerry Edmonds III](#), Vice President of Workforce and Community Engagement

[Steven Graham](#), Vice President of Finance and Operations

[Dr. Ken Lewis](#), Vice President of Institutional Research and Technology

[Tanya Weary](#), Executive Director of The VGCC Foundation

[Kevin Tompkins](#), Executive Director Human Resources

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COLLEGE HISTORY

The North Carolina General Assembly founded Vance-Granville Community College as Vance County Technical Institute (VCTI) 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 the name of the College 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 \$7 million and has been renamed the VGCC Foundation. Over 9,700 students have received scholarships through the Foundation 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 1985-1986 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 classrooms and labs for curriculum programs, Continuing Education, the Small Business Center 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 2019-2020, the College served more than 11,000 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, supply chain management, paralegal, histotechnology, and health and human services – were added during the first two decades of the 21st century. Meanwhile, the College has expanded both its online course offerings 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, becoming the first community college in the United States to collaborate on four such high schools. The college now offers 10 academic programs completely online.

VGCC has benefited from success with grants as well as generous financial support from donors. In 2013, VGCC received a Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant worth more than \$1.75 million from the U.S. Department of Labor, as part of the new Southeastern Economic and Education Leadership Consortium. The award is the single largest competitive grant award received in Vance-Granville's history. In 2016, Vance-Granville was named a recipient of a \$1 million grant from the U.S. Department of Labor as part of a consortium with three other North Carolina community colleges.

Including the TAACCCT and TechHire grants, VGCC's Grants Office surpassed \$6 million in funding to support students during the 2016-2017 fiscal year. In June 2017, Vance-Granville made the announcement of an in-kind software grant from Siemens PLM Software, with a commercial value of \$31 million, the largest such grant in the history of the college.

The college's Foundation has continued to enjoy significant growth. A \$1.6 million bequest to the college from the estate of a decorated World War II pilot in 2016 helped the college establish the VanGuarantee, a need-based scholarship program, which is designed to cover tuition, student fees and textbooks for eligible students whose financial needs are unmet by federal financial aid and other means of support. The new program was recognized by U.S. Education Secretary John B. King Jr. and leaders from the College Promise Campaign.

From 2015 through 2020, VGCC's annual Golf Tournament generated more than \$100,000 each year to set new records as the highest-grossing golf tournaments in the fund's history.

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

In July 2016, VGCC expanded the campus with the renovation of a facility, Building 10, that houses classrooms for workforce training. The 12,800-square-foot facility is located on a 21-acre tract on the west side of Poplar Creek Road across from the main entrance of the Main Campus.

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.

Seven people have served as president of the College since it was established: Dr. Donald R. Mohorn (1969-1979), Dr. Thomas B. Carroll (1979-1980), Dr. Benjamin F. Currin (1981-Dec. 31, 1998), Robert A. Miller (Feb. 1, 1999-Sept. 2004), Dr. Randy Parker (Sept. 2004-Aug. 2011), Dr. Stelfanie Williams (Feb. 2012-Aug. 2018) and Dr. Rachel Desmarais (Jan. 2019-present).

In 2016, Dr. Currin was the recipient of the most prestigious award given by the State Board of Community Colleges, the I.E. Ready Award for meritorious service. Only one other VGCC leader has received that award: John Trammell Church Sr., then chairman of the Board of Trustees, in 1998.

In 2018, Dr. Williams received the North Carolina Community College System President of the Year Award from the State Board.

Two VGCC instructors have received the North Carolina Community College System Excellence in Teaching Award, the highest honor for an educator in the 58-college system: Dr. Nannette S. Henderson, chair of the science department, in 1987; and Marian C. Dillahunt-Andrews, instructor of developmental English and reading, in 2011.

VISION

Vance-Granville Community College will be a catalyst in developing strong communities where everyone experiences a fulfilling quality of life.

MISSION

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

VALUES

TEACHING and LEARNING – We value learning for all, providing quality instruction in a supportive environment aligned with community and workforce needs of today and tomorrow.

- A “culture of student success” is embodied in the way we engage, teach, advise, and administer policy to students
- Professional development in excellent teaching is provided and embraced. Innovation in teaching and learning is encouraged
- Measuring and monitoring student success allows us to continuously refine and improve our craft and process to ensure equitable student outcomes

RESPECT – We value a climate where employees, students, and community members feel accepted and meaningfully involved in a common cause. We recognize that we are interdependent and will demonstrate respect for one another.

- Conflict is viewed as an opportunity to find a constructive solution that helps all to succeed
- Genuine interest and care are shown to our co-workers and students
- Everyone is accountable at VGCC for success
- We acknowledge, celebrate, and give credit where it is due

COMMUNITY – We value positive and supportive relationships among the faculty, staff, and students. We strive to be a proactive partner in our community.

- We provide access to higher education for our communities. VGCC is a place where everyone is welcome
- We proactively seek to understand each other, our students, and our community in the fulfillment of our mission
- We consider the impact our decisions have on each other, our students, and our community
- Diversity is celebrated and inclusion is practiced

COMMUNICATION – We value decision making through broad-based, respectful team work and effective dialog

- Our communication is genuine and transparent
- We communicate by being totally honest and totally kind
- Follow-through is an important part of communicating
- Different audiences may need different levels and types of communication

GOALS

Economic Development and Partnerships

Developing new and enhancing existing partnerships to strengthen workforce retraining and development, and providing additional pathways for higher education.

- 1.1 Implementing short-term workforce development programs to build a strong base and prepare tomorrow's workforce.
- 1.2 Developing additional centers throughout our service area to offer educational opportunities for all residents.
- 1.3 Constructing new transfer pathways and opportunities for students to streamline education beyond Vance-Granville.
- 1.4 Enhancing existing K-12 partnerships to prepare students for work after graduation.

Teaching and Learning

Facilitating student success by incorporating professional development for faculty and supporting our students with intentional strategies.

- 2.1 Ensuring that all students have equity in learning outcomes and support services.
- 2.2 Structuring programs and schedules for efficient completion.
- 2.3 Fostering quality instruction through faculty support and resources.
- 2.4 Establishing and enhancing student services that support improved access, retention, success and completion.

Employee Culture and Innovation

Supporting employees to enhance their growth, development, and experience leading to employee retention.

- 3.1 Providing opportunities for internal collaboration to increase awareness to all employees on college matters.
- 3.2 Improving processes and technology that facilitate an environment of continuous improvement.
- 3.3 Enhancing the quality and consistency of services and resources to strengthen employee support.

Institutional Commitment

Communicating and securing outside resources allowing VGCC to prosper now and in the future.

- 4.1 Enhancing our external communications to build our foundation for the future.
- 4.2 Securing additional resources to bolster, build, and extend workforce capacity.
- 4.3 Cultivating the Vance-Granville brand through marketing, communications, and student results.
- 4.4 Maintaining financial integrity with all avenues of budgeting.

Adopted by the Board of Trustees on January 27, 2020.

EQUITY DEFINITION

VGCC Board of Trustees defines equity as the intentional process and practice to ensure that each student, faculty and staff member receives the support necessary to achieve their full potential.

EQUITY STATEMENT

The Vance-Granville Community College Board of Trustees acknowledges and renounces systems that selectively advantage and/or disadvantage members of our four-campus college family and our community at large.

We promise to advocate for equity that culminates in equality.

We commit to leading the transformation of systems internal to the college so they support equity for all students, faculty, and staff through assessment, reflection, and engagement.

We pledge to partner with those in our community who work to build equitable systems and/or transform inequitable systems into those characterized by equity.

We strive to ensure that every person of every social or cultural perspective has the best possible opportunity to succeed.

Everyone matters and belongs at VGCC.

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

PERFORMANCE MEASURES

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. The Performance Measures Committee was established to develop new performance-based student success measures to go in effect in 2013. During the development of these new measures, it was determined that it was important to establish a three-year review process to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. A Performance Measures Adjustment Committee was appointed to review the current set of measures and recommend deletions, revisions, and additions.

The chart below includes each of the seven current performance measures presented to the State Board in March 2018, the system-wide "excellence level" and "baseline" for each measure (based on the prior years of historical data), the community college system's performance as a whole, and VGCC's performance for that measure. These measures were approved by the State Board and adopted by the General Assembly in 2016 through Section 10.1 of S.L2016-94.

The information listed is the most recent data available. Additional information on performance measures and other accountability factors is available in Vance-Granville Community College's Office of Planning and Research.

NCCCS PERFORMANCE MEASURES (Reporting Year 2021)

Performance Measures	System Excellence Level	System Baseline	System Total %	VGCC Achievement
A – Basic Skills Progress	42.5%	15.7%	34.4%	32.1%
B – Credit English Success	70.4%	47.1%	62.0%	63.1%
C – Credit Math Success	54.5%	29.9%	45.2%	32.5%
D – First Year Progression	71.8%	56.8%	66.2%	69.8%
E – Curriculum Completion Rate Index	61.3%	43.1%	54.1%	54.6%
F – Licensure Passing Index (See Licensure Table Below for Individual Licensure Rate)	1.09	0.75	1.00	0.92
G – College Transfer Performance	91.1%	79.4%	87.8%	91.2%

Licensure	VGCC Achievement
BLET	1.07
Detention Officer	*
Cosmetology	*
Cosmetology Apprentice	*
Cosmetology Manicurist	*
EMT Basic	1.11
EMT-EMR	*
EMT-Paramedic	*
Practical Nursing	0.85
Registered Nursing	0.86
Nurse Aide	0.93
Radiography	*
Real Estate	*

*Less than 5 students at Vance-Granville took this exam during the year reported

Source: North Carolina Community College System website: <https://www.nccommunitycolleges.edu/>. See State Performance Measures for Student Success Report for detailed analysis of this data & methodologies.

VISITORS

Visitors are always welcome at Vance-Granville Community College. Members of the Admissions & Enrollment Services Office, deans, or student services staff will conduct campus tours for individuals or groups as desired. Please call the Director of Admissions & Enrollment for an appointment.

Inquiries about the College and its programs should be directed to the Director of Admissions & Enrollment Services; Dean of Student Access & Support; Dean of Workforce Readiness, Health & Public Safety; or Dean of Business & Industry Solutions.

Visitors are not permitted to attend classes or contact students on campus without permission from the Dean of Student Access & Support; Dean of Students, Equity, Retention & Success; Dean of Workforce Readiness, Health & Public Safety; or the administrative offices 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 to the public, Vance-Granville Community College has created an information page on our [Consumer Information](http://www.vgcc.edu/about-us/consumer-information/) page (www.vgcc.edu/about-us/consumer-information/) which is designed to provide quick access to this data. Available information includes general college information; student achievement and performance measures; financial aid, health, security and fire safety; legal information and policies; student life, athletics and student services; voter registration; contacts; and Title IX. Questions may be directed to the Vice President of Learning, Student Engagement & Success.

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.

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 the College's website at www.vgcc.edu, on the College's telephone announcement at (252) 492-2061, and through area media and social media outlets.

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 Workforce and Community Engagement.

ADMISSIONS, REGISTRATION & RECORDS

ADMISSIONS

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.

Based on RISE criteria (Reinforced Instruction for Student Excellence), assessment of high school transcripts, post-secondary transcripts or standardized tests will be used to determine an applicant’s readiness to enroll into specific college-level courses. When an assessment indicates a lack of college readiness, the applicant will be placed into transition courses. Academic advising is required prior to registering for curriculum degree, diploma, or certificate courses. (See Student Assessment and Placement Testing section for further explanation of RISE criteria.)

GENERAL ADMISSIONS PROCEDURES

1. Complete NC residency determination at RDS (Residency Determination Services) <http://www.ncresidency.org/>.
2. Submit a completed Application for Admissions at <https://www.vgcc.edu/how-to-apply/>.
3. Complete the New Student Orientation.
4. 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 high school transcript. No financial aid will be awarded until all admissions requirements are met, including receipt of all secondary education transcripts. (Students who have graduated from institutions outside the United States must document completion of a nationally recognized secondary school diploma). Submit official post-secondary (college) transcripts if:
 - You desire to have your post-secondary transcript(s) evaluated for possible transfer credit. (See *Transfer Admissions* section);
 - You plan to use Veteran’s Educational benefits. The Veteran’s Administration requires an official copy of all post-secondary transcripts be on file with the College;
 - You plan to participate in Athletics at the college
5. Take placement testing if needed as indicated through the assessment of high school transcripts, post-secondary transcripts and standardized testing based on RISE criteria. (See *Student Assessment and Placement Testing* section.)
6. Meet with an Academic Advisor.

Note #1: *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 who plan to use Veteran’s Educational benefits, and students who plan to participate in Athletics at the College must submit high school transcripts.)*

Note #2: *An official transcript is one that is mailed directly from the previous high school, college or university to Vance-Granville Community College, is submitted by the applicant in an officially sealed envelope from the educational institution, or is submitted electronically from the educational institution.*

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, Associate Degree Nursing LPN to ADN Transition, Associate Degree Nursing-RIBN, Cosmetology Instructor, Histotechnology, 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 appropriate Academic Advisor.

Selective Admissions Procedures

1. Applicants must qualify on placement examinations as prescribed by the program of the academic program.
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 postsecondary 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 previous educational experience as stated under the *General Admissions Procedures* section. (An official transcript is one that is mailed directly from the previous high school, college or university to Vance-Granville Community College, is submitted by the applicant in an officially sealed envelope from the educational institution, or is submitted electronically from the educational institution.)

Upon receipt, official transcripts from accredited, post-secondary institutions will be evaluated by the Registrar's Office 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's Office. Students have a right to appeal transfer credit decisions to the appropriate Academic Dean.

REVERSE TRANSFER

Students who transfer from Vance-Granville Community College to an accredited four-year institution prior to completing their associate degree, may transfer credit from the four-year institution back to VGCC for review of degree completion.

To be eligible for reverse transfer consideration, a student must follow the same transfer credit requirements as outlined in the Transfer Admissions section of the catalog, including submitting official college transcripts.

Official transcripts may be sent to the VGCC Admissions Office by mail at PO Box 917 Henderson, NC 27536 or sent electronically to records@vgcc.edu. Students who submit their transcripts for reverse transfer consideration should contact the Registrar's Office to ensure the transcript is evaluated accordingly.

For more information on the reverse transfer program, please visit the University of North Carolina Reverse Transfer information page at www.northcarolina.edu/reversetransfer.

READMISSION PROCEDURES

A student who previously attended VGCC but has not enrolled for a period of one year or more must submit a new application for admission and update residency classification through RDS. Applicants must complete the regular admissions requirements as stated under the *General Admissions Procedures*. Students who have not attended in the last 3 years or more must complete New Student Orientation.

A former student will not be re-enrolled 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 Career and Success Coach for details concerning these requirements.

QUARTER CREDITS

Credits earned at Vance-Granville Community College under the quarter system (prior to the fall of 1997) were converted to semester hours and are reflected on the student's college transcript. In order to count towards a current program of study, the course(s) taken under the quarter system must be equivalent in credit hours and content to an existing VGCC semester credit course(s).

Previous courses taken under the quarter system that meet this criteria may be reviewed by the appropriate program head or department chair to ensure they meet the academic requirements of the discipline and current industry standards. If all requirements are met, the program head or department chair should submit a Course Substitution form for approval of academic credit.

ADMISSIONS UNDER SPECIAL CONDITIONS

Admission of Undocumented Immigrants:

Based on the NC Community Colleges State Board Code (SBCCC), community colleges shall admit undocumented immigrants under the following conditions:

1. Community Colleges shall admit an undocumented immigrant only 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. When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications;
3. Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule shall comply with all federal and state laws concerning financial aid;
4. An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. Colleges shall charge all undocumented immigrants admitted under Subparagraph (b)(1) of this Rule out-of-state tuition whether or not the undocumented immigrant resides in North Carolina;
5. When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and

6. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist. This procedure is in keeping with SBCC 1D 400.1 (b).

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 myVGCC (the student portal) 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 400.1.

Visiting (Non-degree Seeking) Students:

Students not seeking a certificate, diploma, or associate degree may enroll as a visiting student for a maximum of twelve (12) semester hours of credit. Visiting students must take the placement test if their high school or post-secondary transcripts do not document completion of all required prerequisites. However, these students are not required to take the placement test or submit transcripts if enrolling in courses with no prerequisites.

Students classified as “visiting” are ineligible to receive most types of financial aid.

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 [High School Students website](https://www.vgcc.edu/high-school/) at <https://www.vgcc.edu/high-school/>.

1. **College Transfer (CTP)** The College Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward an Associate degree and a baccalaureate degree. The transfer pathways are a structured set of courses in the Comprehensive Articulation Agreement (CAA) between the University of North Carolina (UNC) and the North Carolina Community College System, leading to completion of the Associate in Arts, Associate in Science, Associate in Teacher Preparation or Associate in Fine Arts in Visual Arts degree. All courses in which the student earns a grade of “C” or better will transfer to the UNC universities 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 may choose one of many approved areas of study in which they can pursue courses that lead to certificate, diploma, or a state or industry recognized credential, and increased employment opportunities. These courses may also count as high school credit at the discretion of the high school administration. Freshmen and sophomores may participate in certain CTE pathways as designated by the College.
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 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 Agency (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

As of July 1, 2021, Vance-Granville Community College is no longer admitting new international students or issuing I-20 forms. Currently enrolled international students are allowed to complete their authorized degree programs.

International students living abroad may pursue online degree programs. All domestic applicants must be US citizens, permanent residents or hold a nonimmigrant visa or immigration status that allows post-secondary studies to enter a degree program. See the previous section on Admissions Under Special Conditions for additional information.

STUDENT ASSESSMENT AND PLACEMENT TESTING

Vance Granville Community College admits students based on the criteria outlined by RISE (Reinforced Instruction for Student Excellence) and NCCCS recommendations. Students enrolling for the first time at VGCC who have graduated from a United States High School, have successfully completed Math 2 or its equivalent, and have a valid high school GPA will be placed into gateway English and Math courses using their unweighted high school grade point average (GPA). Placement will be determined using the following criteria:

- Students with a 2.8 unweighted High School Grade Point Average or higher will be eligible to go directly into their required gateway courses with no required corequisite.
- Students with a 2.2-2.79 unweighted GPA will be eligible to go directly into their required gateway courses with a corequisite.
- Students with 2.199 or lower unweighted GPA will be enrolled in a one semester transition English and one semester transition Math course.
- High school graduates who **did not successfully complete Math 2 or its equivalent while in high school** will be enrolled in a one semester transition English course and one semester transition Math course.*

Acceptable ACT, SAT, GED or HISET test scores may be used to place students into gateway Math and English courses. Students completing an Adult High School Diploma program are required to take RISE placement testing.

Transfer students applying for the first time to Vance-Granville Community College must submit their college transcripts for evaluation. Approved and relevant transferable credit may be used to place students into gateway English and Math courses.

Students who previously tested into DRE or DMA will receive credit for coursework that has been taken and successfully passed.

Associate or Bachelor degree recipients from an accredited U.S. college or university are exempt from co-requisite and transition courses and may enroll directly into any required gateway English and Math courses.

**NOTE: The Reinforced Instruction for Student Excellence (RISE) Multiple Measures guide establishes a hierarchy of measures that colleges will use to determine high school graduates' readiness for college-level courses. The first measure is successful completion of Math 2. New students that have not successfully completed Math 2 or its equivalent prior to high school graduation are not placed via their high school GPA. To better serve students that have not completed Math 2 or its equivalent, these students must register for the RISE math and English Transition courses. These students are not eligible to take the RISE placement test.*

Students enrolled in certificate programs that do not require college level Math or English coursework are exempt from testing and enrollment in transition or co-requisite courses while enrolled in the certificate program. Students that enroll in diploma or degree programs that require college level English and Math coursework must enroll and complete all required transition and co-requisite courses unless exempt based on RISE criteria.

Students required to test will be notified by the Admissions Office. Placement testing is by appointment only. Students should contact Main, South, or Franklin campuses to make an appointment or email testingcenter@vgcc.edu. Placement testing is not offered at the Warren Campus.

Students with a valid high school GPA who are placed into transition courses, or require coreq courses for one or both of their gateway courses, may request to take the placement test in an attempt to improve their placement. Students who have started transition or gateway courses, or those who have previously enrolled in developmental courses and not passed, are not eligible to take the placement test. Students who have not successfully completed Math 2 or its equivalent prior to high school graduation are not eligible to take the placement test.

RISE Placement Guidelines:

- Students are allowed two attempts on the RISE English and RISE Math, regardless of what NC community college administers the test
- If a student has made one attempt at another community college on the RISE placement test in one or both subjects, they have one attempt remaining for that subject(s) area
- If a student has made two attempts on RISE English and/or math, they cannot test again in that subject(s)
- If they have never taken the RISE test in English and/or math, they have both attempts remaining at VGCC in that subject(s)

If after two attempts on the RISE English placement test, they have not passed Tier 1, students will be enrolled in ENG-002. If after two attempts on the RISE math placement test, they have not passed Tier 1, students will be enrolled in MAT-003.

Students will be placed into the transition course, gateway course with a coreq, or gateway course according to the highest RISE placement test score of both attempts. This is for students who do not meet eligibility requirements for direct placement into a gateway course with a coreq or gateway course with any other placement test scores, NC community college developmental education credit, ACT/SAT scores, or transfer credit.

The transition English and Math courses are [ENG 002](#) and [MAT 003](#).

ENG 002 has two tiers

- Tier 1-Roughly equivalent to DRE 096 -097 reflected by a P1 grade
- Tier 2-Roughly equivalent to DRE 096 -098 reflected by a P2 grade

MAT 003 has three tiers

- Tier 1-Roughly equivalent to DMA 10-30 reflected by a P1 grade
- Tier 2-Roughly equivalent to DMA 10-50 reflected by a P2 grade
- Tier 3-Roughly equivalent to DMA 10-80 reflected by a P3 grade

Students returning within the last year must see an advisor to determine their English and Math requirements. Returning students who have not been enrolled for a period of a year or more must submit a new application for admission and update residency classification through RDS. Returning students must see an advisor to determine their English and Math requirements.

TESTING SCHEDULE

Placement testing sessions are available at Franklin, Main, and South campuses during a variety of times to accommodate students. The testing center also offers remote placement testing as well. Students required to test will be notified by the Admissions Office. Placement testing appointments may be scheduled by contacting testingcenter@vgcc.edu. Applicants who may need special accommodations should contact the Counselor for Accessibility Services prior to their scheduled test date. For more information, including how to prepare for

placement testing, please visit the Testing Center website at <https://www.vgcc.edu/testing-services/placement-testing>. A valid photo ID is required for all testing.

VGCC's Main, South, and Franklin Campuses all have approved Pearson 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 including placement testing for curriculum classes. For contact information and directions, please visit our website at <https://www.vgcc.edu/testing-services/vgcc-testing-locations>.

RESIDENCE STATUS FOR TUITION PURPOSES

In 2013, the NC General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition a residency determination from RDS is required as part of admission or readmission to the college.

Determining Residency Status

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state tuition, you must show that:

- You have established your legal residence (domicile) in North Carolina
- You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the academic term or semester
- You have a residentary presence in the state
- You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college)

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina "resident for tuition purposes" and will be charged out-of-state tuition. To learn more about residency and complete a determination go to <http://www.NCresidency.org> or contact RDS at: 844-319-3640, 919-835-2290, or 919-835-2427 (fax).

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. Complete residency classification as explained in previous section;
3. Complete New Student Orientation;

4. Complete placement testing as defined under Student Assessment and Placement Testing;
5. Schedule an appointment to meet with their academic advisor;
6. Register during the designated registration dates;
7. Obtain a student I.D. and parking permit; and
8. 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 are encouraged to preregister with their academic advisor for the following term as soon as notification is given. Returning students need to follow steps 5 through 8 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.

Change of Academic Program

A student who is considering a change from one program to another must meet with an Academic Advisor to explore the possibilities and implications of such a change, and complete a Change of Academic Program form. Students should consider carefully before changing their academic program, and are discouraged from changing more than once per year. Academic program changes received after the published census date of each semester will not take effect until the next academic semester.

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 programs will be counted toward the maximum allowed for payment. (See the Financial Information section for a complete explanation.)*

Drop and Add

Courses may be added during the registration dates and published drop/add dates at the beginning of each term. During the Add/Drop period, students may drop classes through myVGCC (the student portal) but must see an advisor to add classes. If classes are not dropped and added during the same session a 25% financial penalty may be imposed. (See note #1 below.)

Note #1: *If a course is dropped before the first day of the semester or term, students will receive a 100% refund. If the course is dropped on or after the first day of the semester or term, but before the census date, students are eligible for a 75% refund of tuition but will owe 25% of the tuition and 100% of fees. After the census date, students are not eligible for a refund and will be awarded a grade on their academic transcript.*

Note #2: *Adding or dropping a class may affect the financial aid award and/or result in a financial penalty.*

Withdrawal

Withdrawal from a course(s) takes place after the refund period or census date of the term and on or before the 75% point of the term, and will be recorded as a “W” grade on the student’s permanent transcript. A withdrawal will only be processed if the student or faculty initiates and properly completes the withdrawal process by the required deadline. To request withdrawal from a course, a student should email his or her instructor using the VGCC issued email address and request to be withdrawn from the class, and provide a brief explanation of the reason for the withdrawal. The faculty member will submit the online Withdrawal Form for the student and will receive a confirmation email. The withdrawal form is processed by the Registrar’s Office and the student will be removed from the class within 48 business hours.

There is no academic penalty for a “W” grade; however, for federal financial aid purposes, “W” grades may count as hours attempted but not earned. Any student who is receiving Veteran’s benefits should check with the Veterans’ Officer prior to withdrawing from any course since benefits will not be paid for a “W” grade.

Note: *If a course is dropped before the first day of the semester or term, students will receive a 100% refund. If the course is dropped on or after the first day of the semester or term, but before the census date, students are eligible for a 75% refund of tuition, but will owe 25% of the tuition and 100% of fees. After the census date, students are not eligible for a refund and will be awarded a grade on their academic transcript.*

Class Cancellation Policy

Vance-Granville Community College reserves the right to cancel any class due to low registration and/or attendance. Students are refunded 100% of tuition and fees when a class is cancelled.

Request for W Grade after the 75% Point

A student can petition in writing for a “W” Grade to the Vice President of Learning, Student Engagement & Success after the 75% point of a term, if mitigating circumstances warrant. Approval can only be granted with permission of the instructor, academic dean and Vice President of Learning, Student Engagement & Success. The burden of explanation and documentation of mitigating circumstances lies with the student. Students should obtain the appropriate form from the instructor, academic dean, campus dean or Vice President of Learning, Student Engagement & Success.

Auditing Courses

A student may elect to audit a course or courses by checking the appropriate column on the PDF Registration form, or by requesting Audit status from their advisor or instructor. This option may only be selected during the official registration or drop/add period of each term. Those students who audit must meet the prerequisites of the course, receive no credit and do not have to take any examinations; otherwise, participation in class is on the same basis as a credit student. Except for senior citizens, the tuition and fees for auditing a class are the same as for a for-credit class. Senior citizens are eligible to audit one course per semester without payment of tuition, however they must pay student activity fees. Contact the Registrar’s Office at registrars@vgcc.edu for additional information on auditing a class.

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 Vice President of Learning, Student Engagement & Success.

Course Load

A student’s normal load will be from 12 to 16 credit hours per 16-week semester. Students may enroll in no more than nine credit hours in an eight-week term or six credit hours in a four-week term. Students enrolled for 12 or more credit hours in a 16-week semester are classified as full-time students. Students who wish to carry credit hour loads of more than 21 hours per 16-week or nine credit hours in an eight-week term must receive approval from their academic advisor and the Vice President of Learning, Student Engagement and Success via a Special Permission Registration Form.

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 Learning, Student Engagement & Success. The completed Course Substitution form will be receipted by the Registrar’s Office and kept in the student’s file. 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 Office and Registrar's Office may release information from official records to faculty and staff members of Vance-Granville Community College whose responsibilities require this
2. The Admissions Office and Registrar's Office may honor appropriate requests for directory-type information from student records. VGCC defines the following as directory:
 - Name
 - Program of Study
 - Address
 - Degrees and awards received
 - Dates of Enrollment
 - 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 requests will be reviewed by the Registrar and Vice President of Learning, Student Engagement & Success, 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 Registrar's Office 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 Office. Students should review their transcript and grades through their myVGCC account (student portal) at the end of each semester to be sure that it is accurate.

TRANSCRIPT REQUEST

Official and unofficial transcripts of a student's record will be released only with the written authorization of the student. *A \$5.00 fee will be charged for each official transcript.* Unofficial transcripts are provided free of charge. No transcript will be issued until all financial obligations to VGCC have been satisfied.

Current and former VGCC students enrolled after 1985 may request curriculum transcripts to be mailed or emailed as an electronic pdf online through the National Clearinghouse at <https://tsorder.studentclearinghouse.org/>. GED and Adult High School transcripts are not eligible for this service. Online transcript requests made through the National Clearinghouse will include additional service fees. Official transcript request forms are available at any campus location or online at <https://www.vgcc.edu/student-portal/transcript-requests>.

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, Associate in Science, Associate in Fine Arts: 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.

VISITING/SPECIAL CREDIT STUDENT: A student who is not seeking a certificate, diploma or degree or who is auditing a course. Special credit students are limited to a maximum of 12 credit hours at VGCC before choosing an academic program.

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 administered at VGCC as described in the Credit by Examination section (<https://www.vgcc.edu/catalog/academic-information/#examination>);
2. Successful completion of College Level Examination Program (CLEP) exams with a score of 50 or higher;
3. Successful completion of College Board Advanced Placement (AP) Exams with a score of 3 or higher;
4. Successful completion of ACE (American Council on Education) Credit approved courses as reflected on an official military JST (Joint Services Transcript) or other ACE credit approved institutions;
5. Transfer credit from accredited, post-secondary institutions as outlined in the Admissions section, or pre-approved Continuing Education to Curriculum credit as outlined in the following section (<https://www.vgcc.edu/catalog/academic-information/#coned>).
6. Credit awarded through Prior Learning assessment as described in the Prior Learning Policy section (<https://www.vgcc.edu/catalog/academic-information/#prior>).

In cases of all standardized examinations, official score reports must be submitted to the Admissions/Records Office or Registrar's Office for evaluation. Specific AP and CLEP exams and their transfer equivalencies are available on the Registrar's page of the VGCC website at <https://www.vgcc.edu/ap-clep-military>.

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 (CE). They must first register

and pay the standard tuition fee per credit hour for the course and then request a challenge exam from the instructor by the first day of the term. All CE exams must be completed by the last day to ADD a class for that term. 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.

CONTINUING EDUCATION to CURRICULUM AWARDED CREDIT

Students enrolled in pre-approved continuing education training courses may request awarded credit in corresponding curriculum programs. They must first register, pay, and pass the continuing education course with a grade of satisfactory. In order to request awarded credit, the student must be enrolled in the corresponding curriculum program.

The credit will be awarded by the appropriate department with a grade of "PR", Credit for Prior Learning. The credit hours of the course will count toward graduation at VGCC but may not transfer to other colleges or universities.

The Continuing Education – Curriculum Awarded Credit form and the list of pre-approved continuing education courses with corresponding curriculum programs is available on the Registrar's page of the college website at <https://www.vgcc.edu/registrar/approved-credit/>.

Note: No federal financial aid or veteran's benefits are payable for Continuing Education – Curriculum Awarded Credit courses.

CREDIT FOR PRIOR LEARNING

Credit for Prior Learning is evaluated on an individual basis and may be awarded in compliance with guidelines established by the North Carolina State Board of Community Colleges for apprenticeships, certifications and licenses, portfolio assessment, public safety training courses and continuing education courses taken at other accredited schools.

A student may be given credit for continuing education courses taken at another accredited community college or university if the student earns a Satisfactory Grade in the course and the coursework is documented on the student's official transcript from the educational institution.

Portfolio credit may be awarded for documented coursework or certifications earned through mandatory in-service training conducted by a recognized state agency.*

Students who have successfully completed a mandated basic training course regulated by the NC Criminal Justice Education and Training Standards Commission or the NC Sheriffs' Education and Training Standards Commission may receive credit for courses towards the Associate in Applied Science degree in Criminal Justice Technology and Public Safety Administration. Students must successfully complete the training course AND the state certification examination to receive credit for CJC courses.

In order to request awarded credit, the student must furnish official transcripts or other required documentation to the academic program head. The credit will be awarded by the registrar based on the recommendation of the academic department with a grade of "PR" which stands for Credit for Prior Learning. The credit hours of the course will count toward graduation at VGCC but may not transfer to other colleges or universities.

* **Recognized State Agencies:** NC Community College System (Continuing Education) (NCCCS), NC Department of Public Instruction (NCDPI), NC Sheriffs' Justice Education and Training Standards Commission (NCSJETSC), NC

Criminal Justice Education and Training Standards Commission (NCCJETSC), NC Department of Public Safety (NCDPS), NC Justice Academy (NCJA), NC Office of State Fire Marshal (NCOSFM) OSFM, NCDPS Private Protection Services (NCPSP), and NC Department of Emergency Medical Services (OEMS).

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

Work-Based Learning: 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 1D SBCCC.400.1.

PREREQUISITES

Prerequisites are required for a number of courses offered at Vance-Granville Community College and are intended to provide the student with the proficiency needed for success in 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 or state prerequisites or co-requisites may be waived by submitting a Request to Waive Prerequisite and Co-requisite Form to an advisor. Approval is also required from the appropriate Academic Dean and the Vice President of Learning, Student Engagement & Success (CAO).

DEVELOPMENTAL STUDIES

Incoming students will be placed into Transition and Corequisite Courses based on either their unweighted high school GPA or performance on accepted placement test(s). (See Student Assessment and Placement Testing.) Students must speak with an advisor to determine which Transition or Corequisite courses are required.

Vance Granville offers two transition courses; [ENG 002](#) and [MAT 003](#).

ENG 002 has two tiers

- Tier 1-Roughly equivalent to DRE 096 - 097
- Tier 2-Roughly equivalent to DRE 096 - 098

MAT 003 has three tiers

- Tier 1-Roughly equivalent to DMA 10-30
- Tier 2-Roughly equivalent to DMA 10-50
- Tier 3-Roughly equivalent to DMA 10-80

The college also offers corequisite support courses that are paired with a gateway English or Math Course.

Gateway Course	Co-Requisite Course
ENG 111	ENG 011
MAT 110	MAT 010
MAT 121	MAT 021
MAT 143	MAT 043

Gateway Course	Co-Requisite Course
MAT 152	MAT 052
MAT 171	MAT 071

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.

ATTENDANCE POLICY

Attendance is counted from the published first scheduled day of class. 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.

When absences total more than fifteen percent (15%) of the total contact hours for a course, the student may be withdrawn from the class in accordance with the college's withdrawal procedures. With Dean approval, specific disciplines or programs with accrediting/licensing requirements may have more stringent attendance regulations, and in these cases, the discipline/program regulations shall be followed.

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
AU	Audit	*
CE	Credit by Examination	*
G#	Grade Forgiven	*
I	Incomplete Grades	*
IE	Incomplete – Emergency	*
P	Passing – Corequisite Course	*
PA, PB, PC	Passing Grade – Developmental	*
P1, P2, P3	Passing Transition Courses	*
PR	Credit for Prior Learning	*
R	Repeat – Transition	*
RF	Reschedule – Developmental	*
TR	Transfer Credit	*
W	Official Withdrawal	*
WE	Withdrawal – Emergency	*

*Not computed in Grade Point Average.

AU' Grade (Audit)

(No Credit) The audit grade indicates the student is enrolled for noncredit. 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. Neither federal financial aid nor veterans' benefits are payable for Credit by Examination classes.

'G#' Grade (Grade Forgiven)

(No Credit) The "G#" grade replaces a forgiven grade on the academic transcript. Students should apply for forgiveness of "D" or "F" grades on their transcript under specific conditions. See the Academic Forgiveness paragraph outlined later in this section for additional information.

'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 Work Based Learning students. All extensions must be approved by the Vice President of Learning, Student Engagement & Success and will be evaluated on a case-by-case basis.*

The instructor will award a permanent grade by submitting a Change of Grade form to the academic dean when course objectives are successfully completed.

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

'IE' Grade (Incomplete – Emergency)

(No Credit) The Incomplete-Emergency 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 due to circumstances caused by the COVID-19 Pandemic. All other aspects of the Incomplete grade listed above apply to the "IE" grade.

'P' Passing – Corequisite Course

(No Credit) This passing grade is awarded in the RISE co-requisites courses: ENG 011, MAT 010, MAT 021, MAT 043, MAT 052, and MAT 071, and is not computed in grade point average.

'P1,' 'P2,' and 'P3' Grades (Passing Transition Courses)

(No Credit) These passing grades are awarded in the ENG 002 and MAT 003 transition courses. The "P1," "P2," or "P3" indicates which tier(s) of each class the student has passed. A "P3" grade indicates the student has passed all three tiers of MAT 003, and a "P2" grade indicates the student has passed both tiers of ENG 002. "P" grades are not computed in grade point average.

'PR' – Credit for Prior Learning

The credit for prior learning grade is awarded on an individual basis in compliance with guidelines established by the North Carolina State Board of Community Colleges for apprenticeships, certifications and licenses, portfolio assessment, public safety training courses and continuing education courses taken at accredited schools. The "PR" grade is not computed in Grade Point Average, but credit toward graduation is earned.

'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.

'R' Grade (Repeat – Transition)

(No Credit) The repeat grade is awarded in the [ENG 002](#) and [MAT 003](#) transition courses. The "R" grade indicates the student is making progress but has not met minimum course objectives. The student should repeat the course during the next registration. The "R" grade will not be computed in grade point averages and no credit is awarded. (For financial aid and/or veterans' benefits, the "R" grade is classified as non-punitive for GPA purposes; however, it will affect Federal Financial Aid Standards of Progress.)

'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.

'W' Grade (Official Withdrawal from a Course)

(No Credit) The "W" grade indicates withdrawal from a course and takes place after the refund period or census date of the term and on or before the 75% point of the term. It will be recorded as a "W" on the student's permanent transcript. A withdrawal will only be processed if the student or faculty initiates and properly completes the withdrawal process by the required deadline. Withdrawals may be reviewed by the student's academic advisor, program head, department chairperson or academic dean.

There is no academic penalty for a "W" grade; however, for federal financial aid purposes, "W" grades may count as hours attempted but not earned. Any student who receives Veterans' benefits should check with the Veterans' Officer prior to withdrawing from any course since benefits will not be paid for a "W" grade.

'WE' Grade (Withdrawal – Emergency)

(No Credit) The Withdrawal-Emergency grade indicates withdrawal from a course due to circumstances caused by the COVID-19 Pandemic. The Withdrawal-Emergency takes place after the refund period or census date of the term and on or before a date designated by the college.

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 section.

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 should submit a Special Permission Registration form to take the class one more time to fulfill specific program requirements. This form should 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 "W," or "RF" grades without approval of the Vice President of Learning, Student Engagement & Success. To request a fourth attempt at a course, the student should complete a Special Permission Registration form.

Developmental classes completed more than ten 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 GPA 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 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 Student Learning and Success Center. 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 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 Student Learning and Success Center.

Suspension

Students whose 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 the Student Learning and Success Center.

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- "D," "F," "WP," and "WF" Grades

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 20 credit hours. Requests for academic forgiveness for "D" and "F" grades will be submitted to the Registrar's Office on the appropriate form and reviewed by the current Chair of the Academic Affairs Committee and approved by the Vice President of Learning, Student Engagement & Success. All forgiven "D" and "F" 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.

Students may also request in writing to have previous grades of "WP" or "WF" changed to a "W" on their official transcript. While "WP" and "WF" grades are non-punitive at Vance-Granville Community College, they may be considered punitive at other colleges and could impact a transfer student's academic eligibility. Non-punitive grades do not have the same time frame and GPA requirement for forgiveness as punitive grades.

Requests for changes to withdrawal grades will be submitted to the Registrar's Office on the appropriate form and reviewed by the current Chair of the Academic Affairs Committee and approved by the Vice President of Learning, Student Engagement & Success. A copy of the transcript reflecting the original withdrawal grades will be kept in the student's permanent file.

***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 if applicable
3. Department Chair/Director/Coordinator
4. Academic Dean/ Dean of Workforce Readiness, Health & Public Safety
5. Vice President of Learning, Student Engagement & Success

The procedure will occur in the following order:

- A. The student will arrange a meeting with the instructor to discuss the problem as soon as it develops, preferably before the end of the term.
- B. If the problem is not resolved with the instructor, the student will contact the Program Head (if applicable)/ Department Chair/Director/ Coordinator, who will arrange to meet with the student or the student and instructor.
- C. If the problem is not resolved the student will obtain an Academic Appeals Procedure Form from the Program Head (if applicable)/ Department Chair/Director/Coordinator or from the VGCC website. The student will complete the form and personally, or electronically via the student's VGCC email address, submit the form to the Dean detailing his/her academic concerns.
- D. For grievances related to Curriculum Programs, the Academic Dean will meet with the instructor and Program Head (if applicable) and/ or Department Chair/Director/Coordinator to discuss the concern. For grievances related to continuing education courses, the Dean of Workforce Readiness, Health & Public Safety will meet the instructor and/ or Director/Coordinator to discuss the concern.
- E. A written response from the Dean will be provided to the student within 10 working days of receipt of the student's form. It is the student's responsibility to follow up with the Dean during this time period.
- F. If not satisfied with the Dean's response, the student will have 5 working days to appeal to the office of the Vice President of Learning, Student Engagement & Success. Students are responsible for submitting the original appeal form with the Dean's response. Students should keep a copy of all documentation related to the appeal for their records.
- G. If the concerns are not resolved, the student may request a hearing of the Judicial Committee. The office of the Vice President of Learning, Student Engagement & Success will contact the Judicial Co-chairs to arrange a hearing. A hearing will be scheduled within 10 working days from the receipt of the appeals request. The student will be notified by the office of the Vice President of Learning, Student Engagement & Success of the date, and location of the hearing.
- H. The Judicial 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. Academic advisors 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 from a diploma or degree program, 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) Successfully complete his/her course of study.
2. Earn a cumulative quality point average of 2.0 on all work attempted that is applicable toward graduation.
3. 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.)
5. Submit an Application for Graduation form through myVGCC (student portal).
6. Pay the graduation fee online or at the Business Office.

Note 1: *Transfer students must complete a minimum of 25 percent of the required degree or diploma credit hours at Vance-Granville Community College.*

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 through their myVGCC account by the established due dates. Information regarding applying for graduation may be found online at: <https://www.vgcc.edu/student-portal/applying-for-curriculum-graduation/>.

Once the application is submitted, the \$20.00 diploma fee will be charged on the student’s myVGCC account and must be paid prior to the graduation ceremony, or by the end of the term for August and December graduates. For those students participating in the May graduation ceremony, a cap and gown must be purchased separately.

AWARDING OF CURRICULUM CERTIFICATES

A certificate may be awarded with the approval of the Program Head for completing 12 or more credit hours within an approved program of study. The Program Head must submit electronically an Application for Curriculum Certificate to the Registrar’s Office so that it can be recorded on the student’s transcript. A PDF copy of the certificate will be emailed to the student’s college email address once eligibility is verified.

To be eligible to earn a certificate, the following graduation requirements must be met: all official high school and post-secondary transcripts that are relevant to the certificate must be on file with the Admissions/ Records Office, the student must have a cumulative quality point average of at least 2.0 in all courses in the program, and the student must have no indebtedness to the College.

DEAN'S LIST

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

PRESIDENT'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 President's List for that term, provided they have no grade of "I" and that the quality point average of all their grades for that term is 4.0. The Dean's and President's lists are published approximately one month after the end of each semester.

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.*

Students enrolled in distance education courses are not charged a fee for the verification of their identity.

WORK-BASED LEARNING

Work-Based Learning 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 an employer-derived job description. Students who are interested in Work-Based Learning should see their Department/Program Head. The Work-Based Learning course is not available in all program areas. In applicable programs, students must have a major elective remaining in order to select Work-Based Learning. Human Services Technology and Culinary Arts require Work-Based Learning within their program of study.

Placement in Work-Based Learning is determined by the student's Department/Program Head and the Work-Based Learning Coordinator and is based upon selection criteria that includes, but is not limited to, the student's prior work experience, academic performance, attitude, health, position requirements, and position availability. Students are responsible for securing work-based learning sites directly related to their program of study. Faculty and the WBL Coordinator may make recommendations of eligible WBL sites. To determine specific eligibility requirements and participating programs, please visit <https://www.vgcc.edu/wbl/wbl-for-students/>.

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

FINANCIAL INFORMATION

BUSINESS OFFICE

The Business Office is responsible for the collection of tuition and fees, student refunds, disbursement of financial aid funds to student accounts, and the distribution of parking permits. 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, checks and money orders. MasterCard and VISA card payments are accepted online through myVGCC. Payment plans are offered for all terms through Nelnet Campus Commerce, visit our website for more information (<https://www.vgcc.edu/business-office/payment-options>).

TUITION/FEES

Tuition rates and fees are set by the N.C. Legislature and are subject to change without notice. The tuition rates effective Summer Term 2022 are shown below. The 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. There is no fee charged to students enrolled in distance education courses for the verification of identity.

CURRICULUM TUITION: *COSTS PER TERM

Certificate, Diploma & Degree Programs	In-State	Out-of-State*
16 or more credit hours	\$1,216.00	\$4,288.00
1-15 hours (per credit hour)	\$76.00	\$268.00

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	\$30.00	\$30.00
1-11 credit hours	\$30.00	\$30.00
Summer Term	In-State*	Out-of-State*
12 or more credit hours	\$15.00	\$15.00
1-11 credit hours	\$15.00	\$15.00

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 (max fee of \$24.00)	\$1.50 (max fee of \$24.00)

**Tuition rates effective Summer Term 2022 are shown above.*

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

***Subject to change by the VGCC Board of Trustees; (Accident Insurance fee (\$1.20) is included in the activity fee.)
(Check for updates on the VGCC Business Office page at <https://www.vgcc.edu/business-office/tuition-fees>)*

BOOKSTORE

Follett Higher Education Group operates a Bookstore on the Main Campus where students may purchase books, supplies, and other items. The operating hours can be found on the Bookstore website at <https://www.bkstr.com/vgccstore/store-hours>. The Bookstore accepts cash, checks, MasterCard, VISA, financial aid, and third party billings.

BOOKSTORE REFUND POLICY

All refunds or exchanges require a valid receipt or packing slip, and the returned book(s) must be in the exact condition purchased and/or in the sealed shrink wrapped package. Refunds are given for course materials returned before the Bookstore refund deadline. Course materials purchased after the Bookstore refund deadline must be returned within 7 business days of purchase for a full refund. Additional information on the Bookstore Return Policy can be found on the Bookstore website at <https://www.bkstr.com/vgccstore/help-faq/return-policy>.

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

During major buyback periods, the Bookstore may offer as much as fifty percent (50%) of a book's original price if the book will be used for the next term and additional quantities are needed to meet course enrollment demands. If a limit has been reached on a particular title for the next term, or if your book has not been requested for the next term and is a current edition, the Bookstore may still purchase it based on various criteria including national demand and the needs of other bookstores. Additional information on selling back textbooks can be found on the Bookstore website at <https://www.bkstr.com/vgccstore/sell-textbooks>.

STUDENT ACTIVITY FEES

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 \$20.00 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 by the student to Herff Jones for purchases of caps, gowns, tassels, and announcements. For more information please visit our website at <https://www.vgcc.edu/student-portal/applying-for-curriculum-graduation/>.

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 in any program 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, Childcare fees, and returned checks. Diplomas, certificates, and/or Academic transcripts will be withheld when financial obligations to the College are not met.

Exceptions Below can be found in 1E SBCC 200.2

A person or organization demonstrates to the satisfaction of the college the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so;

A student is registered in a course section offered for the benefit of a company or agency. For the purpose of this rule, company or agency specific course sections are courses where the company pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency;

A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in G.S. 115D-5(b)(2)

Unless otherwise prohibited by law, colleges may withhold transcripts of grades and any other service pending resolution of outstanding monetary obligations. This statement shall not be construed to prohibit a college's board of trustees from adding more stringent provisions that are allowable under law regarding outstanding monetary balances.

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 who are eligible to receive veterans' benefits. Childcare funds may also be available if the student is 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, including sponsorships, employer payments, and third-party billing agreements, should be directed to 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](#) provides additional information regarding financial aid at VGCC.

FINANCIAL AID ASSISTANCE

Students may receive assistance with financial aid on an individual basis. Students requesting assistance should call the Financial Aid Office at (252) 738-3280 to make an appointment. Financial aid staff contact information is also available on the Financial Aid website at <https://www.vgcc.edu/fao>. Assistance is also provided by the U.S. Department of Education at 1-800-443-3243. TTY users (hearing impaired) may call 1-800-730-8913.

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

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).

Eligibility requirements include:

- A student must be a U.S. citizen or permanent resident.
- A student must have a valid Social Security card.
- 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 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 <https://studentaid.gov/h/apply-for-aid/fafsa>. Instructions and application worksheets are available on the FAFSA website. FAFSA on the Web Worksheets for the online application are also available in the Financial Aid Office in room 8212 and all VGCC's campuses. To be considered for maximum need-based grants, students should complete their FAFSA on October 1 each year. The FAFSA should be completed by April to ensure funding is in place prior to the Fall payment deadline.

Award Process

The financial aid application process may take four weeks or longer during peak application periods prior to the beginning of the term. Once a student's FAFSA has been received, the Financial Aid Office will send a notification to his/her VGCC email account. Students may also view their financial aid information in their myVGCC student portal. Students who complete the application process and receive award notifications prior to registration may have their tuition and fees deducted from their grant award(s). Students should view VGCC's published tuition deadlines each semester online at <https://www.vgcc.edu>. It is important to note that students cannot receive financial aid, including grants, at two schools for the same enrollment period.

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 federal and state aid. If grant awards are approved too late for the registration process, students will receive their grant(s) at a designated point in the term after acceptable attendance verification is collected by the Student Development division.

Federal and state aid award amounts are determined in part by a student's enrollment status. Awards are subject to be reduced if a student drops courses, fails to attend through the published census date(s), or is dropped from class for nonattendance. Contact the Financial Aid Office to determine the monetary implications of dropping, withdrawing, or not attending classes at (252) 738-3280. The Financial Aid Office is also available for any questions about awards, census date(s) or dropping/withdrawing from classes.

RETURN OF TITLE IV FUNDS

Federal regulations for Title IV aid require that students must attend their classes 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 prior to completing sixty (60) percent of a semester/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. The student's calculation is based on his/her last date of attendance, as reported by their instructor.

Regulations for state aid also require that students must attend their classes to maintain eligibility for financial aid. Colleges must perform a "State Return of Funds" calculation for each student who receives state aid (North Carolina Community College Grant and North Carolina Education Lottery Scholarship programs) and withdraws or stops attending courses during the first thirty-five (35) percent of the term. The amount of aid being returned depends on the student's last date of attendance, as reported by the instructor. If the student does not attend (35) percent or more of the term, the 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 or withdrawing from classes with their academic advisor and the Financial Aid Office before they stop attending. Additional information regarding the return of funds procedure is available at <https://www.vgcc.edu/fao/r2t4>.

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 diploma programs of study require the use of this formula when calculating enrollment status for Title IV Financial Aid:

- Carpentry
- Cosmetology
- Electrical Systems Technology
- Practical Nursing

Each course is evaluated based on their credit and contact hours. The College, in accordance with federal regulation, does the following calculation for each course within a program of study designated above:
 (Contact Hours X 16) / 30

In the event the product of this equation is not a whole number, the College is required to round down regardless of the result.

The new calculated contact hours rounded down are then compared to the credit hours for the course. The lesser of the two is used.

After all calculations are complete for each course, the student's file is updated to reflect the sum of the correct number of hours per course and are paid based on the chart below.

Full-time PLUS: 15+ hours

Full-time status: 12 hours

Three quarter time status: 9-11 hours

Half-time status: 6-8 hours

Less than half-time status: 1-5 hours

CLOCK HOUR PROGRAM

Federal regulation requires the College to administer Title IV funding to returning students in the Cosmetology program (prior to 2016-2017) solely by clock hour progression. For further information, please visit the Financial Aid website at <https://www.vgcc.edu/fao>.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

To receive financial aid, students must meet VGCC's Standards of Academic Progress (SAP). Each student is expected to maintain SAP toward completing the requirements of a degree, diploma, or certificate. These standards are applied to a student's entire academic history at VGCC, including transfer hours from other schools and periods when financial aid was not received. Keeping your financial aid involves making continued successful progress toward obtaining a degree.

Standards of Academic Progress include:

- Maintain a 2.0 cumulative grade point average.
- Complete at least 67% of credit hours attempted with a passing grade.
- Complete program of study in a time frame not to exceed 150% of the published length of the program.

The Financial Aid Office will check students' grades and progress at the end of each semester. Credit hours for course incompletes, withdrawals and repetitions will be counted as hours attempted for SAP. After grades and progress are checked, students will be sent a SAP notification to their VGCC email account from the Financial Aid Office.

Students who are meeting SAP requirements are given a Financial Aid Satisfactory status and remain eligible for financial aid. Students who are not meeting SAP are placed on Financial Aid Academic Warning and remain eligible for financial aid for one payment period (term). Students who fail to meet all SAP requirements at the end of the academic warning period will be placed on Financial Aid Suspension and are not eligible for financial aid. Students who exceed their program of study time frame will be placed on Financial Aid Suspension and are not eligible for financial aid.

Students suspended from financial aid may submit a Financial Aid Academic Appeal Form to the Financial Aid Office to request reinstatement of aid. An appeal should only be submitted if a student's failure to maintain the standards of academic progress is based upon extenuating circumstances. Circumstances may include, but are not limited to, medical issues, death, or illness. Submission of an appeal form does not guarantee reinstatement of financial aid. Appeal forms are reviewed by the Financial Aid Academic Appeals Committee and their decision is final.

If the appeal is denied, the student may not submit another Financial Aid Academic Appeal in the current or following years until he/she has successfully completed a minimum of 9 credit hours with a 2.5 GPA and 100% completion rate (no F/RF, failing grades, or withdrawals).

If the appeal is approved, the student will be placed on Continued Probation. Before aid is awarded for an approved appeal, the student must establish an Academic Plan for one or more semesters with their academic advisor. The Academic Plan outlines the requirements a student must meet to achieve Satisfactory SAP status. In addition to the academic plan, students with an approved appeal for maximum timeframe (only) are required to provide a degree completion plan signed by their academic advisor.

Students with a Continued Probation status will be evaluated at the end of each payment period (term) to determine his/her SAP status. Until the student achieves a Satisfactory SAP status for the reason of the appeal or graduates, the student is expected to meet the Academic Plan requirements to remain eligible for financial aid. Failure to meet the Academic Plan requirements will result in the termination of financial aid eligibility.

Information about VGCC's Financial Aid Standards of Academic Progress is available in the Financial Aid Office and online at <https://www.vgcc.edu/fao/standards-of-academic-progress>. Students may also visit or contact the Financial Aid Office with SAP related questions.

TYPES OF FINANCIAL AID HANDLED BY FINANCIAL AID OFFICE

Federal Aid

Federal Pell Grant (Maximum Eligibility: 600%)

This federal program offers grants, which do not have to be repaid, to students who demonstrate financial need and meet eligibility requirements. To apply for a Federal Pell Grant, students must complete the FAFSA. The award amount is determined by cost of attendance, Expected Family Contribution (EFC) from student's FAFSA results, and enrollment status. The value of the grant is estimated to range from \$692 to \$6895 for the year for full-time enrollment.

A student's maximum lifetime eligibility for the Federal Pell Grant program is 600% or the equivalent of 12 full-time semesters. This includes courses taken at all institutions attended – past, present, and future.

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

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal program offers grants to Pell Grant recipients with exceptional financial need. No additional application is necessary to apply. All Pell recipients are automatically considered. However, early submission of the FAFSA is strongly encouraged. Full-time and part-time students are eligible to receive the grant. The value of the grant is estimated to range from \$100 to \$1,000 for the year depending on federal allocation.

***Students who have earned a professional or bachelor's degree are not eligible for the Federal SEOG award.**

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 <https://www.vgcc.edu/fao/loans>.

Federal Work-Study Program

Vance-Granville Community College participates in the federally supported Work-Study Program. Work-Study employment provides job opportunities for students with financial need and is available on a part-time basis while classes are in session (usually about 15 hours per week). To apply, students must complete the FAFSA and meet eligibility requirements.

Interested and eligible students must complete the VGCC Federal Work-Study Application. Submitting an application does not guarantee the student a work-study position. Placement into a position is contingent on job availability, student's qualifications, and program funding.

Priority is given to students who are enrolled in 9 or more credit hours for the fall and spring semesters and 6 or more credit hours for the summer semester. Information is available in the Financial Aid Office and online at <https://www.vgcc.edu/fao/types-of-aid>. Contact the Work-Study Coordinator at (252) 738-3280 with any questions related to the program.

State Aid

North Carolina Community College Grant (Maximum Eligibility: 6 full-time semesters)

Grants are available to North Carolina residents who demonstrate financial need and are enrolled at a North Carolina community college. To apply, students must complete the FAFSA, which is also used to qualify for Federal Pell Grants.

Eligibility is determined by the same criteria as the Federal Pell Grant. In addition, students must be a North Carolina resident for tuition purposes and be enrolled for at least 6 credit hours per semester. Students not eligible for the Federal Pell Grant may be considered for this grant based on their demonstrated need. Award amounts are defined by the State each year. The value of the grant is estimated to range from \$100 to \$3000 for the year. The North Carolina General Assembly has authorized awarding additional NCCCCG funds to students who meet the new "full-time PLUS" enrollment status (enrolled in 15 or more credit hours for a semester). If enrolled in less than 15 credit hours, the student's NCCCCG award will be adjusted. State grants are not awarded during the summer semester.

A student's maximum lifetime eligibility for the NC Community College Grant is the equivalent of 6 full-time semesters.

***Students who have earned a professional or bachelor's degree are not eligible for the NC Community College Grant.**

North Carolina Education Lottery Scholarship (Maximum Eligibility: 10 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 within the state of North Carolina. To apply, students must complete the FAFSA, which is also used to qualify for Federal Pell Grants.

Eligibility is determined by the same criteria as the Federal Pell Grant. In addition, students must be a North Carolina resident for tuition purposes and be enrolled for at least 6 credit hours per semester. Award amounts are defined by the State each year. The value of the Education Lottery Scholarship is estimated to range from \$100 to \$3768 for the year. The scholarship is not awarded during the summer semester.

A student's maximum lifetime eligibility for the NC Education Lottery Scholarship is the equivalent of 10 full-time semesters.

***Students who have earned a professional or bachelor's degree are not eligible for the NC Education Lottery Scholarship.**

Vance-Granville Departmental Grants

To assist full and part-time students with college tuition expenses, Departmental Grants are made available each year. Recipients of these grants are selected by the Academic Dean, Campus Dean, Dean Student Retention & Success, Advising & College Success or Financial Aid Office. Grant amounts will vary depending on availability of funds and are non-refundable to students. Departmental Grants may be adjusted if additional financial aid or scholarship(s) is awarded.

Scholarships

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. Students may apply online at <https://www.vgcc.edu/fao/scholarships/>.

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 2022-2023 academic year is June 30, 2022. Scholarship applications may be accepted after the priority deadline.

The VGCC Endowment Fund awards four levels of scholarships made possible by the contributions of various individuals, businesses, industries, civic clubs, churches and organizations.

Presidential Excellence Awards

The Presidential Excellence Award recognizes students who are currently or newly enrolled in at least nine credit hours with exemplary scholastic records. Currently, the scholarship award may be up to \$3,000.

Presidential Scholar Awards

The Presidential Scholar Award recognizes students who are currently or newly enrolled in at least nine credit hours with exemplary scholastic records. Currently, the scholarship award may be up to \$1,250.

Presidential Merit Awards

Candidates for these awards may be either currently or newly enrolled students who are enrolled in at least nine credit hours with excellent scholastic records. Currently the scholarship award may be up to \$750.

Academic Achievement Scholarships

Recipients of Academic Achievement Scholarships may be either currently or newly enrolled students who are enrolled in at least nine 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.

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) 738-3264.

VanGuarantee Scholarship Program

Funded by the Wilbert A. Edwards Estate Gift

PURPOSE

The community college system was founded upon the ideals of access and opportunity. Still, in our region, many individuals are not able to participate in the educational programs offered by Vance-Granville Community College because of cost-related barriers. The VanGuarantee program will ensure that every student residing in Vance, Granville, Franklin, and Warren counties, who wants to earn a college degree, will be able to do so. This scholarship program will guarantee that student financial need, that is unmet by federal financial aid and other support, will be covered.

ELIGIBILITY CRITERIA

- The recipient must qualify for in-state tuition, based on qualifications defined by the State of North Carolina for community college admissions, and must have established and maintained legal, permanent residency within Vance, Granville, Franklin, or Warren county for at least twelve (12) consecutive months before the beginning of the term;
- The recipient must not possess a post-secondary degree from any degree-granting institution (including associate, baccalaureate, or graduate/professional degree credentials).
- The recipient must be enrolled in 6 or more credit hours in any curriculum program.
- The recipient must apply and meet eligibility requirements for federal/state financial aid, and have financial need as reported in their Free Application for Federal Student Aid (FAFSA).
- The recipient must apply for endowment scholarships.
- The recipient must first utilize any federal/state aid, scholarships, voucher, waiver, or third-party sponsorship.
- The recipient must not owe any outstanding debts, be in default on any student loans, or owe an overpayment on any Title IV grants to the college or any other educational institution.
- The recipient must have a minimum cumulative GPA of 2.0 or higher and remain aid eligible.

***Scholarship aid under this program will not be disbursed to a recipient as a credit balance (or excess cash) and can only be used for tuition, books, or other college fees.*

For scholarship information and program updates, complete the Information Request Form below. The Financial Aid Office will contact you directly about the VanGuarantee program.

[VanGuarantee Scholarship Program – Information Request Form](#)

<https://www.vgcc.edu/fao/vanguard-tee-form/>

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 <https://www.cfnc.org>.

Veterans Educational Assistance

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 dependents 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.

VGCC is an eligible institution for Department of Veterans Affairs education benefits. 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

Student records are kept by the College on veteran and non-veteran students alike. Official records are kept in the Admissions/Records Office. Please refer to Student Records and/or Transcript Request in the [Admissions, Registration and Records](#) section of the catalog.

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

Childcare Grant Program

For the purpose of assisting student-parents with childcare expenses, the North Carolina General Assembly appropriates funding each academic year for childcare grants. The intent of this grant is to assist need-based students with the financial responsibilities of childcare so they may enroll and complete their educational goals. To apply, students must complete the FAFSA and meet eligibility requirements. In addition, students must complete the childcare grant application which is available online and in the Financial Aid Office. Students should apply as early as possible; however, submitting an application does not guarantee a childcare grant will be awarded.

The selection process for this award includes many factors such as availability of funds, grades and academic progress, program of study, enrollment status, financial need and other criteria as deemed necessary. The award amount is determined by the student's cost of attendance and available funding. If selected, assistance begins September 1 of each school year and ends April 30 of the following year, unless the deadline is extended by the State.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) is funded through the U.S. Department of Labor, which allocates funds to states, who then allocate funds to local Workforce Development Boards. WIOA provides training and employment opportunities through one-stop delivery systems. Vance-Granville Community College serves as a key partner and contractor with NCWorks Career Centers, the local one-stop delivery system that is administered by

the Kerr-Tar Workforce Development Board through the Kerr-Tar 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 a full-time Child Care Center on its Main Campus as a training laboratory for the Early Childhood Associate program. The Main Campus center maintains a Five-Star License with the State of North Carolina. We serve children ages 1–5-year-old with a maximum capacity of 38 children. Our ratios are 1 teacher to 6 children in the one-year-old room; 1 teacher to 8 children in the two-year-old room; 1 teacher to 10 children in the three-year-old room; and 1 teacher to 14 children in the four/five-year-old room.

The Main Campus Child Care Center opens at 7:30 a.m. and closes 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 the VGCC child care facility should contact the child care manager. Because of the high demand for child care services depending on the age group, a waiting list for enrollment is maintained at the center. Priority for enrollment is based on siblings first; students enrolled at VGCC second; employees or board members of VGCC third; and the surrounding communities last. When space is available, the director will call you with information regarding enrollment.

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. See the sections [Release of Information \(https://www.vgcc.edu/catalog/admissions-registration-records/#release\)](https://www.vgcc.edu/catalog/admissions-registration-records/#release) and [FERPA \(https://www.vgcc.edu/catalog/admissions-registration-records/#ferpa\)](https://www.vgcc.edu/catalog/admissions-registration-records/#ferpa), for additional information.

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.studentccsi.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 encouraged to do this well in advance of his/her anticipated enrollment date.

LIBRARY SERVICES

Library Services provides reference and instructional support, print and non-print media, audiovisual equipment, online databases, Internet access, distance education support, and remote access to resources and services. Students may find information in their field of study, as well as general interest material, through the VGCC library and through interlibrary loan agreements with other libraries. Librarians provide information literacy classes and individual instruction as needed. Library Services also offers students a variety of other resources, including quiet spaces for individual or group study and access to computers, printers, and copiers.

In order to check out materials or use computers, students must obtain a library card by completing an information form, providing their student ID, and agreeing to Library Services procedures. For additional information please visit <https://library.vgcc.edu/home>.

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 <https://www.vgcc.edu/student-activities-athletics>

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 Office of Student Activities and Athletics.

Athletics

VGCC participates in the National Junior College Athletic Association (NJCAA) Intercollegiate Athletics in men's basketball and women's softball. Interested students should contact the Office of Student Activities and Athletics. For more information, visit the VGCC website at <https://www.vgcc.edu/athletics>.

Clubs

The VGCC Student Government Association sponsors clubs that support the academic mission of the college. A faculty or staff 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 Coordinator of Student Engagement & Athletics. 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 the Office of Student Activities & Athletics or visit the VGCC website at <https://www.vgcc.edu/student-activities-athletics>.

Minority Male Success Initiative

The Minority Male Success Initiative is an empowering and engaging program that provides male students with support and guidance. The initiative 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 Success Initiative. Any male student that joins the Minority Male Success Initiative is known as a Mentee and is assigned a coach. Mentees participate in regular 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.

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, diploma or certificate, and have a grade point average of 3.5. Members are inducted during spring semester only and must meet all criteria at the time of induction. For more information, contact the Office of Student Activities & Athletics or visit the VGCC website <https://www.vgcc.edu/student-activities-athletics>.

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 Office of Student Activities & Athletics or visit the VGCC website at <https://www.vgcc.edu/student-activities-athletics>.

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.)

TESTING CENTERS

Placement testing sessions are available at Franklin, Main, and South campuses during a variety of times to accommodate students. Placement testing is not offered at the Warren Campus. The testing center also offers remote placement testing as well. Students required to test will be notified by the Admissions Office. Placement testing appointments may be scheduled by contacting testingcenter@vgcc.edu. Applicants who may need special accommodations should contact the Counselor for Accessibility Services prior to their scheduled test date. For more information, including how to prepare for placement testing, please visit the Testing Center website at <https://www.vgcc.edu/testing-services/placement-testing>. A valid photo ID is required for all testing.

VGCC's Main, South, and Franklin Campuses all have approved Pearson VUE Testing Centers. These testing centers accommodate all VGCC testing requirements and may provide proctoring services by appointment for a nominal fee. For contact information and directions, please visit our website at <https://www.vgcc.edu/testing-services/vgcc-testing-locations>.

LEARNING, STUDENT ENGAGEMENT & SUCCESS

The Learning, Student Engagement, & Success Division at Vance-Granville Community College offers programs for educational improvement as well as a variety of services to ensure student success. Services that are available to students in Advising & College Success include advising, counseling, minority male mentoring, disability services, career and tutorial services. The division's Literacy programs include services to help students improve their reading, writing and math skills; earn a high school diploma or High School Equivalency (HSE); or improve English speaking, writing and reading skills for those whose native language is not English.

ADVISING AND COLLEGE SUCCESS

Student success is the central goal of Advising and College Success. 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 students are having personal issues, having difficulty with a class, or are 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 and free.

Advising and College Success offers several services including: career services, personal counseling, academic advising and tutoring services. Visit one of our three offices: Main Campus, Building 8, South Campus, Room G102, and Franklin Campus, Main Building.

ACADEMIC ADVISING

Academic Advising assists students in the planning and developing of educational and career goals. Students must have their selected courses approved by their Academic Advisor prior to registration. During the drop/add period of the term, students must contact their advisor to add a course, but may drop courses through their myVGCC account. It is highly recommended that students discuss all registration changes with their advisor. For more information, please see the Drop and Add and Withdrawal sections of the catalog.

Students are also encouraged to meet with their Academic Advisor at a time other than registration each term to discuss their academic progress and planning.

Although Academic Advisors assist students in planning course schedules, the final responsibility for meeting all academic requirements for graduation rests with the student.

Note: *Students receiving financial aid and/or Veteran's Assistance will receive aid only for courses included in their program of study. Financial aid recipients should consult with the Financial Aid Office before making changes to course schedules.*

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) provides free, walk-in and appointment-based tutorial services for various subjects and is available on all VGCC campuses. Both individual and group tutoring is offered by professional tutors.

Additionally, free online tutoring support is available to students through the online tutorial service Upswing. Students can schedule appointments for any course through Upswing or use Upswing's drop-in tutorial services for help in Math and English courses as well as sciences, humanities, accounting, business, computer information, and various other disciplines. Services include live tutoring and writing assignment submission and review. Students can access Upswing through its link in every course's Moodle page or by visiting <http://www.vgcc.upswing.io>. Please contact the Academic Success Center Coordinator for any information regarding the ASC or visit the ASC website at <https://www.vgcc.edu/asc>.

The Academic Success Center is also present in Moodle, providing academic support references for English, writing, Mathematics, and the Sciences. The Moodle ASC offers study aids, videos, and discussion forums available to students to maximize their academic performance.

CAREER SERVICES

Career Services offers free services and resources to prospective students, current students, and alumni of Vance-Granville Community College who need assistance with career development. Free career assessments are available to help individuals understand their personal interests, abilities, skills, and values. Career Services staff can help students to understand this information, explore careers and academic programs, and establish career goals. By setting career goals early, students can choose the best academic program to achieve their goals for both personal and professional success. Career Coach (<http://www.vgcc.edu/careercoach>) is the first step in this process and is free to anyone visiting the VGCC website. It also provides up-to-date and regional information about wages, employment and training for careers. Additional online career exploration and assessment tools are available at <https://www.vgcc.edu/career-services/career-exploration> .

Job search assistance is also available to students and alumni. Current and former students can get help with resumes and job search correspondence, interview preparation, mock interviews, career coaching, and how to dress for interviews. Career Services also offers class visits, workshops, career fairs, and other events to help connect students with local employers.

VGCC's College Central Network (CCN) offers an online 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. Students and alumni can access CCN's many job search resources from any location on or off campus free of charge at <https://www.collegecentral.com/vgcc/>. Employers can register with VGCC's College Central Network (CCN) to post and manage their employment opportunities independently and at no charge.

Please contact the Director of Career Services for more information or visit <https://www.vgcc.edu/career-services/> .

COUNSELING SERVICES

Counseling Services provides personal counseling and advising, guidance in life skills, and intervention to assist students who may be experiencing difficulties that influence student success. 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 for student advocacy needs, program development and outreach programming. Counselors are actively involved with retention activities.

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

VGCC also offers the Student Assistance Program (SAP) to all students and their household members FREE! This valuable resource is housed under Counseling Services. The SAP offers help for personal, professional or school concerns by providing free, confidential, short-term counseling and personal consultation. Additionally, the SAP provides student-life resources for such issues as legal and financial consultation, online learning and resources. Appointments are virtual, telephonic or face-to-face and available during both daytime and evening hours. (24 hours/7days a week). The SAP is an excellent resource tool for instructors to incorporate into lessons and to promote regular usage for research articles, seminars (live and recorded), and so much more.

For more information, visit the VGCC website at <https://www.vgcc.edu/office-of-accessibility> .

ACCESSIBILITY 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 the Accessibility Services Coordinator, faculty or staff member that he or she has a disability and is requesting accommodations.
- Arrange an appointment with the Accessibility Services Coordinator to determine if he or she qualifies for reasonable accommodations 30 days prior to the beginning of the semester.
- Provide appropriate documentation of the diagnosed disability (see the guidelines that follow).
- Allow ten (10) business days for all documentation to be reviewed and processed for potential accommodations. This process must be completed before accommodations are approved or denied. Additional time may be required to fully fulfill reasonable accommodations.
- Request specific accommodation(s), for optimal service, prior to the first day of class. Requests for accommodations can be made at any point in the semester. Requests made after the beginning of the semester are not retroactive to the beginning of the semester of the request.
- The Office of Accessibility sends an Accommodation Letter to all parties to sign and date once accommodations are approved.
- A completed electronic copy of the Accommodations Letter is sent to all parties confirming that accommodations are in place.

Accessibility Services Documentation Guidelines

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

- The documentation must be comprehensive and include a clear diagnostic statement.
- 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 Students, Equity, Retention & Success, who has designated the Accessibility Services Coordinator to coordinate accessibility 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 Students, Equity, Retention & Success within 10 calendar days.
- The Dean of Students, Equity, Retention & Success 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 Office of Civil Rights, a department of the U.S. Department of Education or other responsible federal agencies. For more information, visit the VGCC website at <https://www.vgcc.edu/office-of-accessibility> .

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 enrolled for three years. Completion of an orientation session is required; face to face sessions are being held at our Main Campus and it is also available online. During New Student Orientation you will learn about career services, the steps to completing enrollment, financial aid and how to log in to your online accounts. For more information, visit the VGCC website at <https://www.vgcc.edu/how-to-apply/orientation> .

LITERACY EDUCATION PROGRAMS

Literacy programs are located at all four of Vance-Granville Community College's campuses as well as several community-based sites. These programs are offered day, evening and online. For more information on these programs you may visit our website at <https://www.vgcc.edu/college-career-readiness> .

College and Career Readiness

The College and Career Readiness 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.

Basic Skills Plus

The Basic Skills Plus program is designed to provide employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in a community college course leading to a high school diploma or equivalent certificate. Students who are seeking a high school diploma or equivalent and are enrolled in a College and Career Readiness course are eligible for Basic Skills Plus.

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. Students must first take a placement test in order to determine their skill level in reading and math. Since this is a high school program, the applicant's test results must demonstrate a high school proficiency level in the two tested areas. The next step is the evaluation of the official transcript from the former high school by lead instructors at the campus sites or the Coordinator on the main campus. Students requiring more than six (6) high school credits are encouraged to pursue their High School Equivalency (HSE) 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 Diploma Program requirements are the same for both programs, traditional and online. 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

Whether enrolled in the online or traditional Adult High School Diploma Program, students will receive support and constant encouragement. The online program 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. All classes are free. Students are encouraged to further their education at Vance-Granville Community College upon successful completion of the adult high school diploma.

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 following content areas of language arts (reading and writing), 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 must first take a placement test in order to determine their skill level in reading and math. 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 the following content areas: language arts (reading and writing), 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 testing fee is subject to change by the State Board of Community Colleges. For more information on high school equivalency testing, please visit the Testing Center website at <https://www.vgcc.edu/testingcenter/high-school-equivalency>.

English as a Second Language (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.**

Minors in Literacy Education Programs

Minors (16-17 years of age) are eligible to enroll in the ABE, AHS, or HSE programs if they meet the following enrollment criteria as outlined:

- Parent/Guardian and minor must complete Minor Admissions paperwork.

College and Career Readiness

College and Career Readiness programs are located at each of VGCC's campuses and are designed to provide 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 College and Career Readiness 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. 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, 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

ACADEMIC DISHONESTY

Vance Granville Community College is committed to academic integrity and excellence. Academic dishonesty is not tolerated. Students should 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 including but not limited to plagiarism.

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 or cheating incident. The instructor refers the student to the Academic Success Center for coaching on how to recognize and how to avoid future incidents of plagiarism. This first incident will be documented by the completion of the college's Report of Plagiarism/Cheating Form and an email will be sent to the student's VGCC email address to advise him or her of this violation of the College's Plagiarism Policy. Reports of Plagiarism/Cheating are maintained by the Academic Dean with oversight of the course in which the violation occurred.
- 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. This second incident will be documented by the completion of the college's Report of Plagiarism/Cheating Form and an email will be sent to the student's VGCC email address to advise him or her of this violation of the College's Plagiarism Policy. The instructor also informs the student that an F grade will be recommended for the course. Academic Deans maintain copies of all reports of cheating/plagiarism. In the event of two or more instances of plagiarism/cheating within the same class or in multiple classes within the same semester, the Academic Dean collects appropriate documentation from the instructor(s) and meets with the Vice President of Student Learning, Engagement and Success to determine appropriate sanctions which may include loss of credit for the course(s).

CODE OF 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 individual, and Vance-Granville Community College assumes and requires that students who enroll in various programs and classes will maintain standards of conduct appropriate to the collegiate atmosphere of Vance-Granville Community

College. More stringent policies of professional behavior may be required in specific programs. Detailed information can be found in the program student handbook.

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

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Vice President of Learning, Student Engagement, & Success or their designee. Pending an investigation, college administrators or campus security may require a student to leave campus and not return until instructed by the Vice President of Learning, Student Engagement, & Success.

Student Rights & Responsibilities

All students are assured the following rights:

1. freedom to pursue their educational goals
2. freedom to inquire, assemble, and express their opinions
3. due process
4. un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades)
5. the expectation of personal safety and protection of property while on campus
6. continuity of the educational process.

All students are expected to meet the following responsibilities:

1. follow the student code of conduct policy and observe College regulations and policies
2. acquaint themselves with the criteria to meet graduation requirements of the College in his or her program
3. practice good citizenship.

I. Classroom Conduct

The classroom is 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

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 Code of Conduct referral to document the dismissal. Any dismissal beyond that class period must follow established College suspension procedures. Instructors have ultimate control over online classroom behavior and may temporarily dismiss or remove from the classroom any student engaged in disruptive conduct. Upon dismissal from the online environment, the instructor must conduct a meeting with the student to discuss the reason for dismissal from the online environment.

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.

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. Emotional Support Animals are considered a reasonable accommodation for students with a documented disability and a physician's specific recommendation. Students must submit documentation for their service or Emotional Support Animal to the Office of Accessibility prior to reporting to campus.
- **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. 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.
- **Failure to follow a reasonable request** – You may not disregard reasonable directives of any College employee acting in the interest of the College.
- **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.
- **Fighting** – You may not engage in physical altercation with other college community members
- **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.
- **Indecent or obscene behavior** – You may not engage in indecent or obscene behavior while on the premises of the college or at a college sponsored or supervised activity. Such behavior may include but may not be limited to inappropriate display of affection, obscene gestures or improper body exposures.
- **Sexual Misconduct** – You may not sexually harass any person on campus or engage in sexual activity while on campus. (See Title IX Policies and Procedures)
- **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. See Tobacco-Free Policy
- **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.

Student Conduct in Online Courses, Discussions, and Chat Rooms

The instructor’s responsibility for managing online student behavior is no different from managing student behavior in a traditional classroom setting. Disruptive, intimidating, or uncivil student conduct that interferes with classroom procedures, the presentation of the instructor or other students, and another student’s right to pursue coursework in the online environment, is a violation of the Student Code of Conduct. Consideration of the temporary suspension from the class must be discussed with the Department Chair or Academic Dean. Permanent dismissal from an online class must be administered by the Vice President of Learning, Student Engagement and Success or their designee. The instructor must complete a Code of Conduct Referral to initiate this process.

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. Students who are found in violation of the College rules and regulations, can expect some form of official disciplinary action to be taken against them by the College if deemed necessary. The goal in selecting an appropriate sanction in every discipline case is to provide the student with an educational experience and to balance the perceived needs of the individual student. Therefore, the type of action taken in any particular case will depend on several factors, including, but not limited to, the degree of seriousness of the violations, the violator’s awareness about the problems caused by violator’s behavior, and the violator’s degree of maturity and apparent ability and readiness to learn more positive behaviors as a result of having participated in the College conduct process.

Violations should, which may be reported by any college employee, follow the following format:

1. Report the violation to the Office of the Dean of Students, Equity, Retention & Success and/or Campus Security.
2. Report the violation using the Code of Conduct Referral Form.

The Dean of Students, Equity, Retention & Success or their representative shall investigate all complaints and will assign in writing formal sanctions if justified. The disciplinary sanctions, represent a range of actions and seek to preserve flexibility in the imposition of punishment and do not imply an order or sequence of sanctions. Once formal sanctions have been determined, the student may accept those sanctions or 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 each specific case. Any hearing agent, such as the Student Engagement and Success Office, upon finding a violation of College rules and regulations, may apply any one of these sanctions or a combination of these, in an effort to effectively respond to the situation of the case before them. Discipline is also progressive so a student who is already on “College Probation” and is found to have violated another College policy may receive a more severe sanction.

Sanctions:

These sanctions are accompanied with a specific conduct status based on the nature of the violation. The actions, which may be taken in disciplinary cases are:

1. **Case Dismissed** – An action which closes a case for any one of the following reasons: a) not responsible finding is reached by the hearing body/officer, or b) there is a lack of sufficient information and/or evidence.
2. **Reprimand** – A verbal or written communication which gives official notice to the student that he/she has violated the College rules and regulations and/or that any subsequent violation of the Student Code of Conduct may carry heavier penalties because of this prior infraction.
3. **Loss of Privileges**– An action which restricts a student from participating in various college activities or events.
4. **Interim Loss of Privileges**– An action which restricts a student from participating in various college activities or events temporarily until the investigation ends.
5. **No contact**– An action which requires a student to avoid contact with another student or a group of students until such time the order is lifted.
6. **Interim No Contact**– An action while an investigation into alleged misconduct is ongoing, there is mutual “no contact” order between you and another person(s)
7. **Apology Letter**– An action which requires a student to write a letter of apology related to the incident being investigated.
8. **College Probation** – A probationary status imposed for a specified time period, not to exceed one calendar year during which a student is expected to show a positive change in behavior. In addition, conditions and restrictions appropriate to the offense may be imposed. Any further violation of the probation will be basis for more severe disciplinary action.
 - a. **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 determined time presented by College.
 - b. **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.
9. **Suspension from College** – Suspension status excludes a student from classes and from all privileges and activities of the College for a specified period of time, not to exceed one calendar year. This action may be deferred to become effective after a certain date. During the period of suspension, a student is not permitted to be on the College property or use the facilities or equipment without the expressed permission of the Student Engagement and Success Office. If the conditions of the suspension are violated, they will be subjected to further disciplinary action.
10. **Interim Suspension**– An action while an investigation into alleged violation is ongoing, the student will not be permitted to be on any campus property and may not attend classes.
11. **Expulsion** – A student may be dismissed (expelled) from the College for conduct which is not in the best interest of the student, or of the College. Expulsion is a permanent dismissal from the College, which

includes no trespassing on any sites operated by the College. At the end of this period of expulsion, the student may be re-admitted to the College only with the approval of the College President or their designee. Students who successfully petition their return to the College are immediately placed on conduct probation.

Conditions:

The Dean of Students, Equity, Retention & Success or his/her representative may attach conditions to any disciplinary action, including but not limited to the following:

1. **Restitution** – A student may be required to pay for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or student(s).
2. **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.
3. **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.
4. **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.
5. **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. Once formal sanctions have been determined, the student may appeal the decision. See Order of Disciplinary Appeals Procedures.

Due Process

All students are entitled to due process. Due process provides students with the following rights:

- Be advised in writing of all alleged violations.
- Be advised of the identity of the individuals who will be present at the hearing/investigation.
- Be informed of any evidence provided at any stage of the investigation.
- Have the option of submitting a written account relating to the alleged charges.
- Be provided written notification of the charges at least two (2) business days prior to any hearing or administrative review on the charge.
- Inform the student that they are presumed innocent until found in violation of the Code of Conduct by the preponderance of the evidence.
- Request a delay of the hearing for extenuating circumstances only, which will be granted at the discretion of the Vice President of Learning, Student Engagement and Success or their designee.
- Admit responsibility for any or all of the violations.
- Present relevant evidence and witnesses.
- Request an alternate employee with the same disciplinary authority as the Dean of Students, Equity, Retention & Success, if it can be proven that there may be bias. The request should be made to the Office of the Vice President of Learning, Student Engagement and Success.
- Appeal a decision based upon the guidelines stated in the outcome correspondence received by the student.

Order of Disciplinary Appeals Procedures

Once an official report of an alleged violation of College rules is accepted, the office is required to produce a "Specification of Charges."

Specification of Charges: Lists the information about the alleged offense, the rules allegedly violated, the name of known witnesses to the situation and/or other sources of information, which support the allegations, and the time a hearing is scheduled to review these allegations. This information is sent to the accused prior to the hearing.

Rights of the Accused

The accused may elect to

- a. Voluntarily accept sanctions imposed by the Office of the Dean of Students, Equity, Retention & Success or
- b. Students who question the fairness of Disciplinary action taken against them are entitled to submit an appeal. Request a hearing before the Judicial Committee by completing a Disciplinary Appeals form. The appeal must be filed with the Vice President of Learning, Student Engagement, & Success within 10 College business days from the date on the disciplinary action letter. If a student requests an appeal, the sanctions assigned will be in effect while the appeal process takes place.

An appeal must be based on one or more of the following grounds:

1. Insufficient evidence to support the decision.
2. New evidence unavailable at the time of the original hearing.
3. Procedural error serious enough to affect the outcome of the hearing.
4. Excessive or inappropriate sanctions.
5. Discrimination based on the appellant's membership in a protected group (race, gender, sexual orientation etc.)

Students who appeal sanctions of conduct (warning and conduct probation) may have their request granted, but not guaranteed. This decision will be made within the Office of the Vice President of Learning, Student Engagement, & Student Success and if granted, the hearing officer's decision is considered final.

Students who appeal sanctions of conduct dismissal (suspension or expulsion) may be provided the opportunity to convene a Judicial Review Hearing Committee, but not guaranteed. This decision will be made within the Office of the Vice President of Learning, Student Engagement, & Student Success and if granted, the hearing officer's decision is considered final.

The Vice President of Learning, Student Engagement, & Success may summon the committee for a hearing within 10 business days from the receipt of the Appeals request. The committee is comprised of faculty, staff, and students.

Judicial Appeal Hearing Process

The Judicial Committee will:

1. Hear the complaint from those initiating disciplinary action, along with any witnesses. All participants (Complainants and Respondents) involved in the judicial hearing process, are expected to be familiar with the College's Student Code of Conduct Policy printed in the Vance Granville Community College Student Catalog. The purpose of the hearing is to address a student's potential sanction of conduct dismissal (suspension or expulsion)
2. Hear the appeal from the accused, along with any witnesses (legal counsel may be present but cannot participate in this hearing process). If participants have any witnesses that will testify on their behalf relating only to the appeal in question, participants are required to submit those names to the Vice President of Learning, Student Engagement, & Success no later than five (5) business days prior to the hearing including the nature of their testimony.

Basic procedural rights of the accused include the following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. If the student opts to bring counsel, the student must inform the Vice President of Learning, Student Engagement, & Student Success of this intention when the request for the hearing is filed no later than five (5) business days prior to the hearing. If the student brings counsel to the

hearing without so informing the Vice President of Learning, Student Engagement, & Student Success, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing.

2. The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member is disqualified for prejudice or bias.
3. The right to present new evidence that was unavailable at the time of the hearing.
4. The right to face the person(s) bringing the charge(s). The accused will not be able to question the accuser during the appeal process.
5. The right to hear witnesses on behalf of the person bringing the charges.
6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
7. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal to the president must be in writing and it must be made within 10 business days of the receipt committee's decision.

The conduct of the committee hearings is as follows:

- A. Hearings before the committee shall be confidential and closed to all persons except the following:
 1. The student. (Absence of the student will result in adjournment of the hearing and the appeal process will end. All assigned sanctions will stand).
 2. The faculty or staff member bringing the charge against the student. or being accused by the student.
 3. Counsels if applicable (see The Right to Counsel)
 4. Witnesses who shall:
 1. Give testimony singularly and in the absence of other witnesses.
 2. Leave the committee meeting room immediately after completion of the testimony. The Vice President of Learning, Student Engagement, & Student Success will keep copies of all correspondence and rulings surrounding the hearing.
 5. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code
 6. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.
 7. Decisions of the committee shall be made by majority vote. In the event of tie, the administrative liaison(s) of the committee will have the deciding vote.
 8. In any situation, the Vice President of Learning, Student Engagement and Success, may deem a question by the committee inappropriate and will instruct the committee take appropriate actions concerning questioning
 9. After the decision of the committee, the Vice President of Learning, Student Engagement, & Student Success shall send a certified letter to the student's address on file in the admissions office providing the student with the committee's decision.
- B. Appeal to the President: A student who disagrees with the findings of the committee may appeal in writing to the president within ten (10) business days after receipt of the committee's decision. The president shall have the authority to:
 1. Review the findings of the proceedings of the committee.
 2. Hear from the student, the Vice President of Learning, Student Engagement, & Student Success, and the members of the committee before ruling on an appeal
 3. Approve, modify, or overturn the decision of the committee.
 4. Inform the student in writing of the final decision within five (5) business days of the receipt of the appeal. The decision of the President is final.

The Vice President of Learning, Student Engagement & Success will decide if a student may attend classes during an Appeals process. Each case is 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.

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

All club extracurricular activities and fund raising must be approved by the Dean of Students, Equity, Retention & Success to ensure that they are coordinated throughout the entire College.

BULLETIN BOARDS

- Important announcements concerning student activities, meetings, pre-registration, job openings, and special events are posted on the bulletin boards. Employees 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 Administration. Permission to mount posters or notices on bulletin boards must be obtained from the Office of Vice President of Workforce and Community Engagement.
- Placing inappropriate or obscene material on bulletin boards or in any campus location is a violation of the Student Code of Conduct.

CAMPUS POLICE AND SECURITY

VGCC strives to provide a safe and secure working and learning environment for its faculty, staff, students, and visitors. Campus Police and 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 Police and Security or any College official. Victims or witnesses can report crimes or threats by calling the Campus Police and Security Division at (252) 738-3373. Anonymous reports can be submitted by visiting <https://vgcc.wufoo.com/forms/anonymous-crime-tips/>.

CHILDREN ON CAMPUS

Children are not allowed in classrooms, the library, 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 Vice President of Learning, Student Engagement, & Success. All information will be kept confidential except to those persons determined by the Vice President of Learning, Student Engagement, & Success 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 Vice President of Learning, Student Engagement, & Success 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.

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 public 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 of 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 a Dean or the Vice President of Learning, Student Engagement, & Success within a reasonable time after the grievance has occurred. The Dean or Vice President of Learning, Student Engagement, & Success may:
 - a. Disseminate information concerning the complaint to the appropriate College officials,
 - b. Investigate the complaint,
 - c. Refer the student to appropriate College officials, or
 - d. Negotiate a resolution to the grievance.
2. If a satisfactory resolution is not reached, the student may file a General Student Grievance Form with the Dean or Vice President of Learning, Student Engagement, & Success. If the student is not satisfied with the decision, he or she may request a formal hearing before the Judicial committee within 10 working days.
3. The Judicial committee will convene to hear the merits of the complaint and make a recommendation to the President.
4. 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 Learning, Student Engagement & Success, 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:

1. Developer(s)—40%
2. 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-free 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 Planning and Research Office. Any disputed issues that cannot be resolved with the assistance of the Planning and Research 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 Workforce & Community Engagement. 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 submit a written request for the absence sufficiently in advance to permit the instructor and student to develop a sound plan for making up any missed class work. All students must plan absences from a class so that their total absences, including any absences authorized in accordance with this policy, do not exceed the total absences otherwise permitted by the instructor, a certifying board or an accrediting agency.

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 actively promotes a campus environment that maintains the dignity of all members of the campus community. To maintain this dignity, Vance-Granville Community College will not tolerate any form of sexual assault.

The Crime Awareness and Campus Security Act of 1990, Section 485 (f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 101 -542) requires that institutions of higher education collect information with respect to sexual assault on campus and beginning in September 1993, to include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102 -325) provide further that as part of the Annual Security Report the College shall include, develop and distribute statement of policy regarding the College's sexual assault programs and the procedures to be followed if a sex offence occurs.

Violations of this policy shall include, but are not limited to, the following:

- a. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
- b. Any actual or attempted nonconsensual sexual activity by a person(s) known or unknown to the victim, defined as, but not limited to, sexual intercourse or sexual touching committed with or without physical force, coercion, threat, or intimidation; exhibitionism; or 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 is mentally incapacitated due to drug or alcohol consumption or is unconscious, regardless of whether or not the consumption was with the victim's consent.

Reporting and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on campus, off-campus at College-leased or owned facilities, when attending College-sponsored activities or any activities (including participation in field experiences, internships, athletic and cultural events) which are initiated, authorized or supervised by Vance-Granville Community College, even off-campus or when representing the College.

Students who are victims of sexual assault are encouraged to file a complaint with the Dean of Student Access & Support or Campus Police as soon as possible after the alleged incident. Additionally, victims are encouraged to report the incident to local law enforcement.

All complaints of sexual assault will be reported to the office of the Magistrate.

Education and Awareness-The federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. Registered sex offenders must provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The state of North Carolina Department of Justice provides a Sex Offender Registry Search at the following website: <http://sexoffender.ncsbi.gov>.

Education will be provided through appropriate programs and education booklets, which may include:

- a. Orientation programs
- b. Professional development/employee training
- c. Student and Employee Handbooks, Catalogs and related Administrative Policy Manuals
- d. Campus Media
- e. Seminars, workshops, pamphlets, and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women and crime reporting.

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.

Definitions used in this policy are as follows:

Sexual harassment: A request for sexual favors, and other unwelcomed verbal or physical conduct of a sexual nature by an employee or student, constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual, or
- Submission to or rejection of such conduct by a student is made the basis for decisions concerning a student's grade, academic achievement or progress, or participation in any program, curriculum or activity of the College, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidation, hostile, or offensive environment.

Workplace 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.

SEXUAL MISCONDUCT

Vance-Granville Community College (VGCC) is committed to providing a learning and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

NOTICE OF NONDISCRIMINATION

As a recipient of federal funds, VGCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. The College does not discriminate on the basis of sex in its educational programs or activities, including in the context of admission or employment.

Vance-Granville Community College considers sexual discrimination in all its forms to be a serious offense. This policy refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence or other forms of intimate partner violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688) Inquiries concerning the application of Title IX may be referred to VGCC's Title IX Coordinator(s)* or to the U.S. Department of Education's Office for Civil Rights. If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. You have the right to raise concerns, to ask questions about policies prohibiting sex or gender discrimination, and to participate in investigations without fear of retaliation. A complaint may also be submitted about retaliatory acts under Title IX. It shall be a violation of this policy to knowingly make false claims or statements regarding sexual misconduct.

*The College's Title IX Coordinators are the Dean of Student Access & Support and the Director of Human Resources. The Title IX offices are located on the Main Campus or can be reached by email titleixcorrespondence@vgcc.edu. These individuals are responsible for implementing and monitoring Vance-Granville Community College's Title IX compliance.

When concerns are brought to the Title IX Coordinators' attention or when they suspect that sexual or gender discrimination may be present, they are bound to initiate and oversee timely investigations and provide updates to the accuser and the accused. Initial complaints must be completed within 30 days from the date of the report; therefore all faculty and staff are required to cooperate fully, truthfully, and expediently with investigations.

In the event an allegation of sexual misconduct is made, VGCC shall:

- Inform the alleged victim of options and assistance which may be available to them;
- Maintain confidentiality to the fullest extent permitted by law;
- Thoroughly and impartially investigate the allegation;
- When reasonably necessary, provide interim remedy(ies) pending a final resolution;
- Provide all parties involved in the allegation a prompt and equitable determination of the merits of the claim;
- Decide whether the allegations are more likely than not to have occurred (preponderance of the evidence standard); and,
- If it is more likely than not that the allegations occurred, resolve the allegations in a manner designed to end the discrimination, prevent its reoccurrence, remedy the effects upon the victim and the community, and impose reasonable sanctions on any party found to have engaged in behavior prohibited by this policy.

Policy Statements and Overview of Procedures– VGCC is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. To that end, the College prohibits Sexual Misconduct, as that term is defined below. The College also is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations. The College has appointed at least one Title IX Coordinator, who is responsible for the establishment and education of the grievance procedures for the handling of allegations of sexual misconduct.

This Policy applies to any allegation of sexual misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged sexual misconduct occurred, if the conduct giving rise to the Complaint is related to the College's academic, educational, or extracurricular programs or activities. The College's disciplinary authority, however, may not extend to third parties who are not students or employees of the College.

For more information about the VGCC Sexual Misconduct Policy, including a list of definitions, visit the VGCC website at [https://www.vgcc.edu/web/wpc/uploads/2019/05/APM Sexual Misconduct 2018.pdf](https://www.vgcc.edu/web/wpc/uploads/2019/05/APM_Sexual_Misconduct_2018.pdf).

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. Individuals or groups wishing to publicly assemble should submit a written, signed request to the Vice President of Learning, Student Engagement & Success at least two weeks prior to the desired date.

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, Equity, Retention & Success 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, Equity, Retention & Success 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 Students, Equity, Retention & Success 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, interests and life-learning opportunities for its citizens. There are opportunities for students to gain basic academic skills, develop 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 and other courses are scheduled when a need is established and space as well as an instructor are available. To view a current schedule for Continuing Education go to <https://www.vgcc.edu/coned/>.

CONTINUING EDUCATION SERVICES FOR MINORS

For the purposes of this subsection, the word “minor” shall not include minors who have graduated from high school. The major purpose of community colleges is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit of the public school and have left public school. However, a minor may enroll in Continuing Education course sections subject to the following:

Minors Age 16 and 17. A minor, age 16 or 17, may enroll in Continuing Education course sections subject to the following conditions:

- Minors shall not displace adults.
- Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- If the minor is enrolled in high school, the following restrictions apply:
- Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements. Exception: Students who are enrolled in Continuing Education coursework through Workforce Continuing Education Career and College Promise pathways.
- Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:
- Continuing Education course sections that maintain 90% (ninety percent) of instructional hours within the summer reporting term as defined in 1G SBCCC 200.99(a)(1)(B).
- Self-supporting courses which may be provided during any reporting term.

Minors Less than Age 16. A minor less than 16 years old may enroll in Continuing Education course sections subject to the following conditions:

- Minors less than 16 years old may enroll in self-supporting safe driving course sections during any reporting term.
- A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.

JUVENILE JUSTICE

Colleges may provide Continuing Education course sections to juveniles of any age who are committed to the Division of Juvenile Justice of the Department of Public Safety, if the juvenile is otherwise qualified for registration in the Continuing Education class and has the approval of the Director of the Youth Development Center to which the juvenile is assigned.

Once enrolled, minors shall be treated the same as all other students.

Authority G.S. 115D-5; G.S. 115D-20(4)(b);

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 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 must be included with the request. Certificates of completion are normally awarded by request. For more information on transcript requests, please visit <https://www.vgcc.edu/student-portal/transcript-requests/>.

COSTS

Costs for Continuing Education courses follow an established fee schedule as listed on the Continuing Education website: <https://www.vgcc.edu/coned/>.

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 online or walk-in.

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 the Coordinator or Director of the program area to start the process for a refund. Additionally, a Request for Refund form must be completed and brought to the Continuing Education office to begin the refund process.

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.

INDEBTEDNESS TO COLLEGE

No student in any program 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, child care fees, and returned checks. Diplomas, certificates, and/or Academic transcripts will be withheld when financial obligations to the College are not met.

Exceptions below can be found in 1E SBCC 200.2

A person or organization demonstrates to the satisfaction of the college the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so;

A student is registered in a course section offered for the benefit of a company or agency. For the purpose of this rule, company or agency specific course sections are courses where the company pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency.

A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in G.S. 115D-5(b)(2)

Unless otherwise prohibited by law, colleges may withhold transcripts of grades and any other service pending resolution of outstanding monetary obligations. This statement shall not be construed to prohibit a college's board of trustees from adding more stringent provisions that are allowable under law regarding outstanding monetary balances.

COURSE CANCELLATION POLICY

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

DEPARTMENTAL PROGRAMS

There are several programs offered through different departments within the Continuing Education Division. 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.

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 – \$4.00 per course*

Technology Fee – \$3.00 per Computer Course*

Insurance Fee- \$1.25 per course*

**Subject to change by the VGCC Board of Trustees*

Occupational Extension Department

The Occupational Extension Department provides a variety of programs. Courses consist of, but are not limited to, Computer, Software and State Certification classes, Job Training Certification, Technician Programs in Logistics, Manicure and Nail Tech and Biowork. Specialty courses are also offered including: Healthcare Billing and Coding, Health Unit Coordinator, Heavy Equipment Operator, OSHA 10, Forklift, Carpentry, Natural Hair Care, Effective Teacher Training, and Introduction to Welding.

We offer a wide variety of course options that provide transfer equivalency credit to students. Students may enroll in a qualifying curriculum class as a continuing education student and receive curriculum credit for satisfactory completion of the course.

The Occupational Extension Department also provides 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.

Additionally, a number of online courses are available at ed2go through VGCC. Occupational Extension courses are scheduled during the day, at night, and occasionally on the weekends as needed to ensure training is available to all students.

Customized Training Department

The Customized Training Department 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 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. The North Carolina Board of Nursing and the Division of Health Service Regulation recommend that students must be 16 1/2 years old to register for a Nurse Aide 1 class.

Medication Aide, Phlebotomy, Home Care Aide, Geriatric Aide, and Nurse Aide I Refresher are also offered by the Occupational Healthcare Department.

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 high school equivalency.

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 successful completion of a NC Nurse Aide 1 State Approved Course OR previous listing on a Nurse Aide 1 registry.

The Nurse Aide Level 2 Refresher is for persons who have lost their Nurse Aide 2 certification. Students must be listed on an active Nurse Aide 1 registry. The pre-requisites for this class are Nurse Aide Level I & II.

Fire/Rescue Program

The Fire/Rescue Program 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:

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

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:

- 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.
- CPR and first aid courses are offered 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.

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 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. 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
- Technology Awareness: Information technology/applications for job search

- Employability Motivation & Retention: Self-esteem/keeping a job
- Economic Literacy: Personal finances, changing economy
- Working Smart Curriculum: Soft/critical skills for the workplace. Upon successful completion the student will receive a credential recognized by employers in NC & SC.
- NC FAST-Human Services Exploration (Employability Skills training and Career Exploration is provided to help the student understand the role of Income Maintenance Caseworkers within the Division of Social Services.) This is Phase I and a pre-requisite to Phase II (Income Maintenance Caseworker Class-NC FAST Phase II run through Occupational Extension)

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 at 252-738-3276.

National Career Readiness Certification (NCRC)

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

The National 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. National Career Readiness Certification participants are assessed in Applied Mathematics, Workplace Documents, and Graphic Literacy. Based on assessment results, customers may earn the certification by completing the nationally recognized ACT WorkKeys® Assessment and earn a Bronze, Silver, Gold or Platinum certificate that will demonstrate proficiency in these areas. Costs for the ACT WorkKeys® assessments vary between \$20-\$25 each based on type.

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 are designed to provide small business owners with updated information on various business topics.
2. Entrepreneurship program offerings, but not limited to, Ice House Entrepreneurship Training, NC REAL Agricultural Entrepreneurship and NC REAL Craft Artists Entrepreneurship.
3. Counseling services to new and existing small businesses.
4. Referrals to appropriate agencies such as The Small Business and Technology Development Center (SBTDC), Small Business Administration (SBA), the N.C. Department of Commerce and local agencies.
5. 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.
6. A resource and information center provided for use by new and existing small businesses.
7. Kauffman FastTrac

Personal Enrichment Department

The purpose of the Personal Enrichment Program is to provide lifelong learning to meet individual needs and interests, and contribute to the community's overall cultural, civic, and intellectual growth.

We offer a number of affordable, non-credit classes that allow students to explore their personal interests. Classes are held in a non-competitive environment allowing students to choose as many classes as they would like.

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.

CURRICULUM PROGRAMS

COMPREHENSIVE ARTICULATION AGREEMENT (CAA)

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities. The goal of the CAA is to create clear pathways to college transfer associate degree completion and four-year degree completion for students who enroll in community college transfer programs.

INDEPENDENT COMPREHENSIVE ARTICULATION AGREEMENT (ICAA)

The Independent Comprehensive Articulation Agreement (ICAA) is an agreement between the North Carolina Community College System and endorsing members of the North Carolina Independent Colleges and Universities to facilitate transfer between community colleges and private, North Carolina 4-year universities that endorse the agreement.

VIRTUAL LEARNING COMMUNITY (VLC)

The Virtual Learning Community is a service of the North Carolina Community College System that provides courses for colleges to use for distance education purposes.

CURRICULUM PROGRAM OF STUDY SEQUENCE KEY

Courses that are marked with the indicated number of asterisks below are part of the Comprehensive Articulation Agreement and are considered transferable to the sixteen constituent institutions of the University of North Carolina. Courses not marked with an asterisk are generally those in an Associate in Applied Science degree program and are not considered as transferable to four-year institutions.

* Universal General Education Transfer Component (UGETC) Courses

** General Education Courses

*** Premajor/Elective Courses

Universal General Education Transfer Component (UGETC)

Universal General Education Transfer Component courses are courses that are guaranteed to transfer for general education equivalency credit to each of the sixteen constituent institutions of the University of North Carolina.

General Education Courses

The Associate in Arts and Associate in Science degree programs include general education requirements in the areas of English, communications, natural sciences, mathematics, humanities, fine arts, social sciences and behavioral sciences.

Premajor/Elective Courses

Premajor/Elective courses prepare students for successful transfer into selected majors at UNC institutions.

ACCOUNTING & FINANCE

Associate in Applied Science Degree (A25800)

The Accounting & Finance 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

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
ACC 120 Principles of Financial Accounting***	4
BUS 110 ** Intro to Business	3
BUS 121 Business Math	3
CIS 110 ** Introduction to Computers	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
Total Hours for Semester	17

Spring Semester (First Year)

Course	Credits
ACC 121 *** Principles of Managerial Accounting	4
ACC 131 Federal Income Taxes	3
ACC 140 Payroll Accounting	2
CTS 130 Spreadsheet	3
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
Mathematics Elective (MAT 110 , MAT 143 *, MAT 152 *)	3-4
Total Hours for Semester	18-19

Fall Semester (Second year)

Course	Credits
ACC 150 Accounting Software Application	2
ACC 220 Intermediate Accounting I	4
BUS 115 Business Law I	3
BUS 260 Business Communications	3
Economics Elective (ECO 151 *, ECO 251 *, ECO 252 *)	3
Social/Behavioral Science Elective (HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *)	3
Total Hours for Semester	18

Spring Semester (Second year)

Course	Credits
ACC 221 Intermediate Accounting II	4
ACC 269 Audit & Assurance Services	3
BUS 225 Business Finance	3
Humanities/Fine Arts Elective* (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Major Electives	3
Total Hours for Semester	16

Major Elective Hours: (Select a minimum of 3 credits)

Course	Credits
BUS 137 *** Principals of Management	3
BUS 217 Employment Law & Regulations	3
BUS 270 Professional Development	3
CIS 162 MM Presentational Software	3
DBA 110 Database Concepts	3
MKT 120 Principles of Marketing	3
OST 136 Word Processing	3
SPA 111 ** Elementary Spanish I	3

Course	Credits
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2
WBL 123 Work-Based Learning II	3
WBL 131 Work-Based Learning III	1

Total semester hours required for A.A.S Degree: 69-70

Sole Proprietorship Accounting Certificate (C25800S)

COURSE AND HOUR REQUIREMENTS:

Course	Credits
ACC 120 *** Principles of Financial Accounting	4
ACC 121 *** Principles of Managerial Accounting	4
ACC 131 Federal Income Taxes	3
ACC 140 Payroll Accounting	2

Total semester hours required for Certificate: 13

AIR CONDITIONING, HEATING & REFRIGERATION TECHNOLOGY

Associate in Applied Science Degree (A35100)

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 degree program covers air conditioning, furnaces, heat pumps, tools and instruments.

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:

Fall Semester (First Year)

Course	Credits
<u>ACA 115</u> Success & Study Skills	1
<u>AHR 110</u> Intro to Refrigeration	5
<u>AHR 111</u> HVACR Electricity	3
<u>AHR 112</u> Heating Technology	4
<u>AHR 211</u> Residential System Design	3
<u>ENG 110</u> Freshman Composition OR <u>ENG 111</u> * Writing and Inquiry	3
Total Hours for Semester	19

Spring Semester (First Year)

Course	Credits
<u>AHR 113</u> Comfort Cooling	4
<u>AHR 114</u> Heat Pump Technology	4
<u>AHR 115</u> Refrigeration Systems	2
<u>AHR 130</u> HVAC Controls	3
<u>AHR 160</u> Refrigerant Certification	1
Mathematics Elective (Choose One) (<u>MAT 110</u> , <u>MAT 143</u> *, <u>MAT 152</u> *)	3-4
Total Hours for Semester	17-18

Summer Semester (First Year)

Course	Credits
AHR 133 HVAC Servicing	4

Fall Semester (Second year)

Course	Credits
AHR 240 Hydronic Heating	2
ENG 112 * Writing & Research in the Disc OR	3
ENG 116 Technical Report Writing	
REF 117 Refrigeration Controls	4
Humanities/Fine Arts Elective* (Choose One) (ART 111 *, HUM 115 **, MUS 110 *)	3
Major Electives (Choose a minimum of 2 credits from Major Elective List)	2
Total Hours for Semester	14

Spring Semester (Second year)

Course	Credits
AHR 212 Advanced Comfort Services	4
AHR 213 HVACR Building Codes	2
REF 260 Commercial Systems II	4
SOC 210 * Introduction to Sociology	3
Total Hours for Semester	13

Major Elective Hours (Select a minimum of 2 credits)

Course	Credits
AHR 120 HVACR Maintenance	2
AHR 135 Transport Refrigeration	4
BUS 110 *** Intro to Business	3
CAR 140 Basic Carpentry	4
ELC 125 Diagrams and Schematics	2
ISC 112 Industrial Safety	2
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 121 Work-Based Learning II	1

Total semester hours required for A.A.S Degree: 67-68

Diploma (D35100)

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Fall Semester (First Year)

Course	Credits
<u>AHR 110</u> Intro to Refrigeration	5
<u>AHR 111</u> HVACR Electricity	3
<u>AHR 112</u> Heating Technology	4
<u>AHR 211</u> Residential System Design	3
<u>ENG 110</u> Freshman Composition	3
Total Hours for Semester	18

Spring Semester (First Year)

Course	Credits
<u>AHR 113</u> Comfort Cooling	4
<u>AHR 114</u> Heat Pump Technology	4
<u>AHR 115</u> Refrigeration Systems	2
<u>AHR 130</u> HVAC Controls	3
<u>MAT 110</u> Math Measurement & Literacy	3
Major Electives (Choose a minimum of 1 credit from Major Elective List)	1
Total Hours for Semester	17

Summer Semester (First Year)

Course	Credits
<u>AHR 133</u> HVAC Servicing	4

Major Elective Hours (Select a minimum of 1 hour)

Course	Credits
AHR 135 Transport Refrigeration	4
AHR 160 Refrigerant Certification	1
ELC 125 Diagrams and Schematics	2
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 121 Work-Based Learning II	1

Total semester hours required for diploma: 39

Basic Heating & Air Certificate (C35100C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
AHR 110 Intro to Refrigeration	5
AHR 111 HVACR Electricity	3
AHR 112 Heating Technology	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville Website at www.vgcc.edu.]

Transportation Refrigeration Certificate (C35100TR)

COURSE AND HOUR REQUIREMENTS

Course	Credits
AHR 110 Intro to Refrigeration	5
AHR 111 HVACR Electricity	3
AHR 135 Transport Refrigeration	4
AHR 160 Refrigerant Certification	1

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

ASSOCIATE IN ARTS

College Transfer Degree (A10100)

The Associate in Arts (A.A.) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts and associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

[**Note:** These programs are also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 60-61

I. General Education Core: 31 or 32 credit hours

A. English Composition: 6 credit hours

The following two English composition courses are required:

Course	Credits
ENG 111 * Writing and Inquiry	3
ENG 112 * Writing & Research in the Discipline	3

B. Communications/Humanities/Fine Arts: 9 credit hours

Select three courses from at least two different disciplines:

Course	Credits
ART 111 * Art Appreciation	3
ART 114 * Art History Survey I	3
ART 115 * Art History Survey II	3
COM 120 ** Intro to Interpersonal Comm.	3
COM 231 * Public Speaking	3
DRA 111 ** Theatre Appreciation	3
ENG 231 * American Literature I	3
ENG 232 * American Literature II	3

Course	Credits
ENG 241 * British Literature I	3
ENG 242 * British Literature II	3
MUS 110 * Music Appreciation	3
MUS 112 * Introduction to Jazz	3
PHI 215 * Philosophical Issues	3
PHI 240 * Introduction to Ethics	3

C. Social and Behavioral Sciences: 9 credit hours

Select **three** courses from at least **two different** disciplines:

Course	Credits
ECO 251 * Principles of Microeconomics	3
ECO 252 * Principles of Macroeconomics	3
HIS 111 * World Civilization I	3
HIS 112 * World Civilization II	3
HIS 131 * American History I	3
HIS 132 * American History II	3
POL 120 * American Government	3
PSY 150 * General Psychology	3
SOC 210 * Introduction to Sociology	3

D. Natural Sciences: 4 credit hours

Select **one** course from the following (with accompanying laboratory work, if **PHY 110 *** is selected):

Course	Credits
BIO 110 * Principles of Biology	4
BIO 111 * General Biology I	4
CHM 151 * General Chemistry I	4
GEL 111 * Geology	4
PHY 110 * Conceptual Physics	3
PHY 110A * Conceptual Physics Lab	1

E. Mathematics: 3 or 4 credit hours*Select one course from the following:*

Course	Credits
MAT 143 * Quantitative Literacy	3
MAT 152 * Statistical Methods I	4
MAT 171 * Precalculus Algebra	4

II. ADDITIONAL GENERAL EDUCATION HOURS: 13-14*Select 13-14 semester hours of credit from the courses listed above or from the following list of general education and UGETC courses:*

Course	Credits
BIO 112 * General Biology II	4
BIO 140 ** Environmental Biology	3
BIO 140A ** Environmental Biology Lab	1
CHM 152 * General Chemistry II	4
CIS 110 ** Introduction to Computers	3
CIS 115 ** Intro to Prog. & Logic	3
DRA 112 ** Literature of the Theatre	3
DRA 122 ** Oral Interpretation	3
ECO 151 ** Survey of Economics	3
ENG 261 ** World Literature I	3
ENG 262 ** World Literature II	3
HUM 115 ** Critical Thinking	3
HUM 122 ** Southern Culture	3
HUM 150 ** American Women's Studies	3
MAT 172 * Precalculus Trigonometry	4
MAT 263 * Brief Calculus	4
PHY 151 * College Physics I	4
PHY 152 * College Physics II	4
PSY 241 ** Developmental Psychology	3
PSY 281 ** Abnormal Psychology	3
REL 110 ** World Religions	3
REL 211 Introduction to Old Testament	3

Course	Credits
REL 212 ** Introduction to New Testament	3
SOC 213 ** Sociology of the Family	3
SOC 220 ** Social Problems	3
SPA 111 ** Elementary Spanish I	3
SPA 112 ** Elementary Spanish II	3
SPA 211 ** Intermediate Spanish I	3
SPA 212 ** Intermediate Spanish II	3

TOTAL GENERAL EDUCATION HOURS REQUIRED: 45

III. OTHER REQUIRED HOURS: 15

The following course is required:

Course	Credits
ACA 122 *** College Transfer Success	1

Select an additional 14 semester hours of credit from the courses listed above or from the following list of Premajor/Electives:

Course	Credits
<u>ACC 120</u> *** Principles of Financial Accounting	3
<u>ACC 121</u> *** Principles of Managerial Accounting	4
<u>ART 131</u> *** Drawing I	3
<u>ART 215</u> *** Visual Art Portfolio	3
<u>ART 240</u> *** Painting I	3
<u>BIO 155</u> *** Nutrition	3
<u>BIO 163</u> *** Basic Anatomy & Physiology	5
<u>BIO 168</u> *** Anatomy & Physiology I	4
<u>BIO 169</u> *** Anatomy & Physiology II	4
<u>BIO 175</u> *** General Microbiology	3
<u>BIO 271</u> *** Pathophysiology	3
<u>BIO 275</u> *** Microbiology	4
<u>PED 110</u> *** Fit & Well for Life	2
<u>BUS 110</u> *** Introduction to Business	3
<u>BUS 115</u> *** Business Law I	3
<u>BUS 137</u> *** Principles of Management	3
<u>CHM 130</u> *** Gen, Org, & Biochemistry	3
<u>CHM 130A</u> *** Gen, Org, & Biochem Lab	1

Course	Credits
<u>CHM 251</u> *** Organic Chemistry I	4
<u>CHM 252</u> *** Organic Chemistry II	4
<u>CJC 111</u> *** Intro. to Criminal Justice	3
<u>CJC 121</u> *** Law Enforcement Operations	3
<u>CJC 141</u> *** Corrections	3
<u>DRA 130</u> *** Acting I	3
<u>DRA 131</u> *** Acting II	3
<u>DRA 145</u> *** Stage Make-Up	2
<u>DRA 170</u> *** Play Production I	3
<u>DRA 171</u> *** Play Production II	3
<u>DRA 230</u> *** Acting III	3
<u>ENG 125</u> *** Creative Writing	3
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HEA 112</u> *** First Aid and CPR	2
<u>HIS 221</u> *** African-American History	3
<u>HIS 236</u> *** North Carolina History	3
<u>HUM 120</u> *** Cultural Studies	3
<u>MUS 114</u> * Introduction to World Music	3
<u>MUS 133</u> *** Band I	1
<u>MUS 134</u> *** Band II	1
<u>MUS 141</u> *** Ensemble I	1
<u>MUS 142</u> *** Ensemble II	1
<u>MUS 233</u> *** Band III	1
<u>MUS 234</u> *** Band IV	1
<u>PED 117</u> *** Weight Training I	1
<u>PED 120</u> *** Walking for Fitness	1
<u>PED 142</u> *** Lifetime Sports	1
<u>SOC 242</u> *** Sociology of Deviance	3
<u>SOC 244</u> *** Sociology of Death & Dying	3

ASSOCIATE IN SCIENCE

College Transfer Degree (A10400)

The Associate in Science (A.S.) degrees shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts and associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

[**Note:** These programs are also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 60-61

I. General Education Core: 34 credit hours

A. English Composition: 6 credit hours

The following *two* English composition courses are required:

Course	Credits
ENG 111 * Writing and Inquiry	3
ENG 112 * Writing & Research in the Discipline	3

B. Communications/Humanities/Fine Arts: 6 credit hours

Select *two* courses from at least *two* different disciplines:

Course	Credits
ART 111 * Art Appreciation	3
ART 114 * Art History Survey I	3
ART 115 * Art History Survey II	3
COM 120 ** Intro to Interpersonal Comm.	3
COM 231 * Public Speaking	3
DRA 111 ** Theatre Appreciation	3
ENG 231 * American Literature I	3
ENG 232 * American Literature II	3

Course	Credits
ENG 241 * British Literature I	3
ENG 242 * British Literature II	3
MUS 110 * Music Appreciation	3
MUS 112 * Introduction to Jazz	3
PHI 215 * Philosophical Issues	3
PHI 240 * Introduction to Ethics	3

C. Social and Behavioral Sciences: 6 credit hours

Select **two** courses from at least **two different disciplines**:

Course	Credits
ECO 251 * Principles of Microeconomics	3
ECO 252 * Principles of Macroeconomics	3
HIS 111 * World Civilization I	3
HIS 112 * World Civilization II	3
HIS 131 * American History I	3
HIS 132 * American History II	3
POL 120 * American Government	3
PSY 150 * General Psychology	3
SOC 210 * Introduction to Sociology	3

D. Natural Sciences: 8 credit hours

Select **eight** semester hours of credit from the following course(s):

Course	Credits
BIO 110 * Principles of Biology	4
BIO 111 * General Biology I	8
AND	4 per course
BIO 112 * General Biology II	
CHM 151 * General Chemistry I	8
AND	4 per course
CHM 152 * General Chemistry II	
GEL 111 * Geology	4
PHY 110 * Conceptual Physics	4
AND	
PHY 110A * Conceptual Physics Lab	

Course	Credits
PHY 151 * College Physics I AND PHY 152 * College Physics II	8 4 per course
PHY 251 * General Physics I AND PHY 252 * General Physics II	8 4 per course

E. Mathematics: 8 credit hours

Select *two courses* from the following:

Course	Credits
MAT 171 * Precalculus Algebra	4
MAT 172 * Precalculus Trigonometry	4
MAT 263 * Brief Calculus	4
MAT 271 * Calculus I	4
MAT 272 * Calculus II	4

II. ADDITIONAL GENERAL EDUCATION HOURS: 11

Select *11 semester hours of credit* from the courses listed above or from the following list of general education and UGETC courses:

Course	Credits
BIO 140 ** Environmental Biology	3
BIO 140A ** Environmental Biology Lab	1
CIS 110 ** Introduction to Computers	3
CIS 115 ** Intro to Prog. & Logic	3
DRA 112 ** Literature of the Theatre	3
DRA 122 ** Oral Interpretation	3
ECO 151 ** Survey of Economics	3
ENG 261 ** World Literature I	3
ENG 262 ** World Literature II	3
HUM 115 ** Critical Thinking	3
HUM 122 ** Southern Culture	3
HUM 150 ** American Women's Studies	3
MAT 273 ** Calculus III	4
PSY 241 ** Developmental Psychology	3

Course	Credits
PSY 281 ** Abnormal Psychology	3
REL 110 ** World Religions	3
REL 211 Introduction to Old Testament	3
REL 212 ** Introduction to New Testament	3
SOC 213 ** Sociology of the Family	3
SOC 220 ** Social Problems	3
SPA 111 ** Elementary Spanish I	3
SPA 112 ** Elementary Spanish II	3
SPA 211 ** Intermediate Spanish I	3
SPA 212 ** Intermediate Spanish II	3

TOTAL GENERAL EDUCATION HOURS REQUIRED: 45

III. OTHER REQUIRED HOURS: 15

*The following course is **required**:*

Course	Credits
ACA 122 *** College Transfer Success	1

*Select an additional **14** semester hours of credit from the courses listed above or from the following list of Premajor/Electives:*

Course	Credits
<u>ACC 120</u> *** Principles of Financial Accounting	3
<u>ACC 121</u> *** Principles of Managerial Accounting	4
<u>ART 131</u> *** Drawing I	3
<u>ART 215</u> *** Visual Art Portfolio	3
<u>ART 240</u> *** Painting I	3
<u>BIO 155</u> *** Nutrition	3
<u>BIO 163</u> *** Basic Anatomy & Physiology	5
<u>BIO 168</u> *** Anatomy & Physiology I	4
<u>BIO 169</u> *** Anatomy & Physiology II	4
<u>BIO 175</u> *** General Microbiology	3
<u>BIO 271</u> *** Pathophysiology	3
<u>BIO 275</u> *** Microbiology	4
<u>BUS 110</u> *** Introduction to Business	3
<u>BUS 115</u> *** Business Law I	3

Course	Credits
<u>BUS 137</u> *** Principles of Management	3
<u>CHM 251</u> *** Organic Chemistry I	4
<u>CHM 252</u> *** Organic Chemistry II	4
<u>CJC 111</u> *** Intro. to Criminal Justice	3
<u>CJC 121</u> *** Law Enforcement Operations	3
<u>CJC 141</u> *** Corrections	3
<u>DRA 130</u> *** Acting I	3
<u>DRA 131</u> *** Acting II	3
<u>DRA 145</u> *** Stage Make-Up	2
<u>DRA 170</u> *** Play Production I	3
<u>DRA 171</u> *** Play Production II	3
<u>DRA 230</u> *** Acting III	3
<u>ENG 125</u> *** Creative Writing	3
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HEA 112</u> *** First Aid and CPR	2
<u>HIS 221</u> *** African-American History	3
<u>HIS 236</u> *** North Carolina History	3
<u>HUM 120</u> *** Cultural Studies	3
<u>MAT 152</u> * Statistical Methods I	4
<u>MUS 114</u> * Introduction to World Music	3
<u>MUS 133</u> *** Band I	1
<u>MUS 134</u> *** Band II	1
<u>MUS 141</u> *** Ensemble I	1
<u>MUS 142</u> *** Ensemble II	1
<u>MUS 233</u> *** Band III	1
<u>MUS 234</u> *** Band IV	1
<u>PED 110</u> *** Fit & Well for Life	2
<u>PED 117</u> *** Weight Training I	1
<u>PED 120</u> *** Walking for Fitness	1
<u>PED 142</u> *** Lifetime Sports	1
<u>SOC 242</u> *** Sociology of Deviance	3
<u>SOC 244</u> *** Sociology of Death & Dying	3

ASSOCIATE IN ARTS IN TEACHER PREPARATION

Associate in Arts (A1010T)

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

[**Note:** These programs are also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 60

I. General Education Core: 45 Credit Hours

A. English Composition: 6 Credit Hours

The following two English composition courses are required:

Course	Credits
ENG 111 * Writing and Inquiry	3
ENG 112 * Writing & Research in the Discipline	3

B. Communications/Humanities/Fine Arts: 9 Credit Hours

Select three courses from at least two different disciplines:

Course	Credits
ART 111 * Art Appreciation	3
ART 114 * Art History Survey I	3
ART 115 * Art History Survey II	3
COM 231 * Public Speaking	3
DRA 111 ** Theatre Appreciation	3
ENG 231 * American Literature I	3
ENG 232 * American Literature II	3

Course	Credits
ENG 241 * British Literature I	3
ENG 242 * British Literature II	3
MUS 110 * Music Appreciation	3
MUS 112 * Introduction to Jazz	3
PHI 215 * Philosophical Issues	3
PHI 240 * Introduction to Ethics	3

C. Social and Behavioral Sciences: 6 Credit Hours

The following two courses are required:

Course	Credits
PSY 150 * General Psychology	3
SOC 210 * Introduction to Sociology	3

D. Mathematics: 3 or 4 Credit Hours

Select **one** course from the following:

Course	Credits
MAT 143 * Quantitative Literacy	3
MAT 152 * Statistical Methods I	4
MAT 171 * Precalculus Algebra	4

E. Natural Sciences: 4 Credit Hours

Select **one** course from the following (with accompanying laboratory work, if [PHY 110](#) * is selected):

Course	Credits
BIO 110 * Principles of Biology	4
BIO 111 * General Biology I	4
CHM 151 * General Chemistry I	4
GEL 111 * Geology	4
PHY 110 * Conceptual Physics	3
PHY 110A * Conceptual Physics Lab	1

II. ADDITIONAL GENERAL EDUCATION HOURS: 17

The following course is required:

Course	Credits
SOC 225 ** Social Diversity	3

Select **14** semester hours of credit from the courses listed above or from the following list of general education and UGETC courses:

Course	Credits
<u>BIO 112</u> * General Biology II	4
<u>BIO 140</u> ** Environmental Biology	3
<u>BIO 140A</u> ** Environmental Biology Lab	1
<u>CHM 152</u> * General Chemistry II	4
<u>CIS 110</u> ** Introduction to Computers	3
<u>CIS 115</u> ** Intro to Prog. & Logic	3
<u>COM 120</u> ** Intro to Interpersonal Comm.	3
<u>DRA 112</u> ** Literature of the Theatre	3
<u>DRA 122</u> ** Oral Interpretation	3
<u>ECO 151</u> ** Survey of Economics	3
<u>ECO 251</u> * Principles of Microeconomics	3
<u>ECO 252</u> * Principles of Macroeconomics	3
<u>ENG 261</u> ** World Literature I	3
<u>ENG 262</u> ** World Literature II	3
<u>HIS 111</u> * World Civilization I	3
<u>HIS 112</u> * World Civilization II	3
<u>HIS 131</u> * American History I	3
<u>HIS 132</u> * American History II	3
<u>HUM 115</u> ** Critical Thinking	3
<u>HUM 122</u> ** Southern Culture	3
<u>HUM 150</u> ** American Women's Studies	3
<u>MAT 172</u> * Precalculus Trigonometry	4
<u>MAT 263</u> * Brief Calculus	4
<u>PHY 151</u> * College Physics I	4
<u>PHY 152</u> * College Physics II	4
<u>POL 120</u> * American Government	3
<u>PSY 241</u> ** Developmental Psychology	3
<u>PSY 281</u> ** Abnormal Psychology	3

Course	Credits
<u>REL 110</u> ** World Religions	3
<u>REL 211</u> Introduction to Old Testament	3
<u>REL 212</u> ** Introduction to New Testament	3
<u>SOC 213</u> ** Sociology of the Family	3
<u>SOC 220</u> ** Social Problems	3
<u>SPA 111</u> ** Elementary Spanish I	3
<u>SPA 112</u> ** Elementary Spanish II	3
<u>SPA 211</u> ** Intermediate Spanish I	3
<u>SPA 212</u> ** Intermediate Spanish II	3

TOTAL GENERAL EDUCATION HOURS REQUIRED: 45

III. OTHER REQUIRED HOURS: 15

The following courses are required:

Course	Credits
<u>ACA 122</u> *** College Transfer Success	1
<u>EDU 187</u> Teaching and Learning for All	4
<u>EDU 216</u> *** Foundations of Education	3
<u>EDU 250</u> Teacher Licensure Preparation	3
<u>EDU 279</u> Literacy Develop and Instruct	4

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

Associate in Science (A1040T)

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

[Note: These programs are also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 60

I. General Education Core: 45 Credit Hours

A. English Composition: 6 Credit Hours

The following two English composition courses are required:

Course	Credits
<u>ENG 111</u> * Writing and Inquiry	3
<u>ENG 112</u> * Writing & Research in the Discipline	3

B. Communications/Humanities/Fine Arts: 6 Credit Hours

Select two courses from two different disciplines:

Course	Credits
<u>ART 111</u> * Art Appreciation	3
<u>ART 114</u> * Art History Survey I	3
<u>ART 115</u> * Art History Survey II	3
<u>COM 231</u> * Public Speaking	3
<u>DRA 111</u> ** Theatre Appreciation	3
<u>ENG 231</u> * American Literature I	3
<u>ENG 232</u> * American Literature II	3

Course	Credits
<u>ENG 241</u> * British Literature I	3
<u>ENG 242</u> * British Literature II	3
<u>MUS 110</u> * Music Appreciation	3
<u>MUS 112</u> * Introduction to Jazz	3
<u>PHI 215</u> * Philosophical Issues	3
<u>PHI 240</u> * Introduction to Ethics	3

C. Social and Behavioral Sciences: 3 Credit Hours

Select *one* course from the following:

Course	Credits
<u>ECO 251</u> * Principles of Microeconomics	3
<u>ECO 252</u> * Principles of Macroeconomics	3
<u>HIS 111</u> * World Civilization I	3
<u>HIS 112</u> * World Civilization II	3
<u>HIS 131</u> * American History I	3
<u>HIS 132</u> * American History II	3
<u>POL 120</u> * American Government	3
<u>PSY 150</u> * General Psychology	3
<u>SOC 210</u> * Introduction to Sociology	3

D. Mathematics: 8 Credit Hours

Select *two* courses from the following:

Course	Credits
<u>MAT 171</u> * Precalculus Algebra	4
<u>MAT 172</u> * Precalculus Trigonometry	4
<u>MAT 263</u> * Brief Calculus	4
<u>MAT 271</u> * Calculus I	4
<u>MAT 272</u> * Calculus II	4

E. Natural Sciences: 8 Credit Hours

Select *eight* semester hours of credit from the following course(s):

Course	Credits
<u>BIO 110</u> * Principles of Biology	4

Course	Credits
<u>BIO 111</u> * General Biology I AND	8 4 per course
<u>BIO 112</u> * General Biology II	
<u>CHM 151</u> * General Chemistry I AND	8 4 per course
<u>CHM 152</u> * General Chemistry II	
<u>GEL 111</u> * Geology	4
<u>PHY 110</u> * Conceptual Physics AND	4
<u>PHY 110A</u> * Conceptual Physics Lab	
<u>PHY 151</u> * College Physics I AND	8 4 per course
<u>PHY 152</u> * College Physics II	
<u>PHY 251</u> * General Physics I AND	8 4 per course
<u>PHY 252</u> * General Physics II	

II. ADDITIONAL GENERAL EDUCATION HOURS: 14 Credit Hours

The following course is required:

Course	Credits
<u>SOC 225</u> ** Social Diversity	3

Select 11 semester hours of credit from the courses listed above or from the following list of general education and UGETC courses:

Course	Credits
<u>ART 111</u> * Art Appreciation	3
<u>ART 114</u> * Art History Survey I	3
<u>ART 115</u> * Art History Survey II	3
<u>BIO 112</u> * General Biology II	4
<u>BIO 140</u> ** Environmental Biology	3
<u>BIO 140A</u> ** Environmental Biology Lab	1
<u>CIS 110</u> ** Introduction to Computers	3
<u>CIS 115</u> ** Intro to Prog. & Logic	3
<u>COM 120</u> ** Intro to Interpersonal Comm.	3
<u>DRA 112</u> ** Literature of the Theatre	3
<u>DRA 122</u> ** Oral Interpretation	3

Course	Credits
<u>ECO 151</u> ** Survey of Economics	3
<u>ECO 251</u> * Principles of Microeconomics	3
<u>ECO 252</u> * Principles of Macroeconomics	3
<u>ENG 261</u> ** World Literature I	3
<u>ENG 262</u> ** World Literature II	3
<u>HIS 111</u> * World Civilization I	3
<u>HIS 112</u> * World Civilization II	3
<u>HIS 131</u> * American History I	3
<u>HIS 132</u> * American History II	3
<u>HUM 115</u> ** Critical Thinking	3
<u>HUM 122</u> ** Southern Culture	3
<u>HUM 150</u> ** American Women's Studies	3
<u>MAT 273</u> ** Calculus III	4
<u>PSY 241</u> ** Developmental Psychology	3
<u>PSY 281</u> ** Abnormal Psychology	3
<u>REL 110</u> ** World Religions	3
<u>REL 211</u> Introduction to Old Testament	3
<u>REL 212</u> ** Introduction to New Testament	3
<u>SOC 213</u> ** Sociology of the Family	3
<u>SOC 220</u> ** Social Problems	3
<u>SPA 111</u> ** Elementary Spanish I	3
<u>SPA 112</u> ** Elementary Spanish II	3
<u>SPA 211</u> ** Intermediate Spanish I	3
<u>SPA 212</u> ** Intermediate Spanish II	3

TOTAL GENERAL EDUCATION HOURS REQUIRED: 45 Credit Hours

III. OTHER REQUIRED HOURS: 15

The following courses are required:

Course	Credits
ACA 122 *** College Transfer Success	1
EDU 187 Teaching and Learning for All	4
EDU 216 *** Foundations of Education	3
EDU 250 Teacher Licensure Preparation	3
EDU 279 Literacy Develop and Instruct	4

ASSOCIATE IN FINE ARTS

Associate in Fine Arts Degree (A10600)

The Associate in Fine Arts- Visual Arts (A.F.A) degree shall be granted for a planned program of study consisting of a minimum of 60-61 semester hours of credit of college transfer courses, with a specialization of visual arts. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, as well as Art History and multi- dimensional design.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA).

Community college graduates must obtain a "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer. Courses may also transfer through bilateral agreements between institutions.

[Note: These programs are also offered as a Career and College Promise (CCP) Path- way for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 60/61*

* [Note: [WBL 111](#) can only be counted as the 61st hour in the degree]

I. General Education Core: 25 or 26 Credit Hours

A. English Composition: 6 Credit Hours

The following two English composition courses are required:

Course	Credits
ENG 111 * Writing and Inquiry	3
ENG 112 * Writing & Research in the Discipline	3

B. Communications/Humanities/Fine Arts: 6 Credit Hours

Select one course from the following:

Course	Credits
COM 120 ** Intro to Interpersonal Comm.	3
COM 231 * Public Speaking	3

Select one course from the following:

Course	Credits
ART 111 * Art Appreciation	3
DRA 111 ** Theatre Appreciation	3
ENG 231 * American Literature I	3
ENG 232 * American Literature II	3
ENG 241 * British Literature I	3

Course	Credits
<u>ENG 242</u> * British Literature II	3
<u>MUS 110</u> * Music Appreciation	3
<u>MUS 112</u> * Introduction to Jazz	3
<u>PHI 215</u> * Philosophical Issues	3
<u>PHI 240</u> * Introduction to Ethics	3

C. Social and Behavioral Sciences: 6 Credit Hours

*The following course is **required**:*

Course	Credits
<u>PSY 150</u> *General Psychology	3

*Select **one** course from following:*

Course	Credits
<u>ECO 251</u> * Principles of Microeconomics	3
<u>ECO 252</u> * Principles of Macroeconomics	3
<u>HIS 111</u> * World Civilization I	3
<u>HIS 112</u> * World Civilization II	3
<u>HIS 131</u> * American History I	3
<u>HIS 132</u> * American History II	3
<u>POL 120</u> * American Government	3
<u>SOC 210</u> * Introduction to Sociology	3

D. Natural Sciences: 4 Credit Hours

*Select **one** course from the following (with accompanying laboratory work, if PHY 110 * is selected):*

Course	Credits
<u>BIO 110</u> * Principles of Biology	4
<u>BIO 111</u> * General Biology I	4
<u>CHM 151</u> * General Chemistry I	4
<u>GEL 111</u> * Geology	4
<u>PHY 110</u> * Conceptual Physics	3
<u>PHY 110A</u> * Conceptual Physics Lab	1

E. Mathematics: 3 or 4 Credit Hours

Select **one** course from the following:

Course	Credits
<u>MAT 143</u> * Quantitative Literacy	3
<u>MAT 152</u> * Statistical Methods I	4
<u>MAT 171</u> * Precalculus Algebra	4

II. ADDITIONAL GENERAL EDUCATION HOURS: 6

The following courses are **required**:

Course	Credits
<u>ART 114</u> * Art History Survey I	3
<u>ART 115</u> * Art History Survey II	3

TOTAL GENERAL EDUCATION HOURS REQUIRED: 31 or 32

III. OTHER REQUIRED HOURS: 29

The following courses are **required**:

Course	Credits
<u>ACA 122</u> *** College Transfer Success	1
<u>ART 121</u> *** Two-Dimensional Design	3
<u>ART 122</u> *** Three-Dimensional Design	3
<u>ART 131</u> *** Drawing I	3

Select an additional **19** semester hours of credit from the courses listed above or from the following list of Premajor/Electives:

Course	Credits
<u>ACC 120</u> *** Principles of Financial Accounting	4
<u>ACC 121</u> *** Principles of Managerial Accounting	4
<u>ART 113</u> *** Art Methods & Materials	4
<u>ART 117</u> ** Non-Western Art History	3
<u>ART 132</u> *** Drawing II	3
<u>ART 135</u> *** Figure Drawing I	3
<u>ART 215</u> *** Visual Art Portfolio	3
<u>ART 240</u> *** Painting I	3
<u>ART 241</u> *** Painting II	3
<u>ART 264</u> *** Digital Photography I	3

Course	Credits
BIO 111 * General Biology I AND BIO 112 * General Biology II	8 4 per course
BIO 140 ** Environmental Biology	3
BIO 140A ** Environmental Biology Lab	1
BIO 155 *** Nutrition	3
BIO 163 *** Basic Anatomy & Physiology	5
BIO 168 *** Anatomy & Physiology I	4
BIO 169 *** Anatomy & Physiology II	4
BIO 175 *** General Microbiology	3
BIO 271 *** Pathophysiology	3
BIO 275 *** Microbiology	4
BUS 110 *** Introduction to Business	3
BUS 115 *** Business Law I	3
BUS 137 *** Principles of Management	3
CHM 130 *** Gen, Org, & Biochemistry	3
CHM 130A *** Gen, Org, & Biochem Lab	1
CHM 152 * General Chemistry II	4
CHM 251 *** Organic Chemistry I	4
CHM 252 *** Organic Chemistry II	4
CIS 110 ** Introduction to Computers	3
CIS 115 ** Intro to Prog. & Logic	3
CJC 111 *** Intro. to Criminal Justice	3
CJC 121 *** Law Enforcement Operations	3
CJC 141 *** Corrections	3
DRA 112 ** Literature of the Theatre	3
DRA 122 ** Oral Interpretation	3
DRA 130 *** Acting I	3
DRA 131 *** Acting II	3
DRA 145 *** Stage Make-Up	2
DRA 170 *** Play Production I	3
DRA 171 *** Play Production II	3
DRA 230 *** Acting III	3

Course	Credits
<u>ECO 151</u> ** Survey of Economics	3
<u>ENG 125</u> *** Creative Writing	3
<u>ENG 261</u> ** World Literature I	3
<u>ENG 262</u> ** World Literature II	3
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HEA 112</u> *** First Aid and CPR	2
<u>HIS 221</u> *** African-American History	3
<u>HIS 236</u> *** North Carolina History	3
<u>HUM 115</u> ** Critical Thinking	3
<u>HUM 120</u> *** Cultural Studies	3
<u>HUM 122</u> ** Southern Culture	3
<u>HUM 150</u> ** American Women's Studies	3
<u>MAT 172</u> * Precalculus Trigonometry	4
<u>MAT 263</u> * Brief Calculus	4
<u>MUS 114</u> * Introduction to World Music	3
<u>MUS 133</u> *** Band I	1
<u>MUS 134</u> *** Band II	1
<u>MUS 141</u> *** Ensemble I	1
<u>MUS 142</u> *** Ensemble II	1
<u>MUS 233</u> *** Band III	1
<u>MUS 234</u> *** Band IV	1
<u>PED 110</u> *** Fit & Well for Life	2
<u>PED 117</u> *** Weight Training I	1
<u>PED 120</u> *** Walking for Fitness	1
<u>PED 142</u> *** Lifetime Sports	1
<u>PHY 151</u> * College Physics I	8
AND	4 per course
<u>PHY 152</u> * College Physics II	
<u>PSY 241</u> ** Developmental Psychology	3
<u>PSY 281</u> ** Abnormal Psychology	3
<u>REL 110</u> ** World Religions	3
<u>REL 211</u> Introduction to Old Testament	3
<u>REL 212</u> ** Introduction to New Testament	3

Course	Credits
<u>SOC 213</u> ** Sociology of the Family	3
<u>SOC 220</u> ** Social Problems	3
<u>SOC 242</u> *** Sociology of Deviance	3
<u>SOC 244</u> *** Sociology of Death & Dying	3
<u>SPA 111</u> ** Elementary Spanish I	3
<u>SPA 112</u> ** Elementary Spanish II	3
<u>SPA 211</u> ** Intermediate Spanish I	3
<u>SPA 212</u> ** Intermediate Spanish II	3
<u>WBL 111</u> Work-Based Learning I	1

[Note: [WBL 111](#) can only count as the 61st hour in the degree.]

ASSOCIATE IN GENERAL EDUCATION

Degree (A10300)

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.

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.

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 should see the Dean of Arts & Sciences for enrollment requirements.

COURSE AND HOUR REQUIREMENTS

I. GENERAL EDUCATION COURSES

Communications: 6 Credit Hours

Course	Credits
ENG 111 * Writing and Inquiry	3
ENG 112 * Writing & Research in the Discipline	3

Humanities/Fine Arts: 3 Credit Hours

Select from associate degree level courses in art, communications, drama, English, humanities, literature, music, and philosophy.

Natural Sciences/Mathematics: 3 Credit Hours

Select from associate degree level courses in biology, chemistry, geology, mathematics, and physics.

Social/Behavioral Sciences: 3 Credit Hours

Select from associate degree level courses in economics, history, political science, psychology, and sociology.

II. Minimum Major Hours

Computer/Information Systems: 3 Credit Hours

Course	Credits
CIS 110 ** Introduction to Computers	3

Major Electives: 46 Credit Hours

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

Degree (A10300S)

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

I. General Education Courses

Communications: 6 Credit Hours

Course	Credits
ENG 111 * Writing and Inquiry	3
ENG 112 * Writing & Research in the Discipline	3

Humanities/Fine Arts: 3 Credit Hours

Select from associate degree level courses in art, communications, drama, English, humanities, music, and philosophy.

Natural Sciences/Mathematics: 3 Credit Hours

Select from associate degree level courses in biology, chemistry, geology, mathematics, and physics.

Social/Behavioral Sciences: 3 Credit Hours

Select from associate degree level courses in economics, history, political science, psychology, and sociology.

II. OTHER REQUIRED HOURS

A. Required Subject Areas:

Human Biology: 4-5 Credit Hours

Select **one** course from the following:

Course	Credits
BIO 163 *** Basic Anatomy & Physiology	5
BIO 168 *** Anatomy & Physiology I	4

Psychology: 3 Credit HoursSelect **one** course from the following:

Course	Credits
<u>PSY 118</u> Interpersonal Psychology	3
<u>PSY 150</u> * General Psychology	3

Computer/Information Systems: 3 Credit Hours

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3

B. Elective Courses: 12 Credit Hours**Science, Mathematics, and Psychology Electives**Select **12** semester hours of credit from the following:

Course	Credits
<u>BIO 110</u> * Principles of Biology	4
<u>BIO 111</u> * General Biology I	4
<u>BIO 112</u> * General Biology II	4
<u>BIO 140</u> ** Environmental Biology	3
<u>BIO 140A</u> ** Environmental Biology Lab	1
<u>BIO 155</u> *** Nutrition	3
<u>BIO 168</u> *** Anatomy & Physiology I	4
<u>BIO 169</u> *** Anatomy & Physiology II	4
<u>BIO 175</u> *** General Microbiology	3
<u>BIO 271</u> *** Pathophysiology	3
<u>BIO 275</u> *** Microbiology	4
<u>CHM 130</u> *** Gen, Org, & Biochemistry	3
<u>CHM 130A</u> *** Gen, Org, & Biochem Lab	1
<u>CHM 131</u> ** Introduction to Chemistry	3
<u>CHM 131A</u> ** Intro to Chemistry Lab	1
<u>CHM 132</u> ** Organic and Biochemistry	4
<u>CHM 151</u> * General Chemistry I	4
<u>CHM 152</u> * General Chemistry II	4

Course	Credits
<u>GEL 111</u> * Geology	4
<u>MAT 110</u> Math Measurement & Literacy	3
<u>MAT 143</u> * Quantitative Literacy	3
<u>MAT 152</u> * Statistical Methods I	4
<u>MAT 171</u> * Precalculus Algebra	4
<u>MAT 172</u> * Precalculus Trigonometry	4
<u>MAT 263</u> * Brief Calculus	4
<u>MAT 271</u> * Calculus I	4
<u>MAT 272</u> * Calculus II	4
<u>MAT 273</u> ** Calculus III	4
<u>PHY 110</u> * Conceptual Physics	3
<u>PHY 110A</u> * Conceptual Physics Lab	1
<u>PHY 151</u> * College Physics I	4
<u>PHY 152</u> * College Physics II	4
<u>PSY 241</u> ** Developmental Psychology	3
<u>PSY 281</u> ** Abnormal Psychology	3

Other Electives: 27 Credit Hours

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

Course	Credits
<u>PSY 118</u> Interpersonal Psychology	3
<u>PSY 150</u> * General Psychology	3
<u>ACA 115</u> Success & Study Skills	1
<u>ACA 122</u> College Transfer Success	1
<u>BPM 110</u> Bioprocess Practices	5
<u>BPM 111</u> Bioprocess Measurements	4
<u>BPM 112</u> Upstream Bioprocessing	5
<u>BPM 113</u> Downstream Bioprocessing	4
<u>BUS 270</u> Professional Development	3

Course	Credits
<u>CTS 130</u> Spreadsheet	3
<u>EDU 216</u> Foundations of Education	4
<u>MED 121</u> Medical Terminology I	3
<u>MED 122</u> Medical Terminology II	3
<u>OST 131</u> Keyboarding	2
<u>OST 141</u> Med Office Terms I	3
<u>OST 142</u> Med Office Terms II	3
<u>OST 148</u> Med Ins & Billing	3
<u>PHM 110</u> Introduction to Pharmacy	3
<u>PHM 115</u> Pharmacy Calculations	3
<u>PHM 140</u> Trends in Pharmacy	2
<u>PHM 165</u> Pharmacy Prof Practice	2

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

ASSOCIATE DEGREE NURSING

Associate in Applied Science Degree (A45110)

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:

Fall Semester (First Year)

Course	Credits
BIO 168 *** Anatomy & Physiology I	4
ENG 111 * Writing and Inquiry	3
NUR 111 Intro to Health Concepts	8
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
BIO 169 *** Anatomy & Physiology II	4
NUR 112 Health-Illness Concepts	5
NUR 113 Family Health Concepts	5
Total Hours for Semester	14

Summer Semester (First Year)

Course	Credits
BIO 271 Pathophysiology	3
ENG 112 * Writing/Research in the Disc	3
NUR 212 Health System Concepts	5
PSY 150 * General Psychology	3
Total Hours for Semester	14

Fall Semester (Second Year)

Course	Credits
NUR 114 Holistic Health Care Concepts	5
NUR 211 Health Care Concepts	5
PSY 241 ** Developmental Psychology	3
Total Hours for Semester	13

Spring Semester (Second Year)

Course	Credits
NUR 213 Complex Health Concepts	10
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Total Hours for Semester	13

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 69

[**Note:** Students must complete all courses listed in each semester together unless related courses have been previously completed with a "C" or better. Nursing courses are only offered in the semester listed.]

LPN to ADN Transition Program (A45110L)

SUGGESTED SEQUENCE OF REQUIRED COURSES:

To Be Completed Prior to Program Admission:

Course	Credits
<u>BIO 168</u> *** Anatomy & Physiology I	4
<u>ENG 111</u> * Writing and Inquiry	3
Total Hours for Semester	7

[**Note:** Upon admission to the LPN to ADN Transition Program, the student will be awarded credit for NUR 111 based on completion of NUR 101 and NUR 102 for a minimum of 8 credit hours.]

Spring Semester (First Year)

Course	Credits
<u>NUR 112</u> Health-Illness Concepts	5
<u>NUR 113</u> Family Health Concepts	5
<u>BIO 169</u> *** Anatomy & Physiology II	4
Total Hours for Semester	14

Summer Semester (First Year)

Course	Credits
<u>NUR 212</u> Health Systems Concepts	5
<u>BIO 271</u> Pathophysiology	3
<u>ENG 112</u> * Writing/Research in the Disc	3
<u>PSY 150</u> * General Psychology	3
Total Hours for Semester	14

Fall Semester (First Year)

Course	Credits
<u>NUR 114</u> Holistic Health Care Concepts	5
<u>NUR 211</u> Health Care Concepts	5
<u>PSY 241</u> ** Developmental Psychology	3
Total Hours for Semester	13

Spring Semester (Second Year)

Course	Credits
<u>NUR 213</u> Complex Health Concepts	10
(<u>ART 111</u> * , <u>ART 114</u> * , <u>ART 115</u> * , <u>HUM 115</u> ** , <u>MUS 110</u> * , <u>MUS 112</u> * , <u>PHI 215</u> * , <u>PHI 240</u> *)	3
Total Hours for Semester	13

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 69

[**Note:** Students must complete all courses listed in each semester together unless related courses have been previously completed with a “C” or better. Nursing courses are only offered in the semester listed.]

ASSOCIATE DEGREE NURSING-RIBN (A10300S/A45110)

Dual Enrollment

Associate in Applied Science Degree-VGCC

Baccalaureate in Nursing Degree-NC A&T

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.

The Regionally Increasing Baccalaureate Nurses (RIBN) program is a dual-enrollment option offered in collaboration with North Carolina A&T State University. An Associate in Applied Science in Nursing is awarded at the end of the third year from Vance-Granville Community College and a Baccalaureate in Nursing is awarded from North Carolina A&T State University at the end of the fourth year.

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:

Fall Semester (First Year)

Course	Credits
ACA 122 *** College Transfer Success	1
BIO 168 *** Anatomy & Physiology I	4
CHM 130 *** Gen, Org, & Biochemistry AND CHM 130A *** Gen, Org, & Biochem Lab OR CHM 131 ** Introduction to Chemistry AND CHM 131A ** Introduction to Chemistry Lab OR CHM 151 * General Chemistry I	4
ENG 111 * Writing and Inquiry	3
<i>NURS 100 Student Success (A&T)</i>	1
Total Hours for Semester	13

Spring Semester (First Year)

Course	Credits
<u>BIO 169</u> *** Anatomy & Physiology II	4
<u>HUM 115</u> ** Critical Thinking	3
<u>MAT 143</u> * Quantitative Literacy	3
<i>LIBS 202 Intro to African American Studies (A&T)</i>	3
Total Hours for Semester	13

Summer Semester (First Year)

Course	Credits
<u>BIO 175</u> *** General Microbiology	3
<i>NURS 267 Mentoring (A&T)</i>	1
Total Hours for Semester	4

Fall Semester (Second Year)

Course	Credits
<u>NUR 111</u> Intro to Health Concepts	8
<u>PSY 150</u> * General Psychology	3
<i>NURS 204 Statistics (A&T)</i>	3
Total Hours for Semester	14

Spring Semester (Second Year)

Course	Credits
<u>ENG 112</u> * Writing/Research in the Disc	3
<u>NUR 112</u> Health-Illness Concepts	5
<u>NUR 113</u> Family Health Concepts	5
<i>ENGL 200 Survey of Humanities I (A&T)</i>	3
Total Hours for Semester	16

Summer Semester (Second Year)

Course	Credits
<u>BIO 271</u> Pathophysiology	3
<u>NUR 212</u> Health System Concepts	5
<i>PHIL 103* World Religions (A&T)</i>	3
Total Hours for Semester	11

Fall Semester (Third Year)

Course	Credits
<u>NUR 114</u> Holistic Health Concepts	5
<u>NUR 211</u> Health Care Concepts	5
<u>PSY 241</u> ** Developmental Psychology	3
<i>NURS 467 Nursing Informatics (A&T)</i>	3
Total Hours for Semester	16

Spring Semester (Third Year)

Course	Credits
<u>NUR 213</u> Complex Health Concepts	10
<i>NURS 415 Health Care In A Global Society (A&T)</i>	3
Total Hours for Semester	13

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

Summer Semester (Third Year)

Course	Credits
Mentoring (A&T)	1
*NCLEX-RN Exam/Licensure Obtainment	
Total Hours for Semester	1

[Note: Year 4 courses taken only at NC A&T.]

Fall Semester (Fourth Year)

Course	Credits
<i>NURS 360 Concepts in Professional Nursing (A&T)</i>	3
<i>NURS 362 Student Success I (A&T)</i>	1
<i>NURS 363 Advanced Health Assessment (A&T)</i>	3
<i>NURS 364 Applied Ethics (A&T)</i>	3
Total Hours for Semester	10

Spring Semester (Fourth Year)

Course	Credits
<i>NURS 361 Evidence Based Practice (A&T)</i>	3
<i>NURS 460 Community Health (A&T)</i>	4
Total Hours for Semester	7

Summer Semester (Fourth Year)

Course	Credits
<i>NURS 365 Collaborative Inter-professional Practice (A&T)</i>	3
<i>NURS 464 Leadership and Management (A&T)</i>	4
<i>NURS 465 Synthesis of Professional Nursing Practice (A&T)</i>	1
Total Hours for Semester	8

[**Note:** BSN degree awarded by North Carolina A&T State University after completion of required courses/hours.]

**Italics indicates a course offered at NC A&T State University*

[**Note:** Students must complete all courses listed in each semester together unless related courses have been previously completed with a "C" or better. Nursing courses are only offered in the semester listed.]

AUTOMOTIVE SYSTEMS TECHNOLOGY

Associate in Applied Science Degree (A60160)

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:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
AUT 181 Engine Performance 1	3
AUT 181A Engine Performance 1 Lab	1
AUT 281 Adv Engine Performance	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
TRN 110 Intro to Transport Tech	2
TRN 120 Basic Transport Electricity	5
Total Hours for Semester	18

Spring Semester (First Year)

Course	Credits
AUT 141 Suspension & Steering Systems	3
AUT 141A Suspension & Steering Systems Lab	1
AUT 151 Brake Systems	3
AUT 151A Brakes Systems Lab	1

Course	Credits
AUT 163 Adv Auto Electricity	3
AUT 163A Adv Auto Electricity Lab	1
MAT 110 Math Measurement & Literacy	
OR	3
MAT 143 * Quantitative Literacy	
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
AUT 221 Auto Transm/Transaxles	3
AUT 221A Auto Transm/Transaxles Lab	1
Total Hours for Semester	4

Fall Semester (Second Year)

Course	Credits
AUT 116 Engine Repair	3
AUT 116A Engine Repair Lab	1
AUT 123 Powertrain Diag & Service	2
ENG 112 * Writing/Research in the Disc	
OR	3
ENG 116 Technical Report Writing	
TRN 130 Intro to Sustainability Trans	3
TRN 140 Transp Climate Control	2
TRN 140A Transp Climate Control Lab	2
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
AUT 114 Safety and Emissions	2
AUT 114A Safety and Emissions Lab	1
AUT 183 Engine Performance 2	4
AUT 231 Man Trans/Transaxle	3
AUT 231A Man Trans/Transaxle Lab	1

Course	Credits
Humanities/Fine Arts Elective (ENG 231 *, ENG 232 *, HUM 115 **, HUM 122 **)	3
Major Elective	2
Total Hours for Semester	16

Summer Semester (Second Year)

Course	Credits
Social/Behavioral Science Elective (PSY 118 , PSY 150 *, SOC 210 * , SOC 213 **, SOC 220 **)	3

MAJOR ELECTIVE LIST: (Select a minimum of 2 hours)

Course	Credits
AUT 212 Auto Shop Management	3
SPA 111 Elementary Spanish I	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 121 Work-Based Learning II	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 72

Diploma (D60160)

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Fall Semester (First Year)

Course	Credits
AUT 181 Engine Performance	3
AUT 181A Engine Performance 1 Lab	1
AUT 281 Adv Engine Performance	3
ENG 110 Freshman Composition	3
TRN 110 Intro to Transport Tech	2
TRN 120 Basic Transport Electricity	5
Total Hours for Semester	17

Spring Semester (First Year)

Course	Credits
AUT 141 Suspension & Steering Systems	3
AUT 141A Suspension & Steering Systems Lab	1
AUT 151 Brake Systems	3
AUT 151A Brakes Systems Lab	1
AUT 163 Adv Auto Electricity	3
AUT 163A Adv Auto Electricity Lab	1
MAT 110 Math Measurement & Literacy	3
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
AUT 221 Auto Transm/Transaxles	3
AUT 221A Auto Transm/Transaxles Lab	1
Total Hours for Semester	4

Fall Semester (Second Year)

Course	Credits
TRN 140 Transp Climate Control	2
TRN 140A Transp Climate Control Lab	2
Total Hours for Semester	4

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 40

*Electrical Systems Certificate (C60160E)***COURSE AND HOUR REQUIREMENTS**

Course	Credits
AUT 163 Adv Auto Electricity	3
AUT 163A Adv Auto Electricity Lab	1
AUT 281 Adv Engine Performance	3
TRN 120 Basic Transp Electricity	5

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

*Suspension & Steering Certificate (C60160S)***COURSE AND HOUR REQUIREMENTS**

Course	Credits
AUT 141 Suspension and Steering Systems	3
AUT 141A Suspension & Steering Lab	1
AUT 151 Brake Systems	3
AUT 151A Brakes Systems Lab	1
AUT 181 Engine Performance	3
AUT 181A Engine Performance1 Lab	1

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

BIOPROCESS TECHNOLOGY

Associate in Applied Science Degree (A50440)

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:

Fall Semester (First Year)

Course	Credits
<u>BIO 110</u> * Principles of Biology	4
<u>BPM 110</u> Bioprocess Practices	5
<u>BPM 111</u> Bioprocess Measurements	4
<u>PTC 110</u> Industrial Environment	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
<u>BPM 112</u> Upstream Bioprocessing	5
<u>BUS 270</u> Professional Development	3
<u>CHM 131</u> ** Intro to Chemistry AND <u>CHM 131A</u> ** Intro to Chemistry Lab OR	4
<u>CHM 151</u> * General Chemistry I	
<u>ENG 110</u> Freshman Composition OR	3
<u>ENG 111</u> * Writing and Inquiry	
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
<u>BIO 275</u> *** Microbiology	4

Course	Credits
BPM 113 Downstream Bioprocessing	4
Total Hours for Semester	8

Fall Semester (Second Year)

Course	Credits
BIO 163 *** Basic Anatomy & Physiology	5
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
MAT 110 Math Measurement & Literacy OR MAT 171 * Precalculus Algebra	3-4
Total Hours for Semester	11-12

Spring Semester (Second Year)

Course	Credits
CHM 132 ** Organic & Biochemistry OR CHM 152 * General Chemistry II	4
ENG 231 * American Literature I OR ENG 232 * American Literature II OR MUS 110 * Music Appreciation	3
PHY 110 * Conceptual Physics AND PHY 110A Conceptual Physics Lab OR PHY 131 Physics-Mechanics OR PHY 151 * College Physics I	4
HIS 112 * World Civilizations II	3
Total Hours for Semester	14

Summer Semester (Second Year)

Course	Credits
MAT 172 * Precalculus Trigonometry OR Major Elective	4
Total Hours for Semester	4

Major Electives (Select a minimum of 4 credits)

Course	Credits
<u>BIO 140</u> ** Environmental Biology	3
<u>BIO 140A</u> ** Environmental Biology Lab	1
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 115</u> Work-Based Learning Seminar I	1
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 123</u> Work-Based Learning II	3
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 68-69

[**Note:** Students planning to attend a four-year university may be advised to take the Chemistry sequence of CHM 151* and CHM 152* in lieu of CHM 131/131A and CHM 132 for transferability purposes. Students may also be advised to take BIO 111 rather than BIO 110 for transferability]

Diploma (D50440)

SUGGESTED SEQUENCE OF REQUIRED COURSES:**Fall Semester (First Year)**

Course	Credits
<u>BIO 110</u> * Principles of Biology	4
<u>BPM 110</u> Bioprocess Practices	5
<u>BPM 111</u> Bioprocess Measurements	4
<u>PTC 110</u> Industrial Environment	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
<u>BPM 112</u> Upstream Bioprocessing	5
<u>BUS 270</u> Professional Development	3
<u>CHM 131</u> ** Introduction to Chemistry AND <u>CHM 131A</u> ** Introduction to Chemistry Lab	4

Course	Credits
OR	
<u>CHM 151</u> * General Chemistry I	
<u>ENG 110</u> Freshman Composition	
OR	3
<u>ENG 111</u> * Writing and Inquiry	
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
<u>BIO 275</u> *** Microbiology	4
<u>BPM 113</u> Downstream Bioprocessing	4
Total Hours for Semester	8

TOTAL SEMESTER HOURS FOR DIPLOMA: 39

Certificate (C50440C)

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Course	Credits
<u>BIO 110</u> * Principles of Biology	4
<u>BPM 110</u> Bioprocess Practices	5
<u>BPM 111</u> Bioprocess Measurements	4
<u>PTC 110</u> Industrial Environment	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville Website at www.vgcc.edu]

BUSINESS ADMINISTRATION

Associate in Applied Science Degree (A25120)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
ACC 120 *** Principles of Financial Accounting	4
BUS 110 *** Introduction to Business	3
BUS 115 *** Business Law I	3
BUS 121 Business Math	3
CIS 110 ** Introduction to Computers	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
Total Hours for Semester	20

Spring Semester (First Year)

Course	Credits
ACC 121 *** Principles of Managerial Accounting	4
BUS 116 Business Law II	3
BUS 137 *** Principles of Management	3
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
LOG 110 Introduction to Logistics	3
Mathematics Elective (MAT 110 , MAT 143 *, MAT 152 *)	3-4
Total Hours for Semester	19-20

Fall Semester (Second Year)

Course	Credits
BUS 217 Employment Law & Regulations	3
BUS 260 Business Communications	3
MKT 120 Principles of Marketing	3
Economics Elective (ECO 151 ***, ECO 251 *, ECO 252 *)	3
Social/Behavioral Science Elective(HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *)	3
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
BUS 153 Human Resource Management	3
BUS 225 Business Finance	3
CTS 130 Spreadsheet	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Major Elective	3
Total Hours for Semester	15

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
ACC 131 Federal Income Taxes	3
ACC 140 Payroll Accounting	2
ACC 150 Accounting Software Application	2
BUS 270 Professional Development	3
CIS 162 MM Presentation Software	3
OST 136 Word Processing	3
SPA 111 ** Elementary Spanish I	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 69-70

Business Management Certificate (C25120C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>BUS 110</u> *** Introduction to Business	3
<u>BUS 115</u> *** Business Law I	3
<u>BUS 137</u> *** Principles of Management	3
<u>CIS 110</u> ** Introduction to Computers	3
<u>MKT 120</u> Principles of Marketing	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

Front Line Management Certificate (C25120F)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>ACC 120</u> ***Principles of Financial Accounting	4
<u>BUS 110</u> *** Introduction to Business	3
<u>BUS 137</u> *** Principles of Management	3
<u>BUS 217</u> Employment Law & Regulations	3
<u>BUS 270</u> Professional Development	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

CARPENTRY

Diploma (D35180)

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

Fall Semester (First Year)

Course	Credits
<u>BPR 130</u> Print Reading – Construction	3
<u>CAR 111</u> Carpentry I	8
<u>CAR 114</u> Residential Bldg Codes	3
<u>ENG 110</u> Freshman Composition	3
Total Hours for Semester	17

Spring Semester (First Year)

Course	Credits
<u>CAR 112</u> Carpentry II	8
Major Elective(s)	6
<u>CAR 115</u> Residential Planning/Estimating	3
<u>MAT 110</u> Math Measurement & Literacy	3
Total Hours for Semester	20

Summer Semester (First Year)

Course	Credits
<u>ISC 112</u> Industrial Safety	2

Major Electives (Select A Minimum of 6 Credits)

Course	Credits
<u>AHR 113</u> Comfort Cooling	4
<u>CAR 113</u> Carpentry III	6
<u>ELC 115</u> Industrial Wiring	4
<u>PLU 111</u> Intro to Basic Plumbing	2
<u>PLU 140</u> Intro to Plumbing Codes	2
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning II	2
<u>WBL 121</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 39

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

Residential Foundations & Framing Certificate (C35180R)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>BPR 130</u> Print Reading – Construction	3
<u>CAR 111</u> Carpentry I	8
<u>CAR 115</u> Residential Planning/Estimating	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 14

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

Construction Generalist Certificate-AHR (C35180H)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CAR 111</u> Carpentry I	8
<u>BPR 130</u> Print Reading - Construction	3
<u>AHR 113</u> Comfort Cooling	3
<u>ISC 112</u> Industrial Safety	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

Construction Generalist Certificate-Electrical (C35180E)

COURSE AND HOUR REQUIREMENTS

Course	Credits
CAR 111 Carpentry I	8
BPR 130 Print Reading - Construction	3
ELC 115 Industrial Wiring	4
ISC 112 Industrial Safety	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

Construction Generalist Certificate-Plumbing (C35180P)

COURSE AND HOUR REQUIREMENTS

Course	Credits
CAR 111 Carpentry I	8
BPR 130 Print Reading - Construction	3
PLU 111 Intro to Basic Plumbing	2
PLU 140 Intro to Plumbing Codes	2
ISC 112 Industrial Safety	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

COSMETOLOGY

Diploma (D55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

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

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
COS 111 Cosmetology Concepts I	4
COS 112 Salon I	8
Total Hours for Semester	13

Spring Semester (First Year)

Course	Credits
COS 113 Cosmetology Concepts II	4
COS 114 Salon II	8
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
COS 115 Cosmetology Concepts III	4
COS 116 Salon III	4
Total Hours for Semester	8

Fall Semester (Second Year)

Course	Credits
<u>COS 117</u> Cosmetology Concepts IV	2
<u>COS 118</u> Salon IV (If fewer hours are needed, students may take <u>COS 223</u> in Summer First Year instead.)	7
Social/Behavioral Science Elective (<u>ECO 251</u> *, <u>ECO 252</u> *, <u>HIS 111</u> *, <u>HIS 112</u> *, <u>HIS 131</u> *, <u>HIS 132</u> *, <u>POL 120</u> *, <u>PSY 118</u> , <u>PSY 150</u> *, <u>SOC 210</u> *, <u>SOC 213</u> **, <u>SOC 220</u> **)	3
Total Hours for Semester	7-12

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 43-48

Certificate (C55140C)

COURSE AND HOUR REQUIREMENTS

Fall Semester (First Year)

Course	Credits
<u>COS 111</u> Cosmetology Concepts I	4
<u>COS 112</u> Salon I	8
Total Hours for Semester	12

Spring Semester (First Year)

Course	Credits
<u>COS 113</u> Cosmetology Concepts II	4
<u>COS 114</u> Salon II	8
Total Hours for Semester	12

Summer Semester (First Year)

Course	Credits
<u>COS 115</u> Cosmetology Concepts III	4
<u>COS 116</u> Salon III	4
<u>COS 223</u> Contemp Hair Coloring	2
Total Hours for Semester	10

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 34

[**Note:** The cosmetology certificate program will only qualify students for the 1200 hour state apprenticeship license which per the NC State Board of Cosmetology requires that the licensed apprentice practice art under a fully licensed Cosmetologist for a specified amount of time before becoming eligible to be fully licensed.]

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

Cosmetology Instructor Certificate (C55160)

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

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

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

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

Fall Semester (First Year)

Course	Credits
<u>COS 271</u> Instructor Concepts I	5
<u>COS 272</u> Instructor Practicum I	7
Total Hours for Semester	12

Spring Semester (First Year)

Course	Credits
<u>COS 273</u> Instructor Concepts II	5
<u>COS 274</u> Instructor Practicum II	7
Total Hours for Semester	12

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 24

[Note: Qualifying student must hold a current and valid Cosmetology License with six months of experience as a licensed Cosmetologist.]

CRIMINAL JUSTICE TECHNOLOGY

Associate in Applied Science Degree (A55180)

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 a mandated basic training course regulated by the NC Criminal Justice Education and Training Standards Commission or the NC Sheriffs' Education and Training Standards Commission may receive credit for courses towards the Associate in Applied Science degree in Criminal Justice Technology. Students must successfully complete the training course AND the state certification examination to receive credit for CJC courses. Credit will be awarded as follows:

- BLET (up to 19 hours credit): [CJC 131](#), [CJC 132](#), [CJC 214](#), [CJC 221](#), [CJC 225](#), and [CJC 231](#).
- BCOT (up to 9 hours credit): [CJC 141](#), [CJC 225](#), and [CJC 232](#).

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	
OR	1
ACA 122 *** College Transfer Success	
CJC 111 *** Introduction to Criminal Justice	3
CJC 121 *** Law Enforcement Operations	3
CJC 141 *** Corrections	3
ENG 110 Freshman Composition	
OR	3
ENG 111 * Writing and Inquiry	
Major Elective	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
CJC 112 Criminology	3
CJC 113 Juvenile Justice	3
CJC 131 Criminal Law	3
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
Major Elective	3
Major Elective	3
Total Hours for Semester	18

Fall Semester (Second Year)

Course	Credits
CJC 221 Investigative Principles	4
CJC 231 Constitutional Law	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, HUM 122 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Social/Behavioral Science Elective (ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Major Elective	3
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
CJC 212 Ethics & Community Relations	3
CJC 241 Community-Based Corrections	3
Mathematics Elective (MAT 110 , MAT 143 *, MAT 152 *)	3-4
Major Elective	3
Major Elective	3
Total Hours for Semester	15 - 16

MAJOR ELECTIVE LIST: (Select a minimum of 13 hours)

Course	Credits
BUS 270 Professional Development	3

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>CJC 132</u> Court Procedure & Evidence	3
<u>CJC 151</u> Introduction to Loss Prevention	3
<u>CJC 170</u> Critical Incident Mgmt Pub Saf	3
<u>CJC 214</u> Victimology	3
<u>CJC 225</u> Crisis Intervention	3
<u>CJC 232</u> Civil Liability	3
<u>CJC 240</u> Law Enfor Mgt. & Supervis	3
<u>CJC 264</u> Policing in the 21st Century	3
<u>COM 231</u> * Public Speaking	3
<u>PED 110</u> *** Fit and Well For Life	2
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HEA 112</u> *** First Aid and CPR	2
<u>PST 120</u> NCDPS Correctional Officer Training	8
<u>PST 123</u> NC Sheriffs' Telecom Training	2
<u>PST 124</u> NC Sheriffs' Detent Ofr Train	8
<u>PST 151</u> NC Justice Academy Training	1
<u>PST 157</u> NC Justice Academy Training	7
<u>PST 159</u> NC Justice Academy Training	9
<u>SOC 242</u> *** Sociology of Deviance	3
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 65-66

Criminal Justice and Special Populations Certificate (C55180C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CJC 111</u> Introduction to Criminal Justice	3
<u>CJC 112</u> Criminology	3
<u>CJC 113</u> Juvenile Justice	3
<u>CJC 221</u> Investigative Principles	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 13

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

CULINARY ARTS

Associate in Applied Science Degree (A55150)

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. To participate in any of the college's Culinary Arts courses, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in laboratory and production classes of up to 8 hours in length.
- Lift and transport items up to 50 lbs.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
CUL 110 Sanitation & Safety	2
CUL 140 Culinary Skills I	5
CUL 160 Baking I	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, HUM 122 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Total Hours for Semester	17

Spring Semester (First Year)

Course	Credits
CUL 112 Nutrition for Food Service	3
CUL 120 Purchasing	2

Course	Credits
CUL 135 Food and Beverage Service	2
CUL 135A Food & Beverage Service Lab	1
CUL 170 Garde Manger I	3
CUL 170A Garde Manger I Lab	1
Mathematics Elective (MAT 110 , MAT 143 * , MAT 152 *)	3-4
Total Hours for Semester	15-16

Fall Semester (Second Year)

Course	Credits
CUL 230 Global Cuisines	5
CUL 240 Culinary Skills II	5
CUL 280 Pastry and Confections	3
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
WBL 111 Work-Based Learning I	1
Total Hours for Semester	17

Spring Semester (Second Year)

Course	Credits
CUL 250 Classical Cuisine	5
CUL 260 Baking II	3
HRM 245 Human Resource Mgmt-Hosp	3
WBL 121 Work-Based Learning II	1
Social/Behavioral Science Elective (ECO 151 **, ECO 251 * , ECO 252 * , HIS 111 * , HIS 112 * , HIS 131 * , HIS 132 * , POL 120 * , PSY 118 , PSY 150 * , SOC 210 * , SOC 213 ** , SOC 220 **)	3
Total Hours for Semester	15

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-65

Basic Baking Certificate (C55150C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CUL 110</u> Sanitation & Safety	2
<u>CUL 135</u> Food and Beverage Service	2
<u>CUL 135A</u> Food and Beverage Service Lab	1
<u>CUL 140</u> Culinary Skills I	5
<u>CUL 160</u> Baking I	3
<u>CUL 260</u> Baking II	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Restaurant Hospitality Certificate (C55150R)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CUL 110</u> Sanitation & Safety	2
<u>CUL 120</u> Purchasing	2
<u>CUL 135</u> Food and Beverage Service	2
<u>CUL 135A</u> Food and Beverage Service Lab	1
<u>CUL 140</u> Culinary Skills I	5
<u>HRM 245</u> Human Resource Mgmt-Hosp	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree-Transfer Track (A55220)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 122 *** College Transfer Success	1
EDU 119 Intro to Early Childhood Education	4
EDU 144 Child Development I	3
EDU 146 Child Guidance	3
ENG 111 * Writing and Inquiry	3
MAT 143 * Quantitative Literacy	3
Total Hours for Semester	17

Spring Semester (First Year)

Course	Credits
BIO 110 * Principles of Biology	4
EDU 131 Child, Family, & Community	3
EDU 145 Child Development II	3
EDU 151 Creative Activities	3
EDU 234 Infants, Toddlers, and Twos	3
ENG 112 * Writing/Research in the Disc	3
Total Hours for Semester	19

Summer Semester (First Year)

Course	Credits
PSY 150 * General Psychology	3
SOC 210 * Introduction to Sociology	3
Humanities/Fine Arts Elective (ART 111 * , ART 114 * , ART 115 * , MUS 110 * , MUS 112 * , PHI 215 * , PHI 240 *)	3
Total Hours for Semester	9

Fall Semester (Second Year)

Course	Credits
COM 231 * Public Speaking	3
EDU 153 Health, Safety & Nutrition	3
EDU 221 *** Children with Exceptionalities	3
EDU 259 Curriculum Planning	3
EDU 216 ** Foundations of Education	
OR	3
EDU 261 Administration I	
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
EDU 250 Teacher Licensure Preparation	
OR	3
EDU 262 Administration II	
EDU 280 Language & Literacy Experience	3
EDU 284 Early Child Capstone Practicum (Criminal History Check required for EDU 284 .)	4
GEL 111 * Geology	4
Total Hours for Semester	14

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 74

Applied Science Degree-Local Track (A55220N)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
EDU 119 Intro to Early Childhood Education	4
EDU 144 Child Development I	3
EDU 146 Child Guidance	3
ENG 110 Freshman Composition	3
OR ENG 111 * Writing and Inquiry	
Total Hours for Semester	14

Spring Semester (First Year)

Course	Credits
EDU 131 Child, Family, & Community	3
EDU 145 Child Development II	3
EDU 151 Creative Activities	3
EDU 234 Infants, Toddlers, and Twos	3
COM 231 * Public Speaking	3
OR ENG 112 * Writing/Research in the Disc	
OR ENG 116 Technical Report Writing	
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
Humanities (HUM 115 is suggested)	3
Natural Science/Mathematics Elective (BIO 110 *, BIO 140 **, GEL 111 *, or MAT 143 * is suggested)	3
Major Elective	3
Total Hours for Semester	9

Fall Semester (Second Year)

Course	Credits
EDU 153 Health, Safety & Nutrition	3
EDU 221 *** Children with Exceptionalities	3
EDU 259 Curriculum Planning	3
Social/Behavioral Science Elective (PSY 118 , PSY 150 *, SOC 210 * is suggested)	3
Major Elective	3
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
EDU 280 Language & Literacy Experience	3
EDU 284 Early Child Capstone Practicum (Criminal History Check required for EDU 284 .)	4
Major Elective	3
Major Elective	3
Total Hours for Semester	13

MAJOR ELECTIVES (Select 12 hours)

Course	Credits
EDU 162 Observation & Assessment in ECE	3
EDU 163 Classroom Mgmt & Instruction	3
EDU 216 *** Foundations of Education	3
EDU 243 Learning Theory	3
EDU 250 Teacher Licensure Preparation	3
EDU 261 Administration I	3
EDU 262 Administration II	3
EDU 271 Educational Technology	3
WBL 111 Work-Based Learning I	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 66

Diploma (D55220)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
EDU 119 Intro to Early Childhood Education	4
EDU 144 Child Development I	3
EDU 146 Child Guidance	3
EDU 153 Health, Safety & Nutrition	3
ENG 110 Freshman Composition OR ENG 111 Writing and Inquiry	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
EDU 131 Child, Family, & Community	3
EDU 145 Child Development II	3
EDU 151 Creative Activities	3
EDU 234 Infants, Toddlers, and Twos	3
Total Hours for Semester	12

Fall Semester (Second Year)

Course	Credits
Social/Behavioral Science (PSY 118 , PSY 150 , or SOC 210 is suggested)	3
EDU 221 *** Children with Exceptionalities	3
EDU 259 Curriculum Planning	3
WBL 111 Work-Based Learning I	1
Total Hours for Semester	10

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 38

Administration Certificate (C55220A)

COURSE AND HOUR REQUIREMENTS

Course	Credits
EDU 119 Intro to Early Childhood Education	4
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 261 Administration I	3
EDU 262 Administration II	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

General Education Certificate (C55220C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
EDU 119 Intro to Early Childhood Education	4
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 151 Creative Activities	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

ELECTRICAL SYSTEMS TECHNOLOGY

Diploma (D35130)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ELC 112 DC/AC Electricity	5
ELC 113 Residential Wiring	4
ELC 118 National Electrical Code	2
ELC 125 Diagrams and Schematics	2
ENG 110 Freshman Composition	3
MAT 110 Math Measurement & Literacy	3
Total Hours for Semester	19

Spring Semester (First Year)

Course	Credits
ELC 115 Industrial Wiring	4
ELC 117 Motors and Controls	4
ELC 128 Introduction to PLC	3
ELC 215 Electrical Maintenance	3
ELN 229 Industrial Electronics	4
Total Hours for Semester	18

Summer Semester (First Year)

Course	Credits
Major Elective	2

MAJOR ELECTIVE LIST: (Select a minimum of 2 hours)

Course	Credits
<u>BPR 111</u> Print Reading	2
<u>BUS 110</u> *** Introduction to Business	3
<u>CIS 110</u> ** Introduction to Computers	3
<u>ELC 114</u> Commercial Wiring	4
<u>ISC 112</u> Industrial Safety	2
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 39

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Basic Wiring Certificate (C35130B)**COURSE AND HOUR REQUIREMENTS**

Course	Credits
<u>ELC 112</u> DC/AC Electricity	5
<u>ELC 113</u> Residential Wiring	4
<u>ELC 117</u> Motors and Controls	4
<u>ELC 118</u> National Electrical Code	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Industrial Wiring Certificate (C35130W)**COURSE AND HOUR REQUIREMENTS**

Course	Credits
<u>ELC 112</u> DC/AC Electricity	5
<u>ELC 113</u> Residential Wiring	4
<u>ELC 115</u> Industrial Wiring	4
<u>ELC 125</u> Diagrams and Schematics	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree (A40200)

The Electronics Engineering Technology program is designed to prepare students for employment as engineering technicians through the study and application of mathematics, science, technology, and the applied processes based on these subjects.

This course of study prepares students to apply basic engineering principles and technical skills to 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, microprocessors, and programmable logic controllers.

Graduates should qualify for employment as electronics engineering technicians, field service technicians, instrumentation technicians, maintenance technicians, electronics testers, electronic systems integrators, bench technicians, and production control technicians.

SUGGESTED COURSE SEQUENCE:

Fall Semester First 8-Weeks (First Year)

Course	Credits
EGR 110 Intro to Engineering Tech	2
ELC 131 Circuit Analysis I	4
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
Total Credits	9

Fall Semester Second 8-Weeks (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
ELC 130 Advanced Motors/Controls	3
MAT 121 Algebra/Trigonometry I OR MAT 171 * Precalculus Algebra	3-4
Total Credits	7-8

Spring Semester First 8-Weeks (First Year)

Course	Credits
ELN 131 Analog Electronics I	4
PHY 131 Physics - Mechanics OR PHY 151 College Physics	4
Total Credits	8

Spring Semester Second 8-Weeks (First Year)

Course	Credits
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
ISC 112 Industrial Safety	2
Total Credits	5

Fall Semester First 8-Weeks (Second Year)

Course	Credits
CIS 110 ** Introduction to Computers	3
CSC 133 C Programming	3
ELN 133 Digital Electronics	4
Total Credits	10

Fall Semester Second 8-Weeks (Second Year)

Course	Credits
ELC 133 Circuit Analysis II	4
Social/Behavioral Science Elective (ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Major Elective	3
Total Credits	10

Spring Semester First 8-Weeks (Second Year)

Course	Credits
ELN 260 Programmable Logic Controllers	4
ELN 275 Troubleshooting	2
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 *, HUM 122 *, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Total Credits	9

Spring Semester Second 8-Weeks (Second Year)

Course	Credits
EGR 285 Design Project	2
ELN 232 Introduction to Microprocessors	4
ELN 235 Data Communications	4
Total Credits	10

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
<u>ALT 120</u> Renewable Energy Technology	3
<u>ATR 112</u> Introduction to Automation	3
<u>CTS 120</u> Hardware/Software Support	3
<u>ELC 213</u> Instrumentation	4
<u>ELN 132</u> Analog Electronics II	4
<u>MEC 130</u> Mechanisms	3
<u>SPA 111</u> ** Elementary Spanish I	3
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 123</u> Work-Based Learning II	3
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 68-69

Electronics Engineering Certificate (C40200C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>ELC 131</u> Circuit Analysis I	4
<u>ELN 131</u> Analog Electronics I	4
<u>ELN 133</u> Digital Electronics	4
<u>ELN 232</u> Intro to Microprocessors	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

HISTOTECHNOLOGY

Associate in Applied Science Degree (A45370)

This curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures.

Course work emphasizes scientific concepts related to laboratory testing, quality assurance, histology, microscopy, and other related topics.

Graduates may be eligible to apply to take the national examination given by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC). Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
<u>BIO 163</u> *** Basic Anatomy & Physiology	5
<u>CHM 130</u> *** Gen, Org, & Biochemistry	3
<u>CHM 130A</u> *** Gen, Org, & Biochemistry Lab	1
<u>ENG 111</u> * Writing and Inquiry	3
<u>MAT 110</u> Math Measurement & Literacy	
OR	3
<u>MAT 143</u> * Quantitative Literacy	
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
<u>BIO 271</u> Pathophysiology	3
<u>BIO 275</u> *** Microbiology	4
<u>PSY 150</u> * General Psychology	3
Total Hours for Semester	10

Summer Semester (First Year)

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>ENG 112</u> * Writing/Research in the Disc	3
<u>HTO 110</u> Intro to Histotechnology	3
Humanities/Fine Arts Elective (<u>ART 111</u> * , <u>ART 114</u> * , <u>ART 115</u> * , <u>HUM 115</u> ** , <u>MUS 110</u> * , <u>MUS 112</u> * , <u>PHI 215</u> * , <u>PHI 240</u> *)	3
Total Hours for Semester	12

Fall Semester (Second Year)

Course	Credits
<u>HTO 120</u> Histology	5
<u>HTO 130</u> Histotechniques	5
<u>HTO 140</u> Histochemistry	5
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
<u>HTO 210</u> Histopathology	4
<u>HTO 220</u> Histotechnology Clinical	8
<u>HTO 230</u> Professional Issues	3
Total Hours for Semester	15

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67

HUMAN SERVICES TECHNOLOGY

Associate in Applied Science Degree (A45380)

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.

The VGCC Human Services Technology program is nationally accredited by the Council for Standards in Human Services Education. Since the program is accredited, students can apply to take the Human Services Board Certified Practitioner exam prior to graduating and do not need to complete the 4,500 hours of experience needed by graduates of non-accredited programs.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
HSE 110 Intro to Human Services	3
HSE 210 Human Services Issues	2
PSY 150 * General Psychology	3
SAB 110 Substance Abuse Overview	3
Total Hours for Semester	14

Spring Semester (First Year)

Course	Credits
HSE 112 Group Process I	2
HSE 125 Counseling	3
HSE 225 Crisis Intervention	3
HSE 250 Financial Services	2
SAB 210 SAB Counseling	3
Total Hours for Semester	13

Summer Semester (First Year)

Course	Credits
CIS 110 ** Introduction to Computers	3
ENG 112 * Writing/Research in the Disc	3
SOC 210 * Introduction to Sociology	3
Humanities/Fine Arts Elective (ART 111 * , ART 114 * , ART 115 * , ENG 231 * , ENG 232 * , HUM 115 ** , HUM 122 ** , MUS 110 * , MUS 112 * , PHI 215 * , PHI 240 *)	3
Total Hours for Semester	12

Fall Semester (Second Year)

Course	Credits
HSE 251 Activities Planning	3
PSY 281 ** Abnormal Psychology	3
SOC 220 ** Social Problems	3
SWK 113 Working with Diversity	3
WBL 111 Work-Based Learning I OR	1-2
WBL 112 Work-Based Learning I	
WBL 115 Work-Based Learning Seminar I	1
Total Hours for Semester	14-15

[Note: [WBL 111](#) & [WBL 115](#) are also offered Spring Semester.]

Spring Semester (Second Year)

Course	Credits
HSE 123 Interviewing Techniques	3
HSE 245 Stress Management	3
HSE 255 Health Prob & Prevent	3
MAT 110 Math Measurement & Literacy	3
WBL 121 Work-Based Learning II	1
Total Hours for Semester	13

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 66-67

[Effective fall 2022: In order to graduate, Human Services students must maintain a grade of "C" or higher in their major courses (all tracks). A grade less than a "C" in any major course must be repeated.]

HUMAN SERVICES TECHNOLOGY/GERONTOLOGY

Associate in Applied Science Degree (A4538B)

The Human Services Technology/Gerontology concentration prepares students to specialize in direct service delivery work to older adults and their families. The curriculum provides both theoretical and applied models for understanding issues of aging.

Course work includes physical, psychological, and social aspects of the aging process; as well as health, wellness, nutrition, diet, exercise, and well-being. Fieldwork experiences provide opportunities to work in a variety of public and private agencies.

Graduates should qualify for employment in nursing and rest homes, specialized adult care services, respite services, and other programs servicing older adults and their families. Graduates choosing to continue their education may select a variety of programs at senior institutions.

The VGCC Human Services Technology program is nationally accredited by the Council for Standards in Human Services Education. Since the program is accredited, students can apply to take the Human Services Board Certified Practitioner exam prior to graduating and do not need to complete the 4,500 hours of experience needed by graduates of non-accredited programs.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
GRO 120 Gerontology	3
HSE 110 Intro to Human Services	3
HSE 210 Human Services Issues	2
PSY 150 * General Psychology	3
Total Hours for Semester	14

Spring Semester (First Year)

Course	Credits
GRO 220 Psy/Social Aspects of Aging	3
HSE 112 Group Process I	2
HSE 125 Counseling	3
HSE 225 Crisis Intervention	3
SOC 244 *** Sociology of Death & Dying	3
Total Hours for Semester	14

Summer Semester (First Year)

Course	Credits
CIS 110 ** Introduction to Computers	3
ENG 112 * Writing/Research in the Disc	3
SOC 210 *Introduction to Sociology	3
Humanities/Fine Arts Elective (ART 111 * , ART 114 * , ART 115 * , ENG 231 * , ENG 232 * , HUM 115 ** , HUM 122 ** , MUS 110 * , MUS 112 * , PHI 215 * , PHI 240 *)	3
Total Hours for Semester	12

Fall Semester (Second Year)

Course	Credits
GRO 240 Gerontology Care Management	3
HSE 251 Activities Planning	3
PSY 281 ** Abnormal Psychology	3
SWK 113 Working with Diversity	3
WBL 111 Work-Based Learning I OR	1-2
WBL 112 Work-Based Learning I	
WBL 115 Work-Based Learning Seminar I	1
Total Hours for Semester	14-15

[Note: [WBL 111](#) & [WBL 115](#) are also offered Spring Semester.]

Spring Semester (Second Year)

Course	Credits
GRO 230 Health, Wellness & Nutrition	4
HSE 123 Interviewing Techniques	3
MAT 110 Math Measurement & Literacy	3
SOC 220 ** Social Problems	3
WBL 121 Work-Based Learning II	1
Total Hours for Semester	14

[Note: [WBL 121](#) is also offered Fall semester.]

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 68-69

[Effective fall 2022: In order to graduate, Human Services students must maintain a grade of "C" or higher in their major courses (all tracks). A grade less than a "C" in any major course must be repeated.]

Gerontology Certificate (C4538C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>GRO 220</u> Psy/Social Aspects of Aging	3
<u>GRO 230</u> Health, Wellness & Nutrition	4
<u>HSE 125</u> Counseling	3
<u>HSE 225</u> Crisis Intervention	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 13

HUMAN SERVICES TECHNOLOGY/SUBSTANCE ABUSE

Associate in Applied Science Degree (A4538E)

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.

The VGCC Human Services Technology program is nationally accredited by the Council for Standards in Human Services Education. Since the program is accredited, students can apply to take the Human Services Board Certified Practitioner exam prior to graduating and do not need to complete the 4,500 hours of experience needed by graduates of non-accredited programs.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
HSE 110 Intro to Human Services	3
HSE 210 Human Services Issues	2
PSY 150 * General Psychology	3
SAB 110 Substance Abuse Overview	3
Total Hours for Semester	14

Spring Semester (First Year)

Course	Credits
HSE 112 Group Process I	2
HSE 125 Counseling	3
HSE 225 Crisis Intervention	3
SAB 120 SAB Intake and Assessment	3
SAB 210 Substance Abuse Counseling	3
Total Hours for Semester	14

Summer Semester (First Year)

Course	Credits
CIS 110 ** Introduction to Computers	3
ENG 112 * Writing/Research in the Disc	3
SOC 210 * Introduction to Sociology	3
Humanities/Fine Arts Elective (ART 111 * , ART 114 * , ART 115 * , ENG 231 * , ENG 232 * , HUM 115 ** , HUM 122 ** , MUS 110 * , MUS 112 * , PHI 215 * , PHI 240 *)	3
Total Hours for Semester	12

Fall Semester (Second Year)

Course	Credits
PSY 281 ** Abnormal Psychology	3
SAB 135 Addictive Process	3
SAB 240 SAB Issues in Client Services	3
SOC 220 ** Social Problems	3
WBL 111 Work-Based Learning I OR WBL 112 Work-Based Learning I	1-2
WBL 115 Work-Based Learning Seminar I	1
Total Hours for Semester	14-15

[Note: [WBL 111](#) & [WBL 115](#) are also offered Spring Semester.]

Spring Semester (Second Year)

Course	Credits
HSE 123 Interviewing Techniques	3
MAT 110 Math Measurement & Literacy	3
PSY 241 ** Developmental Psychology	3
SAB 125 SA Case Management	3
WBL 121 Work-Based Learning II	1
Total Hours for Semester	13

[Note: [WBL 121](#) is also offered Fall semester.]

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67-68

[Effective fall 2022: In order to graduate, Human Services students must maintain a grade of "C" or higher in their major courses (all tracks). A grade less than a "C" in any major course must be repeated.]

Substance Abuse Certificate (C4538E)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>SAB 110</u> Substance Abuse Overview	3
<u>SAB 125</u> SA Case Management	3
<u>SAB 135</u> Addictive Process	3
<u>SAB 240</u> SAB Issues in Client Services	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

INFANT/TODDLER CARE

Certificate (C55290C)

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

Course	Credits
<u>EDU 119</u> Intro to Early Childhood Education	4
<u>EDU 131</u> Child, Family and Community	3
<u>EDU 144</u> Child Development I	3
<u>EDU 153</u> Health, Safety and Nutrition	3
<u>EDU 234</u> Infants, Toddlers & Twos	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

INFORMATION TECHNOLOGY

Associate in Applied Science Degree (A25590)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/ or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

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.

Note: The Information Technology program was formerly known as Computer Technology Integration (CTI). Students still coded under CTI should refer to their catalog of record.

SUGGESTED COURSE SEQUENCE:

Fall Semester First 8-Week (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
CIS 110 ** Introduction to Computers	3
CIS 115 ** Intro. to Prog. & Logic	3
Total Credits	7

Fall Semester Second 8-Week (First Year)

Course	Credits
CTI 110 Web, Programmable & DB Foundations	3
NOS 110 Operating Systems Concepts	3
Total Credits	6

Spring Semester First 8-Week (First Year)

Course	Credits
CTI 120 Network & Security Foundation	3
ENG 110 Freshman Composition	3
OR	
ENG 111 * Writing and Inquiry	3

Course	Credits
Major Elective	3
Total Credits	9

Spring Semester Second 8-Week (First Year)

Course	Credits
CTS 115 *** Info Sys Business Concepts	3
Major Elective	3
Total Credits	6

Summer Semester (First Year)

Course	Credits
Math Elective	3
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
Total Credits	6

Fall Semester First 8-Week (Second Year)

Course	Credits
NET 110 Networking Concepts	3
Major Elective	3
Total Credits	6

Fall Semester Second 8-Week (Second Year)

Course	Credits
SEC 110 Security Concepts	3
Major Elective	3
Total Credits	6

Spring Semester First 8-Week (Second Year)

Course	Credits
CTI 141 Cloud & Storage Concepts	3
CTS 130 Spreadsheet	3
Total Credits	6

Spring Semester Second 8-Week (Second Year)

Course	Credits
CTI 150 Mobile Computing Devices	3
CTS 120 Hardware/Software Support	3
Total Credits	6

Summer Semester (First Year)

Course	Credits
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Social/Behavioral Science Elective (ECO 151 **, ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 *, PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Total Credits	6

MAJOR ELECTIVE LIST

Course	Credits
BUS 270 Professional Development	3
CCT 110 Intro to Cyber Crime	3
CCT 121 Computer Crime Investigating	4
CIS 162 MM Presentation	3
CSC 118 Swift Programming	3
CSC 121 Python Programming	3
CSC 151 Java Programming	3
CTS 230 Advanced Spreadsheet	3
DBA 110 Database Concepts	3
OST 136 Word Processing	3
OST 145 Social Media for Office Prof.	3
PMT 110 Intro To Project Management	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2
WBL 123 Work-Based Learning II	3
WBL 131 Work-Based Learning II	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64

IT Business Support Track (A25590I)

Note: This program is being phased out and will only be available for continuing students through Spring Semester 2023.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
CIS 110 ** Introduction to Computers	3
CTI 110 Web, Programming and DB Foundation	3
CTI 120 Network & Security Foundation	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
NOS 110 Operating Systems Concepts	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
CIS 115 ** Intro. to Prog. & Logic	3
CTS 130 Spreadsheet	3
DBA 110 Database Concepts	3
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
Mathematics Elective (MAT 110 , MAT 121 , MAT 143 *, MAT 152 *)	3-4
Total Hours for Semester	15-16

Fall Semester (Second Year)

Course	Credits
ACC 120 *** Principles of Financial Accounting	4
BUS 270 Professional Development	3
CTS 115 *** Info Sys Business Concepts	3
CTS 120 Hardware/Software Support	3

Course	Credits
CTS 230 Advanced Spreadsheet	3
DBA 115 Database Applications	3
Total Hours for Semester	19

Spring Semester (Second Year)

Course	Credits
CIS 162 MM Presentation Software	3
CTI 289 CTI Capstone Project	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Social/Behavioral Science Elective (ECO 151 **, ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Major Elective	3
Total Hours for Semester	15

MAJOR ELECTIVE LIST

Course	Credits
CSC 118 Swift Programming I	3
CSC 121 Python Programming	3
CSC 151 *** JAVA Programming	3
CTI 141 Cloud & Storage Concepts	3
CTI 150 Mobile Computing Devices	3
OST 136 Word Processing	3
WBL 110 World of Work	1
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2
WBL 123 Work-Based Learning II	3
WBL 131 Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 65-66

IT Cyber Security Track (A25590Y)

Note: This program is being phased out and will only be available for continuing students through Spring Semester 2023.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
CCT 110 Intro to Cyber Crime	3
CIS 110 ** Introduction to Computers	3
CTI 110 Web, Programming and DB Foundation	3
CTI 120 Network & Security Foundation	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
NOS 110 Operating Systems Concepts	3
Total Hours for Semester	19

Spring Semester (First Year)

Course	Credits
CCT 220 Forensic Accounting	4
DBA 110 Database Concepts	3
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
NET 125 Introduction to Networks	3
Total Hours for Semester	13

Fall Semester (Second Year)

Course	Credits
CTS 115 *** Info Sys Business Concepts	3
CTS 120 Hardware/Software Support	3
NET 126 Routing Basics	3
SEC 150 Secure Communications	3

Course	Credits
Mathematics Elective (MAT 110 , MAT 121 , MAT 143 *, MAT 152 *)	3-4
Social/Behavioral Science Elective (ECO 151 **, ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Total Hours for Semester	18-19

Spring Semester (Second Year)

Course	Credits
CCT 121 Computer Crime Invest.	4
CCT 289 Capstone Project	3
NET 225 Routing & Switching I	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Major Elective	3
Total Hours for Semester	16

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
CSC 118 Swift Programming I	3
CSC 121 Python Programming	3
CSC 151 *** JAVA Programming	3
CTI 141 Cloud & Storage Concepts	3
CTI 150 Mobile Computing Devices	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2
WBL 123 Work-Based Learning II	3
WBL 131 Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 66-67

IT Healthcare Informatics Track (A25590H)

Note: This program is being phased out and will only be available for continuing students through Spring Semester 2023.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
CIS 110 ** Introduction to Computers	3
CTI 110 Web, Programming and DB Foundation	3
CTI 120 Network & Security Foundation	3
HBI 110 Issues and Trends in HBI	3
HBI 113 Survey of Med Insurance	3
NOS 110 Operating Systems Concepts	3
Total Hours for Semester	19

Spring Semester (First Year)

Course	Credits
DBA 110 Database Concepts	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
NET 125 Introduction to Networks	3
OST 141 Med Office Terms I	3
OST 142 Med Office Terms II	3
Total Hours for Semester	15

Fall Semester (Second Year)

Course	Credits
CTS 115 *** Info Sys Business Concepts	3
CTS 120 Hardware/Software Support	3
HBI 250 Data Mgmt and Utilization	3
OST 149 Medical Legal Issues	3

Course	Credits
Mathematics Elective (MAT 110 , MAT 121 , MAT 143 *, MAT 152 *)	3-4
Total Hours for Semester	15-16

Spring Semester (Second Year)

Course	Credits
CTS 130 Spreadsheet	3
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
HBI 289 HBI Project	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Social/Behavioral Science Elective (ECO 151 **, ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Total Hours for Semester	15

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-65

IT Networking & Security Track (A25590N)

Note: This program is being phased out and will only be available for continuing students through Spring Semester 2023.

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
<u>ACA 115</u> Success & Study Skills	1
<u>CIS 110</u> ** Introduction to Computers	3
<u>CTI 110</u> Web, Programming and DB Foundation	3
<u>CTI 120</u> Network & Security Foundation	3
<u>ENG 110</u> Freshman Composition	3
OR <u>ENG 111</u> * Writing and Inquiry	
<u>NOS 110</u> Operating Systems Concepts	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
<u>CTI 141</u> Cloud & Storage Concepts	3
<u>CTI 150</u> Mobile Computing Devices	3
<u>ENG 112</u> * Writing & Research in the Disc	3
OR <u>ENG 116</u> Technical Report Writing	
<u>NET 125</u> Introduction to Networks	3
Mathematics Elective (<u>MAT 110</u> , <u>MAT 143</u> *, <u>MAT 152</u> *)	3-4
Total Hours for Semester	15-16

Fall Semester (Second Year)

Course	Credits
<u>CTS 115</u> *** Info Sys Business Concepts	3
<u>CTS 120</u> Hardware/Software Support	3
<u>NET 126</u> Routing Basics	3
<u>NOS 120</u> Linux/UNIX Single User	3
<u>SEC 150</u> Secure Communications	3
Humanities/Fine Arts Elective (<u>ART 111</u> *, <u>ART 114</u> *, <u>ART 115</u> *, <u>ENG 231</u> *, <u>ENG 232</u> *, <u>HUM 115</u> **, <u>MUS 110</u> *, <u>MUS 112</u> *, <u>PHI 215</u> *, <u>PHI 240</u> *)	3
Total Hours for Semester	18

Spring Semester (Second Year)

Course	Credits
<u>CTI 289</u> CTI Capstone Project	3
<u>NET 225</u> Routing & Switching I	3
<u>SEC 160</u> Security Administration I	3
Social/Behavioral Science Elective (<u>ECO 151</u> **, <u>ECO 251</u> *, <u>ECO 252</u> *, <u>HIS 111</u> *, <u>HIS 112</u> *, <u>HIS 131</u> *, <u>HIS 132</u> *, <u>POL 120</u> *, <u>PSY 118</u> , <u>PSY 150</u> *, <u>SOC 210</u> *, <u>SOC 213</u> **, <u>SOC 220</u> **)	3
Major Elective	3
Total Hours for Semester	15

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
<u>BUS 270</u> Professional Development	3
<u>CSC 118</u> Swift Programming I	3
<u>CSC 121</u> Python Programming	3
<u>CSC 134</u> *** C++ Programming	3
<u>CSC 139</u> *** Visual Basic Programming	3
<u>CSC 151</u> *** JAVA Programming	3
<u>CTS 130</u> Spreadsheet	3
<u>WBL 110</u> World of Work	1
<u>WBL 111</u> Work-Based Learning I	1

Course	Credits
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 123</u> Work-Based Learning II	3
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-65

Information Technology Diploma (D25590)

SUGGESTED COURSE SEQUENCE:

Fall Semester First 8-Week

Course	Credits
CIS 110 ** Introduction to Computers	3
CIS 115 ** Intro. to Prog. & Logic	3
Total Credits	6

Fall Semester Second 8-Week

Course	Credits
CTI 110 Web, Programming and DB Foundation	3
NOS 110 Operating Systems Concepts	3
Total Credits	6

Summer Semester

Course	Credits
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
PSY 118 Interpersonal Psychology OR PSY 150 General Psychology	3
Total Credits	6

Spring Semester First 8-Week

Course	Credits
CTI 120 Network & Security Foundation	3
CTI 141 Cloud & Storage Concepts	3
CTS 130 Spreadsheet	3
Total Credits	9

Spring Semester First 8-Week

Course	Credits
CTS 115 Info Sys Business Concepts	3
CTI 150 Mobile Computing Devices	3
CTS 120 Hardware/Software Support	3
Total Credits	9

TOTAL SEMESTER HOURS REQUIRED FOR Diploma: 36

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

IT-CISCO Networking Certificate (C25590CN)

Note: This program is being phased out and will only be available for continuing students through Spring Semester 2023.

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CSC 121</u> Python Programming	3
<u>NET 125</u> Introduction to Networks	3
<u>NET 126</u> Routing Basics	3
<u>NET 225</u> Routing & Switching I	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

IT-Cyber Security Support Certificate (C25590Y)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CCT 110</u> Intro to Cyber Crime	3
<u>CTI 120</u> Network & Sec Foundation	3
<u>CCT 121</u> Computer Crime Investigation	4
<u>SEC 110</u> Security Concepts	3
<u>NET 110</u> Networking Concepts	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

IT-Healthcare Informatics Support Certificate (C25590H)

Note: This program is being phased out and will only be available for continuing students through Spring Semester 2023.

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>CTI 110</u> Web, Programming and DB Foundation	3
<u>CTI 120</u> Network & Security Foundation	3
<u>HBI 110</u> Issues and Trends in HBI	3
<u>HBI 113</u> Survey of Med Insurance	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

IT-Programming Certificate (C25590P)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CSC 118</u> Swift Programming I	3
<u>CSC 121</u> Python Programming	3
<u>CTI 110</u> Web, Pgm, & DB Foundation	3
<u>CIS 115</u> ** Intro. to Prog. & Logic	3
<u>CSC 151</u> *** JAVA Programming	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

IT-Software Specialist Certificate (C25590C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
CIS 110 Introduction to Computers	3
CIS 162 MM Presentation	3
CTS 130 Spreadsheet	3
DBA 110 Database Concepts	3
OST 136 Word Processing	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

IT-Support Certificate (C25590IT)

COURSE AND HOUR REQUIREMENTS

Course	Credits
CTS 115 Info Sys Business Concepts	3
CTI 120 Network & Sec Foundation	3
CTS 120 Hardware/Software Support	3
SEC 110 Security Concepts	3
NET 110 Networking Concepts	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 15

LATERAL ENTRY

Certificate (C55430)

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 the Regional Assistance Licensing Centers website at <https://ralc.us/>.

[Note: A baccalaureate degree is required for participation in the Lateral Entry Certificate program.]

COURSE AND HOUR REQUIREMENTS

Course	Credits
EDU 131 Child, Family and Community	3
EDU 163 Classroom Mgt & Instruct	3
EDU 243 Learning Theory	3
EDU 245 Policies and Procedures	3
EDU 271 Educational Technology	3

Required Subject Areas:

Human Development: (Select one)

Course	Credit
EDU 244 Human Growth/Development	3
OR	
PSY 241 * Developmental Psychology	3

Required courses that must be offered by partnering senior institution

Course	Credit
Literacy/Reading Methods	3
Instructional Methods	3
Meeting Special Learning Needs, Exceptionalities and Diversity	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 27

MECHATRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree (A40350)

This curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes.

Course work will prepare students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. The program includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

SUGGESTED COURSE SEQUENCE:

Fall Semester First 8-Weeks (First Year)

Course	Credits
EGR 110 Intro to Engineering Tech	2
ELC 131 Circuit Analysis I	4
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
Total Credits	9

Fall Semester Second 8-Weeks (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
ELC 130 Advanced Motors/Controls	3
MAT 121 Algebra/Trigonometry I OR MAT 171 * Precalculus Algebra	3-4
Total Credits	7-8

Spring Semester First 8-Weeks (First Year)

Course	Credits
ATR 112 Introduction to Automation	3
DFT 154 Introduction to Solid Modeling	3
PHY 131 Physics - Mechanics OR PHY 151 * College Physics I	4
Total Credits	10

Spring Semester Second 8-Weeks (First Year)

Course	Credits
ISC 112 Industrial Safety	2
MEC 130 Mechanisms	3
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
Total Credits	8

Fall Semester First 8-Weeks (Second Year)

Course	Credits
ELC 213 Instrumentation	4
Social/Behavioral Science Elective (ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
CIS 110 ** Introduction to Computers	3
Total Credits	10

Fall Semester Second 8-Weeks (Second Year)

Course	Credits
HYD 110 Hydraulics/Pneumatics I	3
MEC 161 Manufacturing Processes I	3
MEC 161A Manufacturing Processes I Lab	1
Total Credits	7

Spring Semester First 8-Weeks (Second Year)

Course	Credits
ELN 260 Programmable Logic Controllers	4
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 *, HUM 122 * , MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Total Credits	7

Spring Semester Second 8-Weeks (Second Year)

Course	Credits
ATR 280 Robotic Fundamentals	4
EGR 285 Design Project	2
Major Elective	3
Total Credits	9

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
<u>ATR 214</u> Advanced PLCs	4
<u>ELC 115</u> Industrial Wiring	4
<u>ELC 133</u> Circuit Analysis II	4
<u>ELC 215</u> Electrical Maintenance	3
<u>ELN 131</u> Analog Electronics I	4
<u>ELN 133</u> Digital Electronics	4
<u>MAT 122</u> Algebra/Trigonometry II	3-4
OR	
<u>MAT 172</u> * Precalculus Trigonometry	
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 123</u> Work-Based Learning II	3
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67-68

Entry Level Mechatronics Certificate (C40350A)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>ELC 131</u> Circuit Analysis I	4
<u>HYD 110</u> Hydraulics/Pneumatics I	3
<u>ISC 112</u> Industrial Safety	2
<u>MEC 130</u> Mechanisms	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

Programmable Logic Controllers Certificate (C40350P)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>ATR 112</u> Introduction to Automation	3
<u>ELC 130</u> Advanced Motors/Controls	3
<u>ELC 131</u> Circuit Analysis I	4
<u>ELN 260</u> Programmable Logic Controllers	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 14

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Robotics and Machine Design Certificate (C40350C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>ELC 131</u> Circuit Analysis I	4
<u>HYD 110</u> Hydraulics/Pneumatics I	3
<u>ISC 112</u> Industrial Safety	2
<u>DFT 154</u> Introduction to Solid Modeling	3
<u>ATR 112</u> Introduction to Automation	3
<u>MEC 130</u> Mechanisms	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

MEDICAL ASSISTING

Associate in Applied Science Degree (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
BIO 163 *** Basic Anatomy & Physiology	5
MED 110 Orientation to Medical Assisting	1
MED 121 Medical Terminology I	3
MED 130 Administrative Office Procedures I	2
MED 140 Exam Room Procedures I	5
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
MED 118 Medical Law & Ethics	2
MED 122 Medical Terminology II	3
MED 131 Administrative Office Procedures II	2
MED 150 Lab Procedures I	5
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
<u>MED 260</u> MED Clinical Practicum	5
<u>MED 262</u> Clinical Perspectives	1
<u>MED 264</u> Medical Assisting Overview	2
<u>PSY 150</u> * General Psychology	3
Total Hours for Semester	11

Fall Semester (Second Year)

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>MAT 110</u> Math Measurement & Literacy OR <u>MAT 143</u> * Quantitative Literacy	3
<u>MED 232</u> Medical Insurance Coding	2
<u>MED 272</u> Drug Therapy	3
<u>OST 131</u> Keyboarding	2
Total Hours for Semester	13

Spring Semester (Second Year)

Course	Credits
<u>ENG 112</u> * Writing/Research in the Disc	3
<u>MED 270</u> Symptomatology	3
<u>OST 136</u> Word Processing	3
Humanities/Fine Arts Elective (<u>ART 111</u> *, <u>ART 114</u> *, <u>ART 115</u> *, <u>HUM 115</u> **, <u>MUS 110</u> *, <u>MUS 112</u> *, <u>PHI 215</u> *, <u>PHI 240</u> *)	3
Total Hours for Semester	12

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67

Diploma (D45400)

COURSE AND HOUR REQUIREMENTS

Fall Semester (First Year)

Course	Credits
<u>BIO 163</u> *** Basic Anatomy & Physiology	5
<u>MED 110</u> Orientation to Medical Assisting	1
<u>MED 121</u> Medical Terminology I	3
<u>MED 130</u> Administrative Office Procedures I	2
<u>MED 140</u> Exam Room Procedures I	5
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
<u>ENG 111</u> * Writing and Inquiry	3
<u>MED 118</u> Medical Law & Ethics	2
<u>MED 122</u> Medical Terminology II	3
<u>MED 131</u> Administrative Office Procedures II	2
<u>MED 150</u> Lab Procedures I	5
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
<u>MED 260</u> MED Clinical Practicum	5
<u>MED 262</u> Clinical Perspectives	1
<u>MED 264</u> Medical Assisting Overview	2
<u>PSY 150</u> * General Psychology	3
Total Hours for Semester	11

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 42

MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science Degree (A25310)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills OR ACA 122 College Transfer Success	1
CIS 110 ** Introduction to Computers	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
OST 131 Keyboarding	2
MED 121 Medical Terminology I OR OST 141 Med Office Terms I	3
MED 122 Medical Terminology II OR OST 142 Med Office Terms II	3
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
OST 122 Office Computations	3
OST 148 Medical Ins & Billing	3
OST 161 Medical Office Procedures	3
Major Elective	3
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, HUM 122 ***, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Mathematics Elective (MAT 110 , MAT 143 * , MAT 152 *)	3-4
Total Hours for Semester	6-7

Fall Semester (Second Year)

Course	Credits
OST 136 Word Processing	3
OST 138 Office Applications II	3
OST 149 Medical Legal Issues	3
OST 164 Office Editing	3
Major Elective	3
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
OST 263 Healthcare Customer Relations	3
OST 280 Electronic Health Records	3
Social/Behavioral Science Elective (ECO 151 **, ECO 251 * , ECO 252 * , HIS 111 * , HIS 112 * , HIS 131 * , HIS 132 * , POL 120 * , PSY 118 , PSY 150 * , SOC 210 * , SOC 213 ** , SOC 220 **)	3
Major Elective	3
Major Elective	1-3
Total Hours for Semester	13-15

MAJOR ELECTIVE LIST: (Select a minimum of 10 hours)

Course	Credits
HMT 210 Medical Insurance	3
OST 134 Text Entry & Formatting	3
OST 143 Dental Office Terminology	3
OST 145 Social Media for Office Prof	3
OST 147 Dental Billing and Coding	3

Course	Credits
OST 159 Office Ethics	3
OST 236 Adv Word Processing	3
OST 246 Dental Office Simulation	3
OST 247 Procedure Coding	3
OST 248 Diagnostic Coding	3
OST 249 Med Coding Certification Prep	3
OST 250 Long-Term Care Coding	3
OST 260 Adv Coding Methodologies	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2
WBL 131 Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-67

Medical Office Administrative Assistant Certificate (C25310A)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>OST 131</u> Keyboarding	2
<u>OST 141</u> Med Office Terms I	3
<u>OST 142</u> Med Office Terms II	3
<u>OST 148</u> Medical Ins & Billing	3
<u>OST 161</u> Medical Office Procedures	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Medical Billing Certificate (C25310B)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>HMT 210</u> Medical Insurance	3
<u>OST 122</u> Office Computations	3
<u>OST 141</u> Med Office Terms I	3
<u>OST 148</u> Medical Ins & Billing	3
<u>OST 161</u> Medical Office Procedures	3
<u>OST 263</u> Healthcare Customer Relations	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

Dental Office Administrative Assistant Certificate (C25310D)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>OST 143</u> Dental Office Terminology	3
<u>OST 147</u> Dental Billing and Coding	3
<u>OST 161</u> Medical Office Procedures	3
<u>OST 246</u> Dental Office Simulation	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

Medical Coding Certificate (C25310P)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>OST 141</u> Med Office Terms I	3
<u>OST 142</u> Med Office Terms II	3
<u>OST 247</u> Procedure Coding	3
<u>OST 248</u> Diagnostic Coding	3
<u>OST 249</u> Med Coding Certification Prep	3
Major Elective (<u>OST 260</u> or <u>WBL 111</u>)	1-3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16-18

OFFICE ADMINISTRATION

Associate in Applied Science Degree (A25370)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
<u>ACA 115</u> Success & Study Skills OR	1
<u>ACA 122</u> College Transfer Success	
<u>CIS 110</u> ** Introduction to Computers	3
<u>ENG 110</u> Freshman Composition OR	3
<u>ENG 111</u> * Writing and Inquiry	
<u>OST 131</u> Keyboarding	2
<u>OST 164</u> Office Editing	3
Major Elective	3
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
<u>ENG 112</u> * Writing & Research in the Disc OR	3
<u>ENG 116</u> Technical Report Writing	
<u>OST 122</u> Office Computations	3
<u>OST 134</u> Text Entry & Formatting	3
<u>OST 184</u> Records Management	3
Major Elective	3
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, HUM 122 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Mathematics Elective (MAT 110 , MAT 143 * , MAT 152 *)	3-4
Total Hours for Semester	6-7

Fall Semester (Second Year)

Course	Credits
BUS 260 Business Communications	3
OST 136 Word Processing	3
OST 138 Office Applications II	3
OST 159 Office Ethics	3
Major Elective	3
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
BUS 137 *** Principles of Management	3
OST 145 Social Media for Office Prof	3
OST 236 Adv Word Processing	3
Social/Behavioral Science Elective (ECO 151 **, ECO 251 * , ECO 252 * , HIS 111 * , HIS 112 * , HIS 131 * , POL 120 * , PSY 118 , PSY 150 * , SOC 210 * , SOC 213 ** , SOC 220 **)	3
Major Elective	1-3
Total Hours for Semester	13-15

MAJOR ELECTIVE LIST: (Select a minimum of 10 hours)

Course	Credits
ACC 120 *** Principles of Financial Accounting	4
ACC 150 Accounting Software Application	2
BUS 110 *** Introduction to Business	3
BUS 153 Human Resource Management	3
BUS 270 Professional Development	3
CIS 162 MM Presentation Software	3

Course	Credits
CTS 130 Spreadsheet	3
DBA 110 Database Concepts	3
OST 181 Office Procedures	3
PMT 110 Project Management	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-67	

Diploma (D25370)

SUGGESTED COURSE SEQUENCE:

Summer Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills OR ACA 122 College Transfer Success	1
OST 131 Keyboarding	2
OST 159 Office Ethics	3
Total Hours for Semester	6

Fall Semester (First Year)

Course	Credits
CIS 110 ** Introduction to Computers	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
OST 136 Word Processing	3
OST 164 Office Editing	3
BUS 137 Principles of Management	3
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
<u>OST 134</u> Text Entry & Formatting	3
<u>OST 145</u> Social Media for Office Prof	3
<u>OST 184</u> Records Management	3
General Education Elective (<u>HUM 115 **</u> , <u>HUM 122 **</u> , <u>PSY 118</u> , <u>PSY 150 *</u> , <u>SOC 210 *</u> , <u>SOC 213 **</u> , <u>SOC 220 **</u> , <u>MAT 110</u> , <u>MAT 143</u> , and <u>MAT 153</u>)	3
Major Elective	3
Total Hours for Semester	15

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
<u>BUS 110</u> *** Introduction to Business	3
<u>BUS 270</u> Professional Development	3
<u>CIS 162</u> MM Presentation Software	3
<u>PMT 110</u> Project Management	3

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 36

*Administrative Assistant Certificate (C25370C)***COURSE AND HOUR REQUIREMENTS**

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>OST 131</u> Keyboarding	2
<u>OST 136</u> Word Processing	3
<u>OST 159</u> Office Ethics	3
<u>OST 164</u> Office Editing	3
<u>BUS 137</u> Principles of Management	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

PARALEGAL TECHNOLOGY

Associate in Applied Science Degree (A25380)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
LEX 110 Introduction to Paralegal Study	2
LEX 130 Civil Injuries	3
LEX 140 Civil Litigation I	3
LEX 160 Criminal Law & Procedure	3
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
ENG 112 * Writing & Research in the Disc OR ENG 116 Technical Report Writing	3
LEX 120 Legal Research/Writing I	3
LEX 150 Commercial Law I	3
LEX 240 Family Law	3
Mathematics Elective (MAT 110 , MAT 143 * , MAT 152 *)	3-4
Total Hours for Semester	15-16

Summer Semester (First Year)

Course	Credits
LEX 210 Real Property I	3
Social/Behavioral Science Elective (ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *, SOC 213 **, SOC 220 **)	3
Total Hours for Semester	6

Fall Semester (Second Year)

Course	Credits
CJC 111 *** Introduction to Criminal Justice	3
LEX 260 Bankruptcy and Collections	3
LEX 270 Law Office Mgt/Technology	2
LEX 287 CLA Review Seminar	2
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, HUM 122 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Major Elective	3
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
BUS 270 Professional Development	3
CIS 110 ** Introduction to Computers	3
LEX 250 Wills, Estates, and Trusts	3
LEX 271 Law Office Writing	2
LEX 280 Ethics & Professionalism	2
Total Hours for Semester	13

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
CJC 112 Criminology	3
CJC 214 Victimology	3
CJC 231 Constitutional Law	3

Course	Credits
SPA 111 * Elementary Spanish I	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 65-66

Diploma (D25380)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
LEX 110 Introduction to Paralegal Study	2
LEX 130 Civil Injuries	3
LEX 140 Civil Litigation I	3
LEX 160 Criminal Law & Procedure	3
LEX 287 CLA Review Seminar	2
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
LEX 120 Legal Research/Writing I	3
LEX 150 Commercial Law	3
LEX 210 Real Property I	3
LEX 240 Family Law	3
LEX 280 Ethics & Professionalism	2
Total Hours for Semester	17

Summer Semester (First Year)

Course	Credits
Major Elective	3

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

[Students not in CCP may select a Major Elective from the list below.]

Course	Credits
CJC 112 Criminology	3
CJC 214 Victimology	3
CJC 231 Constitutional Law	3
SPA 111 * Elementary Spanish I	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 36

Paralegal Technology Certificate (C25380C)

COURSE AND HOUR REQUIREMENTS**Fall Semester (First Year)**

Course	Credits
LEX 110 Introduction to Paralegal Study	2
LEX 140 Civil Litigation I	3
Total Hours for Semester	5

Spring Semester (First Year)

Course	Credits
LEX 150 Commercial Law	3
LEX 210 Real Property I	3
LEX 240 Family Law	3
Total Hours for Semester	9

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 14

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

PHARMACY TECHNOLOGY

Associate in Applied Science Degree (A45580)

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 COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
BIO 110 * Principles of Biology	4
PHM 110 Introduction to Pharmacy	3
PHM 111 Pharmacy Practice I	4
PHM 115 Pharmacy Calculations	3
PHM 115A Pharmacy Calculations Lab	1
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
PHM 120 Pharmacology I	3
PHM 112 Pharmacy Practice II	
OR	
PHM 134 Pharmacy Clinical	4
OR	
Combination of Clinical and up to 4 credit hours of WBL	
PHM 155 Community Pharmacy	3
Total Hours for Semester	13

Summer Semester (First Year)

Course	Credits
PHM 132 Pharmacy Clinical OR Up to 2 credit hours of WBL	2
PHM 140 Trends in Pharmacy	2
PHM 165 Pharmacy Professional Practice	2
Social/Behavioral Science Elective (PSY 150 * or SOC 210 *)	3
Total Hours for Semester	9

Fall Semester (Second Year)

Course	Credits
COM 231 * Public Speaking OR ENG 112 * Writing/Research in the Disc	3
PHM 136 Pharmacy Clinical OR Combination of Clinical and up to 4 credit hours of WBL	6
PHM 150 Hospital Pharmacy	4
Humanities/Fine Arts Elective (ART 111 **, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
PHM 118 Sterile Products	4
PHM 125 Pharmacology II	3
PHM 133 Pharmacy Clinical OR Humanities/Fine Arts Elective (ART 111 **, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
PHM 160 Pharmacy Dosage Forms	3
Total Hours for Semester	13

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 66

[Note: Approval by the Program Head is required for [PHM 136](#) and [PHM 133](#) / [PHM 135](#) .]

Diploma (D45580)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
<u>BIO 110</u> * Principles of Biology	4
<u>PHM 110</u> Introduction to Pharmacy	3
<u>PHM 111</u> Pharmacy Practice I	4
<u>PHM 115</u> Pharmacy Calculations	3
<u>PHM 115A</u> Pharmacy Calculations Lab	1
Total Hours for Semester	15

Spring Semester (First Year)

Course	Credits
<u>ENG 111</u> * Writing and Inquiry	3
<u>PHM 120</u> Pharmacology I	3
<u>PHM 112</u> Pharmacy Practice II OR <u>PHM 134</u> Pharmacy Clinical OR Combination of Clinical and up to 4 credit hours of WBL	4
<u>PHM 155</u> Community Pharmacy	3
Total Hours for Semester	13

Summer Semester (First Year)

Course	Credits
<u>PHM 132</u> Pharmacy Clinical OR Up to 2 credit hours of WBL	2
<u>PHM 140</u> Trends in Pharmacy	2
<u>PHM 165</u> Pharmacy Professional Practice	2
Social/Behavioral Science Elective (<u>PSY 150</u> * or <u>SOC 210</u> *)	3
Total Hours for Semester	9

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 37

Certificate (C45580C)

COURSE AND HOUR REQUIREMENTS

Course	Credits
PHM 110 Introduction to Pharmacy	3
PHM 111 Pharmacy Practice I	4
PHM 115 Pharmacy Calculations	3
PHM 115A Pharmacy Calculations Lab	1
PHM 140 Trends in Pharmacy	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 13

PRACTICAL NURSING

Diploma (D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to meet the health care needs of the individual throughout their lifespan.

The role of the LPN is a dependent role under the supervision of the registered nurse (RN) and other healthcare providers approved by North Carolina law.

In accordance with the North Carolina Board of Nursing Administrative Code, 21NCAC 36.0225, Components of Nursing Practice for the Licensed Practical Nurse (LPN), the LPN accepts assignments that can be safely performed and participates in assessing, planning, implementing, and evaluating the client's response to healthcare interventions.

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 the Practical Nursing program to produce advanced beginning practitioners (Benner, 2001, p. 22) for entry level practice in the practical nurse role.*

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Fall Semester (First Year)

Course	Credits
BIO 163 *** Basic Anatomy & Physiology	5
NUR 101 Practical Nursing I	11
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
NUR 102 Practical Nursing II	10
PSY 150 * General Psychology	3
Total Hours for Semester	16

Summer Semester (First Year)

Course	Credits
NUR 103 Practical Nursing III	9

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 41

[Notes: Students must complete all courses listed in each semester together unless related courses have been previously completed with a "C" or better. Nursing courses are only offered in the semester listed. Course substitution forms will need to be completed for [BIO 168](#) and [BIO 169](#) in lieu of [BIO 163](#). [PSY 110](#) may be accepted in place of [PSY 150](#).]

PUBLIC SAFETY ADMINISTRATION

Associate in Applied Science Degree (A55480)

The Public Safety Administration curriculum is designed to provide students, as well as practitioners with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.

Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector.

Employment opportunities exist with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Public Safety Administration – Corrections Track (A55480)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills OR ACA 122 College Transfer Success	1
CJC 141 Corrections	3
CJC 240 Law Enfor Mgt. & Supervis	3
ENG 111 * Writing and Inquiry	3
PAD 151 Intro to Public Administration	3
Major Elective	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
COM 231 * Public Speaking	3
CJC 170 Crit Incident Mgmt Pub Safety	3
CJC 225 Crisis Intervention	3
PAD 152 Ethics in Government	3
Major Elective	3
Major Elective	3
Total Hours for Semester	18

Fall Semester (Second Year)

Course	Credits
CJC 232 Civil Liability	3
HUM 115 ** Critical Thinking	3
PAD 251 Public Finance and Budgeting	3
POL 120 * American Government OR PSY 150 * General Psychology	3
Major Elective	3
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
CJC 241 Community Based Corrections	3
MAT 143 * Quantitative Literacy OR MAT 152 * Statistical Methods I	3-4
PAD 252 Public Policy Analysis	3
PAD 254 Grant Writing	3
Major Elective	3
Total Hours for Semester	15 - 16

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
BUS 270 Professional Development	3
CIS 110 ** Introduction to Computers	3
CJC 111 Intro to Criminal Justice	3
CJC 113 Juvenile Justice	3
CJC 121 Law Enforcement Ops	3
CJC 212 Ethics and Community Relations	3
CJC 214 Victimology	3
CJC 221 Investigative Principles	4
CJC 225 Crisis Intervention	3
CJC 231 Constitutional Law	3
CJC 232 Civil Liability	3
CJC 241 Community-Based Corrections	3

Course	Credits
<u>CJC 264</u> Policing in the 21st Century	3
<u>EMS 110</u> EMT	9
<u>EMS 125</u> Instructor Methodology	3
<u>ENG 112</u> Writing/Research in the Disciplines	3
<u>FIP 120</u> Intro to Fire Protection	3
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HIS 131</u> American History I	3
<u>HIS 132</u> American History II	3
<u>PED 110</u> Fit and Well for Life	2
<u>SOC 210</u> Intro to Sociology	3
<u>PST 120</u> NCDPS Correctional Officer Training	8
<u>PST 123</u> NC Sheriffs' Telecom Training	2
<u>PST 124</u> NC Sheriffs' Detent Ofr Train	8
<u>PST 125</u> NC Basic Juv Just Ofr Train	7
<u>PST 126</u> NC Basic Juv Just Counsel Trg	7
<u>PST 127</u> NC Basic Probation Ofr Training	9
<u>PST 151</u> NC Justice Academy Training	1
<u>PST 152</u> NC Justice Academy Training	2
<u>PST 153</u> NC Justice Academy Training	3
<u>PST 154</u> NC Justice Academy Training	4
<u>PST 155</u> NC Justice Academy Training	5
<u>PST 156</u> NC Justice Academy Training	6
<u>PST 157</u> NC Justice Academy Training	7
<u>PST 158</u> NC Justice Academy Training	8
<u>PST 159</u> NC Justice Academy Training	9
<u>PST 161</u> NC OSFM Training	1
<u>PST 162</u> NC OSFM Training	2
<u>PST 163</u> NC OSFM Training	3
<u>PST 164</u> NC OSFM Training	4
<u>PST 165</u> NC OSFM Training	5
<u>PST 166</u> NC OSFM Training	6
<u>PST 167</u> NC OSFM Training	7

Course	Credits
<u>PST 168</u> NC OSFM Training	8
<u>PST 169</u> NC OSFM Training	9
<u>PST 171</u> NCCCS Public Safety Training	1
<u>PST 172</u> NCCCS Public Safety Training	2
<u>PST 173</u> NCCCS Public Safety Training	3
<u>PST 174</u> NCCCS Public Safety Training	4
<u>PST 175</u> NCCCS Public Safety Training	5
<u>PST 176</u> NCCCS Public Safety Training	6
<u>PST 177</u> NCCCS Public Safety Training	7
<u>PST 178</u> NCCCS Public Safety Training	8
<u>PST 179</u> NCCCS Public Safety Training	9
<u>PST 181</u> NCDPS Unarmed Sec Guard Trg	1
<u>PST 182</u> NCDPS Unarmed Sec Guard Trg	2
<u>PST 189</u> NCDOJ Prof Cert Program	9
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-65

Public Safety Administration – Emergency & Fire Management Track (A55480)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
<u>ACA 115</u> Success & Study Skills	1
OR	
<u>ACA 122</u> College Transfer Success	
<u>CJC 240</u> Law Enfor Mgt. & Supervis	3
<u>EMS 125</u> EMS Instructor Methodology	3
OR	
<u>FIP 120</u> Intro to Fire Protection	
<u>ENG 111</u> * Writing and Inquiry	3

Course	Credits
<u>PAD 151</u> Intro to Public Administration	3
Major Elective	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
<u>COM 231</u> * Public Speaking	3
<u>CJC 170</u> Crit Incident Mgmt Pub Safety	3
<u>CJC 225</u> Crisis Intervention OR	3
<u>CJC 111</u> Intro to Criminal Justice	
<u>PAD 152</u> Ethics in Government	3
Major Elective	3
Total Hours for Semester	15

Fall Semester (Second Year)

Course	Credits
<u>HUM 115</u> ** Critical Thinking	3
<u>PAD 251</u> Public Finance and Budgeting	3
<u>POL 120</u> * American Government OR	3
<u>PSY 150</u> * General Psychology	
Major Elective	3
Major Elective	3
Total Hours for Semester	15

Spring Semester (Second Year)

Course	Credits
<u>EMS 110</u> EMT	9
<u>MAT 143</u> * Quantitative Literacy OR	3-4
<u>MAT 152</u> * Statistical Methods I	
<u>PAD 252</u> Public Policy Analysis	3
<u>PAD 254</u> Grant Writing	3
Total Hours for Semester	18-19

MAJOR ELECTIVE LIST: (Select a minimum of 9-21 hours)

Course	Credits
<u>BUS 270</u> Professional Development	3
<u>CIS 110</u> ** Introduction to Computers	3
<u>CJC 111</u> Intro to Criminal Justice	3
<u>CJC 113</u> Juvenile Justice	3
<u>CJC 121</u> Law Enforcement Ops	3
<u>CJC 141</u> Corrections	3
<u>CJC 212</u> Ethics and Community Relations	3
<u>CJC 214</u> Victimology	3
<u>CJC 221</u> Investigative Principles	4
<u>CJC 225</u> Crisis Intervention	3
<u>CJC 231</u> Constitutional Law	3
<u>CJC 232</u> Civil Liability	3
<u>CJC 241</u> Community-Based Corrections	3
<u>CJC 264</u> Policing in the 21st Century	3
<u>EMS 110</u> EMT	9
<u>EMS 125</u> Instructor Methodology	3
<u>ENG 112</u> Writing/Research in the Disciplines	3
<u>FIP 120</u> Intro to Fire Protection	3
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HIS 131</u> American History I	3
<u>HIS 132</u> American History II	3
<u>PED 110</u> Fit and Well for Life	2
<u>SOC 210</u> Intro to Sociology	3
<u>PST 120</u> NCDPS Correctional Officer Training	8
<u>PST 123</u> NC Sheriffs' Telecom Training	2
<u>PST 124</u> NC Sheriffs' Detent Ofr Train	8
<u>PST 125</u> NC Basic Juv Just Ofr Train	7
<u>PST 126</u> NC Basic Juv Just Counsel Trg	7
<u>PST 127</u> NC Basic Probation Ofr Training	9
<u>PST 151</u> NC Justice Academy Training	1
<u>PST 152</u> NC Justice Academy Training	2

Course	Credits
<u>PST 153</u> NC Justice Academy Training	3
<u>PST 154</u> NC Justice Academy Training	4
<u>PST 155</u> NC Justice Academy Training	5
<u>PST 156</u> NC Justice Academy Training	6
<u>PST 157</u> NC Justice Academy Training	7
<u>PST 158</u> NC Justice Academy Training	8
<u>PST 159</u> NC Justice Academy Training	9
<u>PST 161</u> NC OSFM Training	1
<u>PST 162</u> NC OSFM Training	2
<u>PST 163</u> NC OSFM Training	3
<u>PST 164</u> NC OSFM Training	4
<u>PST 165</u> NC OSFM Training	5
<u>PST 166</u> NC OSFM Training	6
<u>PST 167</u> NC OSFM Training	7
<u>PST 168</u> NC OSFM Training	8
<u>PST 169</u> NC OSFM Training	9
<u>PST 171</u> NCCCS Public Safety Training	1
<u>PST 172</u> NCCCS Public Safety Training	2
<u>PST 173</u> NCCCS Public Safety Training	3
<u>PST 174</u> NCCCS Public Safety Training	4
<u>PST 175</u> NCCCS Public Safety Training	5
<u>PST 176</u> NCCCS Public Safety Training	6
<u>PST 177</u> NCCCS Public Safety Training	7
<u>PST 178</u> NCCCS Public Safety Training	8
<u>PST 179</u> NCCCS Public Safety Training	9
<u>PST 181</u> NCDPS Unarmed Sec Guard Trg	1
<u>PST 182</u> NCDPS Unarmed Sec Guard Trg	2
<u>PST 189</u> NCDNJ Prof Cert Program	9
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1

Course	Credits
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 64-65

Public Safety Administration – Law Enforcement Track (A55480)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
<u>ACA 115</u> Success & Study Skills OR <u>ACA 122</u> College Transfer Success	1
<u>CJC 131</u> Criminal Law	3
<u>CJC 132</u> Court Procedure & Evidence	3
<u>CJC 240</u> Law Enfor Mgt. & Supervis	3
<u>ENG 111</u> * Writing and Inquiry	3
<u>PAD 151</u> Intro to Public Administration	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
<u>COM 231</u> * Public Speaking	3
<u>CJC 170</u> Crit Incident Mgmt Pub Safety	3
<u>CJC 225</u> Crisis Intervention OR <u>CJC 111</u> Intro to Criminal Justice	3
<u>PAD 152</u> Ethics in Government	3
Major Elective	3
Major Elective	3
Total Hours for Semester	18

Fall Semester (Second Year)

Course	Credits
<u>CJC 221</u> Investigative Principles	4
<u>CJC 232</u> Civil Liability	3
<u>HUM 115</u> ** Critical Thinking	3
<u>PAD 251</u> Public Finance and Budgeting	3
<u>POL 120</u> * American Government OR <u>PSY 150</u> * General Psychology	3
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
<u>PAD 252</u> Public Policy Analysis	3
<u>MAT 143</u> * Quantitative Literacy OR <u>MAT 152</u> * Statistical Methods I	3-4
<u>PAD 254</u> Grant Writing	3
Major Elective	3
Major Elective	3
Total Hours for Semester	15 - 16

MAJOR ELECTIVE LIST: (Select a minimum of 3 hours)

Course	Credits
<u>BUS 270</u> Professional Development	3
<u>CIS 110</u> ** Introduction to Computers	3
<u>CJC 111</u> Intro to Criminal Justice	3
<u>CJC 113</u> Juvenile Justice	3
<u>CJC 121</u> Law Enforcement Ops	3
<u>CJC 141</u> Corrections	3
<u>CJC 212</u> Ethics and Community Relations	3
<u>CJC 214</u> Victimology	3
<u>CJC 221</u> Investigative Principles	4
<u>CJC 225</u> Crisis Intervention	3
<u>CJC 231</u> Constitutional Law	3
<u>CJC 232</u> Civil Liability	3
<u>CJC 241</u> Community-Based Corrections	3
<u>CJC 264</u> Policing in the 21st Century	3
<u>EMS 110</u> EMT	9
<u>EMS 125</u> Instructor Methodology	3
<u>ENG 112</u> Writing/Research in the Disciplines	3
<u>FIP 120</u> Intro to Fire Protection	3
<u>HEA 110</u> *** Personal Health/Wellness	3
<u>HIS 131</u> American History I	3
<u>HIS 132</u> American History II	3
<u>PED 110</u> Fit and Well for Life	2

Course	Credits
SOC 210 Intro to Sociology	3
PST 120 NCDPS Correctional Officer Training	8
PST 123 NC Sheriffs' Telecom Training	2
PST 124 NC Sheriffs' Detent Ofr Train	8
PST 125 NC Basic Juv Just Ofr Train	7
PST 126 NC Basic Juv Just Counsel Trg	7
PST 127 NC Basic Probation Ofr Training	9
PST 151 NC Justice Academy Training	1
PST 152 NC Justice Academy Training	2
PST 153 NC Justice Academy Training	3
PST 154 NC Justice Academy Training	4
PST 155 NC Justice Academy Training	5
PST 156 NC Justice Academy Training	6
PST 157 NC Justice Academy Training	7
PST 158 NC Justice Academy Training	8
PST 159 NC Justice Academy Training	9
PST 161 NC OSFM Training	1
PST 162 NC OSFM Training	2
PST 163 NC OSFM Training	3
PST 164 NC OSFM Training	4
PST 165 NC OSFM Training	5
PST 166 NC OSFM Training	6
PST 167 NC OSFM Training	7
PST 168 NC OSFM Training	8
PST 169 NC OSFM Training	9
PST 171 NCCCS Public Safety Training	1
PST 172 NCCCS Public Safety Training	2
PST 173 NCCCS Public Safety Training	3
PST 174 NCCCS Public Safety Training	4
PST 175 NCCCS Public Safety Training	5
PST 176 NCCCS Public Safety Training	6
PST 177 NCCCS Public Safety Training	7

Course	Credits
<u>PST 178</u> NCCCS Public Safety Training	8
<u>PST 179</u> NCCCS Public Safety Training	9
<u>PST 181</u> NCDPS Unarmed Sec Guard Trg	1
<u>PST 182</u> NCDPS Unarmed Sec Guard Trg	2
<u>PST 189</u> NCDOJ Prof Cert Program	9
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 131</u> Work-Based Learning III	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 65-66

RADIOGRAPHY

Associate in Applied Science Degree (A45700)

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 mission of the Vance-Granville Community College Radiography Program is to provide our students with a comprehensive education in radiography by which to prepare them to enter the radiographic profession as a competent entry-level radiographer.

SUGGESTED SEQUENCE OF REQUIRED COURSES:

To be completed prior to program admission:

Course	Credits
BIO 163 ***Basic Anatomy & Physiology	5

Fall Semester (First Year)

Course	Credits
MAT 110 Math Measurement & Literacy	
OR	3
MAT 143 * Quantitative Literacy	
RAD 110 Radiography Introduction & Patient Care	3
RAD 111 Radiographic Procedures I	4
RAD 151 RAD Clinical Education I	2
Total Hours for Semester	12

Spring Semester (First Year)

Course	Credits
ENG 111 * Writing and Inquiry	3
RAD 112 Radiographic Procedures II	4
RAD 121 Image Production I	3
RAD 161 RAD Clinical Education II	5
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
<u>CIS 110</u> ** Introduction to Computers	3
<u>ENG 112</u> * Writing/Research in the Disc	3
<u>RAD 122</u> Image Production II	2
<u>RAD 141</u> Radiation Safety	2
<u>RAD 171</u> RAD Clinical Education III	3
Total Hours for Semester	13

Fall Semester (Second Year)

Course	Credits
<u>PSY 150</u> * General Psychology	3
<u>RAD 113</u> RAD Lab Elective	1
<u>RAD 211</u> Radiographic Procedures III	3
<u>RAD 231</u> Image Production III	2
<u>RAD 251</u> RAD Clinical Education IV	7
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
<u>RAD 261</u> RAD Clinical Education V	7
<u>RAD 271</u> Radiography Capstone	3
Humanities/Fine Arts Elective (<u>ART 111</u> **, <u>ART 114</u> *, <u>ART 115</u> *, <u>ENG 231</u> *, <u>ENG 232</u> *, <u>HUM 115</u> **, <u>MUS 110</u> *, <u>MUS 112</u> *, <u>PHI 215</u> *, <u>PHI 240</u> *)	3
Total Hours for Semester	13

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 74

SUPPLY CHAIN MANAGEMENT

Associate in Applied Science Degree (A25620)

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations. Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Note: The Supply Chain Management program was formerly known as Global Logistics and Distribution Management Technology. Students still coded under Global Logistics should refer to their catalog of record.

Global Logistics Technology Track (A25620G)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
BUS 110 *** Introduction to Business	3
BUS 115 *** Business Law I	3
CIS 110 ** Introduction to Computers	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
LOG 110 Introduction to Logistics	3
Total Hours for Semester	16

Spring Semester (First Year)

Course	Credits
BUS 137 *** Principles of Management	3
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
LOG 215 Supply Chain Management	3
Mathematics Elective (MAT 110 , MAT 143 * , MAT 152 *)	3-4
Major Elective	3
Total Hours for Semester	15-16

Summer Semester (First Year)

Course	Credits
Humanities/Fine Arts Elective (ART 111 * , ART 114 * , ART 115 * , ENG 231 * , ENG 232 * , HUM 115 ** , MUS 110 * , MUS 112 * , PHI 215 * , PHI 240 *)	3

Fall Semester (Second Year)

Course	Credits
ACC 120 *** Prin of Financial Acct	4
LOG 125 Transportation Logistics	3
LOG 211 Distribution Management	3
LOG 225 Logistics Systems	4
LOG 235 Import/Export Management	3
Total Hours for Semester	17

Spring Semester (Second Year)

Course	Credits
ECO 151 ** Survey of Economics	3
LOG 240 Purchasing Logistics	3
LOG 250 Advanced Global Logistics	4
Social/Behavioral Science Elective (HIS 111 * , HIS 112 * , HIS 131 * , HIS 132 * , POL 120 * , PSY 118 , PSY 150 * , SOC 210 *)	3
Major Elective	3
Total Hours for Semester	16

MAJOR ELECTIVE LIST: (Select a minimum of 6 hours)

Course	Credits
<u>ACC 121</u> *** Prin of Managerial Acct	4
<u>BUS 225</u> Business Finance	3
<u>BUS 260</u> Business Communication	3
<u>CTS 130</u> Spreadsheet	3
<u>LOG 245</u> Logistics Security	3
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 113</u> Work-Based Learning I	3
<u>WBL 121</u> Work-Based Learning II	1
<u>WBL 122</u> Work-Based Learning II	2
<u>WBL 131</u> Work-Based Learning III	1
<u>WBL 132</u> Work-Based Learning III	2

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67-68

Trucking Operations Management Track (A25620T)

SUGGESTED COURSE SEQUENCE:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
BUS 115 *** Business Law I	3
CIS 110 ** Introduction to Computers	3
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
LOG 110 Introduction to Logistics	3
Mathematics Elective (MAT 110 , MAT 143 *, MAT 152 *)	3-4
Total Hours for Semester	16 - 17

Spring Semester (First Year)

Course	Credits
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
LOG 215 Supply Chain Management	3
TOM 120 Introduction to Trucking	3
Social/Behavioral Science Elective (HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *)	3
Major Elective	3
Total Hours for Semester	15

Summer Semester (First Year)

Course	Credits
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3

Fall Semester (Second Year)

Course	Credits
ACC 120 *** Prin of Financial Acct	4
LOG 125 Transportation Logistics	3
LOG 211 Distribution Management	3
TOM 130 Fleet Management	3
TOM 250 Operations of Trucking I	3
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
BUS 153 Human Resource Management	3
ECO 151 ** Survey of Economics	3
LOG 240 Purchasing Logistics	3
TOM 260 Operations of Trucking II	3
Major Elective	3
Total Hours for Semester	15

MAJOR ELECTIVE LIST: (Select a minimum of 6 hours)

Course	Credits
ACC 121 *** Prin of Managerial Acct	4
BUS 225 Business Finance	3
BUS 260 Business Communication	3
CTS 130 Spreadsheet	3
LOG 245 Logistics Security	3
WBL 111 Work-Based Learning I	1
WBL 112 Work-Based Learning I	2
WBL 113 Work-Based Learning I	3
WBL 121 Work-Based Learning II	1
WBL 122 Work-Based Learning II	2
WBL 131 Work-Based Learning III	1
WBL 132 Work-Based Learning III	2

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 65-66

Global Supply Chain Certificate (C25620G)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>LOG 110</u> Introduction to Logistics	3
<u>LOG 125</u> Transportation Logistics	3
<u>LOG 215</u> Supply Chain Management	3
<u>LOG 240</u> Purchasing Logistics	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

Transportation Logistics Certificate (C25620T)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>LOG 110</u> Introduction to Logistics	3
<u>LOG 125</u> Transportation Logistics	3
<u>TOM 120</u> Introduction to Trucking	3
<u>TOM 250</u> Operations of Trucking I	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

[**Note:** This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu]

WELDING TECHNOLOGY

Associate in Applied Science Degree (A50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

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:

Fall Semester (First Year)

Course	Credits
ACA 115 Success & Study Skills	1
BPR 111 Print Reading	2
ENG 110 Freshman Composition OR ENG 111 * Writing and Inquiry	3
WLD 110 Cutting Processes	2
WLD 115 SMAW (Stick) Plate	5
WLD 141 Symbols and Specifications	3
WLD 212 Inert Gas Welding	2
Total Hours for Semester	18

Spring Semester (First Year)

Course	Credits
WLD 116 SMAW (Stick) Plate/Pipe	4
WLD 121 GMAW (Mig) FCAW/Plate	4
WLD 131 GTAW (Tig) Plate	4
Mathematics Elective (MAT 110 , MAT 143 * , MAT 152 *)	3-4
Total Hours for Semester	15-16

Summer Semester (First Year)

Course	Credits
Social/Behavioral Science Elective (ECO 251 *, ECO 252 *, HIS 111 *, HIS 112 *, HIS 131 *, HIS 132 *, POL 120 *, PSY 118 , PSY 150 *, SOC 210 *)	3

Fall Semester (Second Year)

Course	Credits
ENG 112 * Writing/Research in the Disc OR ENG 116 Technical Report Writing	3
WLD 113 Soldering and Brazing	2
WLD 117 Industrial SMAW	3
WLD 151 Fabrication I	4
WLD 261 Certification Practices 1	2
Major Elective	2
Total Hours for Semester	16

Spring Semester (Second Year)

Course	Credits
CIS 110 Introduction to Computers	3
WLD 122 GMAW (MIG) Plate/Pipe	3
WLD 251 Fabrication II	3
WLD 262 Inspection and Testing	3
Humanities/Fine Arts Elective (ART 111 *, ART 114 *, ART 115 *, ENG 231 *, ENG 232 *, HUM 115 **, MUS 110 *, MUS 112 *, PHI 215 *, PHI 240 *)	3
Total Hours for Semester	15

MAJOR ELECTIVE LIST: (Select a minimum of 2 hours)

Course	Credits
<u>BUS 110</u> *** Intro to Business	3
<u>BUS 137</u> *** Principles of Management	3
<u>ISC 112</u> Industrial Safety	2
<u>WBL 111</u> Work-Based Learning I	1
<u>WBL 112</u> Work-Based Learning I	2
<u>WBL 121</u> Work-Based Learning II	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67-69

Diploma (D50420)

SUGGESTED SEQUENCE OF REQUIRED COURSES:

Fall Semester (First Year)

Course	Credits
<u>BPR 111</u> Print Reading	2
<u>ENG 110</u> Freshman Composition	3
<u>WLD 110</u> Cutting Processes	2
<u>WLD 115</u> SMAW (Stick) Plate	5
<u>WLD 141</u> Symbols and Specifications	3
<u>WLD 212</u> Inert Gas Welding	2
Total Hours for Semester	17

Spring Semester (First Year)

Course	Credits
<u>MAT 110</u> Math Measurement & Literacy	3
<u>WLD 116</u> SMAW (Stick) Plate/Pipe	4
<u>WLD 121</u> GMAW (Mig) FCAW/Plate	4
<u>WLD 131</u> GTAW (Tig) Plate	4
Total Hours for Semester	15

Fall Semester (Second Year)

Course	Credits
<u>WLD 151</u> Fabrication I	4
<u>WLD 261</u> Certification Practices	2
Total Hours for Semester	6

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 38

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Basic Welding Certificate (C50420B)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>BPR 111</u> Print Reading	2
<u>WLD 110</u> Cutting Processes	2
<u>WLD 115</u> SMAW (Stick) Plate	5
<u>WLD 141</u> Symbols and Specifications	3
<u>WLD 212</u> Inert Gas Welding	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 14

[Note: This program is also offered as a Career and College Promise (CCP) Pathway for eligible high school students. For more information, please review the most current CCP Pathway Guide on the Vance-Granville website at www.vgcc.edu.]

Welding Certification Practices Certificate (C50420W)

COURSE AND HOUR REQUIREMENTS

Course	Credits
<u>WLD 115</u> SMAW (Stick) Plate	5
<u>WLD 121</u> GMAW (Mig) FCAW/Plate	4
<u>WLD 131</u> GTAW (Tig) Plate	4
<u>WLD 141</u> Symbols and Specifications	3
<u>WLD 261</u> Certification Practices	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.

<u>1</u>	<u>2</u>	
ACC 120*** Principles of Managerial Accounting	3 2 0 4	
<u>3</u> Prerequisites: State, ACC 120***		Corequisites: None
<u>4</u> Course Offering Availability: Fall, Spring Summer		
<u>5</u> 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. <i>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).</i>		

- 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.

Courses that are marked with the indicated number of asterisks below are part of the Comprehensive Articulation Agreement and are considered transferable to the sixteen constituent institutions of the University of North Carolina. Courses not marked with an asterisk are generally those in an Associate in Applied Science degree program and are not considered as transferable to four-year institutions.

- * **Universal General Education Transfer Component (UGETC) Courses**
- ** **General Education Courses**
- *** **Premajor/Elective Courses**

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACA 122***	College Transfer Success	0	2	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer					
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.</i>					
ACC 120***	Principles of Financial Accounting	3	2	0	4
Prerequisites: None					
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. <i>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).</i>					
ACC 121***	Principles of Managerial Accounting	3	2	0	4
Prerequisites: State, ACC 120***					
Corequisites: None					
Course Offering Availability: Fall, Spring					
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. <i>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).</i>					
ACC 131	Federal Income Taxes	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ACC 140	Payroll Accounting	1	2	0	2
Prerequisites: State, ACC 120***					
Corequisites: None					
Course Offering Availability: 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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 150	Accounting Software Application	1	2	0	2
Prerequisites: State, ACC 120***					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	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	Intro 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
AHR 114	Heat Pump Technology	2	4	0	4
Prerequisites: State, Take One: 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 120	HVACR Maintenance	1	3	0	2
Prerequisites: State, AHR 110					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.					
AHR 130	HVAC Controls	2	2	0	3
Prerequisites: State, Take One: AHR 111, ELC 111, or ELC 112					
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, Take One: 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 135	Transport Refrigeration	2	6	0	4
Prerequisites: State, AHR 110					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the equipment and components commonly found in commercial transport refrigeration systems. Topics include compressors, evaporators, metering devices, accessories, and related electrical components. Upon completion, students should be able to safely maintain, troubleshoot, and repair transport refrigeration components.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
AHR 160	Refrigerant Certification	1	0	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Summer					
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.					
AHR 211	Residential System Design	2	2	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.					
AHR 212	Advanced Comfort Services	2	6	0	4
Prerequisites: State, AHR 114					
Corequisites: None					
Course Offering Availability: Spring					
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.					
AHR 213	HVACR Building Codes	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.					
AHR 240	Hydronic Heating	1	3	0	2
Prerequisites: State, AHR 112					
Corequisites: None					
Course Offering Availability: Fall					
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.					

CourseNo.	Title	Work Exp/			
		Class	Lab	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 hydro-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.					
ART 111*	Art Appreciation	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ART 113***	Art Methods and Materials	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.</i>					
ART 114*	Art History Survey I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ART 115*	Art History Survey II	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ART 117**	Non-Western Art History	3	0	0	3
Prerequisites: None					
Corequisites: None					

CourseNo.	Title	Work Exp/ Class Lab Clinical Credit			
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
ART 121***	Two-Dimensional Design	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
This course introduces the elements and principles of design as applied to two- dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 122***	Three-Dimensional Design	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 131***	Drawing I	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
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 increased competence in the expressive use of graphic form and techniques. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 132***	Drawing II	0	6	0	3
Prerequisites: State, ART 131					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 135***	Figure Drawing I	0	6	0	3
Prerequisites: State, ART 131					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ART 215***	Visual Art Portfolio	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course covers the organization of a comprehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfolio, and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation to juried gallery exhibitions. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 240***	Painting I	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 241***	Painting II	0	6	0	3
Prerequisites: State, ART 240					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ART 264***	Digital Photography I	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ATR 112	Intro to Automation	2	3	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ATR 214	Advanced PLCs	3	3	0	4
Prerequisites: Local, ELN 260					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.					
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, 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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, TRN 120					
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.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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 the discretion of the 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.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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 110*	Principles of Biology	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					
BIO 111*	General Biology I	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
BIO 112*	General Biology II	3	3	0	4
Prerequisites: State, BIO 111*					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
BIO 140**	Environmental Biology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer, and at the discretion of the Dean					
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. <i>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).</i>					
BIO 140A**	Environmental Biology Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, BIO 140**					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. <i>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).</i>					
BIO 155***	Nutrition	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
BIO 163***	Basic Anat & Physiology	4	2	0	5
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.</i>					
BIO 168***	Anatomy and Physiology I	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
BIO 169***	Anatomy and Physiology II	3	3	0	4
Prerequisites: State, BIO 168***					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
BIO 175***	General Microbiology	2	2	0	3
Prerequisites: State, Take One: BIO 110*, BIO 111*, BIO 163***, BIO 165, or BIO 168***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>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).</i>					
BIO 271***	Pathophysiology	3	0	0	3
Prerequisites: State, Take One: BIO 163*** or BIO 169***					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
BIO 275***	Microbiology	3	3	0	4
Prerequisites: State, Take One: BIO 110*, BIO 111*, BIO 163***, BIO 165, or BIO 168***;					
Corequisites: None					
Course Offering Availability: Spring, Summer and at the discretion of the Dean					
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. <i>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).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
BPM 110	Bioprocess Practices	3	4	0	5
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BPM 111	Bioprocess Measurements	3	3	0	4
Prerequisites: State, Take All: BIO 110* and BPM 110					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
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: Spring and at the discretion of the Dean					
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, Take All: BPM 111, CHM 131** and CHM 131A**					
Corequisites: None					
Course Offering Availability: Summer and at the discretion of the Dean					
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 separation procedures with an understanding of industrial scale procedures.					
BPR 111	Print Reading	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
BUS 110***	Introduction to Business	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>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).</i>					
BUS 115***	Business Law I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. <i>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).</i>					
BUS 116	Business Law II	3	0	0	3
Prerequisites: State, BUS 115***					
Corequisites: None					
Course Offering Availability: Spring					
This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 121	Business Math	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 137***	Principles of Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: 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. <i>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).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
BUS 153	Human Resource Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 217	Employment Law and Regulations	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 225	Business Finance	2	2	0	3
Prerequisites: State, ACC 120***					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 260	Business Communication	3	0	0	3
Prerequisites: State, Take One: ENG 110 or ENG 111*					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 270	Professional Development	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
BUS 280	REAL Small Business	4	0	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean.					
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 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.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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.					
CAR 140	Basic Carpentry	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers the basic construction of wood structures, and installation, maintenance, and repair of the many components within these structures. Topics include safe use of tools, implementation of standard practices, appropriate use of materials, and installation/repair of components such as doors, windows, roofing, and siding. Upon completion, students should be able to construct, install/repair wooden structures and components using appropriate tools, materials and standard practices from the carpentry trade.					
CAT 210	CT Physics & Equipment	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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.					
CAT 211	CT Procedures	4	0	0	4
Prerequisites: None					
Corequisites: State, CAT 210					
Course Offering Availability: Course offered at the discretion of the 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.					
CAT 231	CT Clinical Practicum	0	0	33	11
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CCT 110	Intro to Cyber Crime	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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.					
CCT 121	Computer Crime Invest.	3	2	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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 cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.					
CCT 220	Forensic Accounting	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the basic principles and procedures of investigative accounting 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 289	Capstone Project	1	6	0	3
Prerequisites: State, Take One: CCT 231 or CCT 220					
Corequisites: None					
Course Offering Availability: Spring					
This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs.					
CHM 130***	Gen, Org, & Biochemistry	3	0	0	3
Prerequisites: None					
Corequisites: Local, CHM 130A					
Course Offering Availability: Fall and at the discretion of the Dean					
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CHM 130A***	Gen, Org, & Biochem Lab	0	2	0	1
Prerequisites: None					
Corequisites: State, CHM 130					
Course Offering Availability: Fall and at the discretion of the Dean					
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
CHM 131**	Introduction to Chemistry	3	0	0	3
Prerequisites: None					
Corequisites: Local, CHM 131A					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>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).</i>					
CHM 131A**	Intro to Chemistry Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, CHM 131**					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>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).</i>					
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 and at the discretion of the Dean					
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. <i>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).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CHM 151*	General Chemistry I	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 152*	General Chemistry II	3	3	0	4
Prerequisites: State, CHM 151*					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 251***	Organic Chemistry I	3	3	0	4
Prerequisites: State, CHM 152*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>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).</i>					
CHM 252***	Organic Chemistry II	3	3	0	4
Prerequisites: State, CHM 251***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>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).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).</i>					
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: DMA 025 and DMA 040					
Set 3: MAT 121					
Set 4: MAT 171*					
Set 5: MAT 003					
Set 6: BSP 4003					
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 use top-down algorithm design and implement algorithmic solutions in a programming language. <i>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).</i>					
CIS 162	MM Presentation Software	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: 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 110	Basic Law Enforcement BLET	10	30	0	20
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 include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. <i>This is a certificate-level course.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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. <i>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).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC). This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
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. <i>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).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC). This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CJC 132	Court Procedure & Evidence	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>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).</i>					
CJC 151	Introduction to Loss Prevention	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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 170	Critical Incident Mgmt Pub Saf	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.					
CJC 212	Ethics & Community Relations	3	0	0	3
Prerequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CJC 214	Victimology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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 221	Investigative Principles	3	2	0	4
Prerequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 225	Crisis Intervention	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.					
CJC 231	Constitutional Law	3	0	0	3
Prerequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 232	Civil Liability	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CJC 240	Law Enfor Mgt. & Supervis	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.					
CJC 241	Community-Based Corrections	3	0	0	3
Prerequisites: None					
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 264	Policing in the 21st Century	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course is designed to examine the issues and challenges facing law enforcement today through the study of real-world scenarios. Topics include professionalism, leadership, communication, diversity, and community relationships. Upon completion, students should be able to exhibit leadership abilities, demonstrate the importance of verbal and non-verbal communication, and display the professionalism and decorum required of public safety personnel.					
COM 120**	Intro Interpersonal Communication	3	0	0	3
Prerequisites: Local, ENG 111*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
COM 231*	Public Speaking	3	0	0	3
Prerequisites: Local, ENG 111*					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
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.					
COS 113	Cosmetology Concepts II	4	0	0	4
Prerequisites: State, Take All: COS 111 and COS 112					
Corequisites: None					
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: State, Take All: COS 111 and COS 112					
Corequisites: None					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
COS 115	Cosmetology Concepts III	4	0	0	4
Prerequisites: State, Take All: COS 111 and COS 112					
Corequisites: None					
Course Offering Availability: Summer					
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: State, Take All: COS 111 and COS 112					
Corequisites: None					
Course Offering Availability: Summer					
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: State, Take All: COS 111 and COS 112					
Corequisites: None					
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: State, Take All: COS 111 and COS 112					
Corequisites: None					
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.					
COS 223	Contemp Hair Coloring	1	3	0	2
Prerequisites: State, Take All: COS 111 and COS 112					
Corequisites: None					
Course Offering Availability: Summer					
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
COS 271	Instructor Concepts I	5	0	0	5
Prerequisites: Local, 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, 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.					
COS 273	Instructor Concepts II	5	0	0	5
Prerequisites: State, Take All: 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, Take All: 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 118	Swift Programming I	2	3	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CSC 121	Python Programming	2	3	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.					
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 the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
CSC 139***	Visual BASIC Programming	2	3	0	3
Prerequisites: Local, CIS 115**					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
CSC 151***	JAVA Programming	2	3	0	3
Prerequisites: Local, CIS 115**					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.					
CTI 120	Network & Sec Foundation	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.					
CTI 141	Cloud & Storage Concepts	1	4	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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 110, CTI 120 and CTS 115					
Corequisites: None					
Course Offering Availability: Spring					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CTS 115***	Info Sys Business Concepts	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
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: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.					
CTS 220	Adv Hard/Software Support	2	3	0	3
Prerequisites State, Take CTS 120					
Corequisites None					
Course Offering Availability: Course offered at the discretion of the Dean					
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: Fall					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CUL 110	Sanitation & Safety	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and Summer					
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 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 in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.					
CUL 120	Purchasing	2	0	0	2
Prerequisites: None					
Corequisites: None					
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 135	Food & Beverage Service	2	0	0	2
Prerequisites: None					
Corequisites: Local, CUL 135A					
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 I	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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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; Local, CUL 170A					
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.					
CUL 230	Global Cuisines	1	8	0	5
Prerequisites: State, Take All: CUL 110 and CUL 140					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
CUL 250	Classical Cuisine	1	8	0	5
Prerequisites: State, Take All: CUL 110, CUL 140, and CUL 240					
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 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.					
DBA 110	Database Concepts	2	3	0	3
Prerequisites: None					
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.					
DBA 115	Database Applications	2	2	0	3
Prerequisites: State, DBA 110					
Corequisites: None					
Course Offering Availability: Fall					
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.					
DFT 154	Intro Solid Modeling	2	3	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
DRA 111*	Theatre Appreciation	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer, and at the discretion of the Dean.					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i>					
DRA 112**	Literature of the Theatre	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and at the at the discretion of the Dean.					
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
DRA 122**	Oral Interpretation	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, and at the discretion of the Dean.					
This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
DRA 130***	Acting I	0	6	0	3
Prerequisites: Local, DRA 122**					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
DRA 131***	Acting II	0	6	0	3
Prerequisites: State, DRA 130***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
DRA 145***	Stage Make-Up	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
DRA 170***	Play Production I	0	9	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
DRA 171***	Play Production II	0	9	0	3
Prerequisites: State, DRA 170***					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
DRA 230***	Acting III	0	6	0	3
Prerequisites: State, DRA 131***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ECO 151**	Survey of Economics	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>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).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ECO 251*	Principles of Microeconomics	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/ Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ECO 252*	Principles of Macroeconomics	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 119	Intro to Early Child Educ	4	0	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer					
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentionally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. <i>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).</i>					
EDU 131***	Child, Family, & Community	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring, Summer					
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 144***	Child Development I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring					
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/ social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. <i>This course has been approved for transfer under the CAA and ICAA 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).</i>					
EDU 145***	Child Development II	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring, Fall					
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/ physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. <i>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).</i>					
EDU 146	Child Guidance	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/ supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. <i>This course is part of the NCCDA Preschool credential. This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 151	Creative Activities	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 153	Health, Safety & Nutrition	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. <i>This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 162	Observ & Assess in ECE	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. 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 effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.					
EDU 163	Classroom Mgmt & Instruction	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.					
EDU 187	Teaching and Learning for All	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. This course is part of the Universal Ed Agreement.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 216***	Foundations of Education	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. <i>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).</i>					
EDU 221***	Children with Exceptionalities	3	0	0	3
Prerequisites: State, Take One Set::					
Set 1: EDU 144 and EDU 145					
Set 2: PSY 244 and PSY 245					
Corequisites: None					
Course Offering Availability: Fall					
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
Prerequisites: State, EDU 119					
Corequisites: None					
Course Offering Availability: Spring					
This course covers the development of high-quality, individualized, responsive/ engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. <i>This course is part of the NCCDA Infant credential.</i>					
EDU 243	Learning Theory	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 244	Human Growth/Development	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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 250	Teacher Licensure Preparation	3	0	0	3
Prerequisites: State, Take One Set: Set 1: ENG 111 and MAT 143 Set 2: ENG 111 and MAT 152 Set 3: ENG 111 and MAT 171					
Corequisites: None					
Course Offering Availability: Spring					
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.					
EDU 259	Curriculum Planning	3	0	0	3
Prerequisites: State, EDU 119					
Corequisites: State, None					
Course Offering Availability: Fall					
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 261	Early Childhood Admin I	3	0	0	3
Prerequisites: None					
Corequisites: State, EDU 119					
Course Offering Availability: Fall					
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 262	Early Childhood Admin II	3	0	0	3
Prerequisites: State, Take All:, EDU 119 and EDU 261					
Corequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 271	Educational Technology	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 279	Literacy Develop and Instruct	3	3	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. This course is part of the Universal Ed Agreement.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 280	Language & Literacy Experiences	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 284	Early Child Capstone Prac	1	9	0	4
Prerequisites: State, Take All: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151					
Corequisites: None					
Course Offering Availability: Fall, Spring					
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.					
EGR 110	Intro to Engineering Tech	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals.					
EGR 285	Design Project	0	4	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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: Local, ELC 113					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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 conduits associated with commercial electrical installations.					
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 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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.					
ELC 130	Advanced Motors/Controls	2	2	0	3
Prerequisites: State, Take One: ELC 111, ELC 112, ELC 131, or ELC 138					
Corequisites: None					
Course Offering Availability: Spring					
This course covers motors concepts, construction and characteristics and provides a foundation in motor controls. Topics include motor control ladder logic, starters, timers, overload protection, braking, reduced voltage starting, SCR control, AC/DC drives, system and component level troubleshooting. Upon completion, students should be able to specify, connect, control, troubleshoot, and maintain motors and motor control systems.					
ELC 131	Circuit Analysis I	3	3	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall and Spring					
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: Local, ELC 131					
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 213	Instrumentation	3	2	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.					
ELC 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ELC 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.					
ELN 131	Analog Electronics I	3	3	0	4
Prerequisites: Local, ELC 131					
Corequisites: None					
Course Offering Availability: Summer					
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: Local, ELN 131					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.					
ELN 133	Digital Electronics	3	3	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 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: Local, ELN 133					
Corequisites: None					
Course Offering Availability: Fall					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ELN 235	Data Communication Sys	3	3	0	4
Prerequisites: Local, ELN 133					
Corequisites: None					
Course Offering Availability: Fall					
This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.					
ELN 260	Prog Logic Controllers	3	3	0	4
Prerequisites: Local, Take One: ELC 117 or ELC 130					
Corequisites: None					
Course Offering Availability: Spring					
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.					
ELN 275	Troubleshooting	1	3	0	2
Prerequisites: Local, ELN 131					
Corequisites: Local, ELN 133					
Course Offering Availability: Fall					
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.					
EMS 110	EMT	6	6	3	9
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean.					
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.					
EMS 125	EMS Instructor Methodology	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean.					
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ENG 002	Transition English	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					
ENG 011	Writing and Inquiry Support	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.					
ENG 110	Freshman Composition	3	0	0	3
Prerequisites: State, Take One Set: Set 1: DRE 097 Set 2: ENG 002 Set 3: BSP 4002					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the 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*	Writing and Inquiry	3	0	0	3
Prerequisites: State, Take One Set: Set 1: DRE 097 Set 2: ENG 002 Set 3: BSP 4002					
Corequisites: State: ENG 011					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ENG 112*	Writing & Research in the Disciplines	3	0	0	3
Prerequisites: State, ENG 111*					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 116	Technical Report Writing	3	0	0	3
Prerequisites: State, Take One: ENG 110 or ENG 111*					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the 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 and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ENG 231*	American Literature I	3	0	0	3
Prerequisites: State, Take One: ENG 112* or ENG 114**					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 232*	American Literature II	3	0	0	3
Prerequisites: State, Take One: ENG 112* or ENG 114**					
Corequisites: None					
Course Offering Availability: Spring, Summer and at the discretion of the Dean					
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ENG 241*	British Literature I	3	0	0	3
Prerequisites: State, Take One: ENG 112* or ENG 114**					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 242*	British Literature II	3	0	0	3
Prerequisites: State, Take One: ENG 112* or ENG 114**					
Corequisites: None					
Course Offering Availability: Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 261**	World Literature I	3	0	0	3
Prerequisites: State, Take One: ENG 112* or ENG 114**					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>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).</i>					
ENG 262**	World Literature II	3	0	0	3
Prerequisites: State, Take One: ENG 112* or ENG 114**					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>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).</i>					
FIP 120	Intro to Fire Protection	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean.					
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
GEL 111*	Geology	3	2	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					
GRO 120	Gerontology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.					
GRO 220	Psy/Soc Aspects of Aging	3	0	0	3
Prerequisites: State, PSY 150*					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the individual and social aspects of the aging process. Topics include psychological and social factors of aging; roles of older adults within families, work, and community; and adjustments to aging and retirement.					
GRO 230	Health, Wellness, & Nutrition	3	2	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of well-being. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.					
GRO 240	Gerontology Care Managing	3	0	0	3
Prerequisites: State, GRO 120					
Corequisites: None					
Course Offering Availability: Fall					
This course covers community resources; discusses care management, including assessment, care-planning, evaluation, issues of family, high-risk and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, identification of major resources and barriers to self-care. Upon completion, students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.					
HBI 110	Issues and Trends in HBI	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HBI 113	Survey of Med Insurance	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.					
HBI 250	Data Mgmt and Utilization	2	2	0	3
Prerequisites: State, Take One: DBA 110, DBA 120, or DBA 210					
Corequisites: None					
Course Offering Availability: Fall					
This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.					
HBI 289	HBI Project	1	4	0	3
Prerequisites: Take HBI 250					
Corequisites: None					
Course Offering Availability: Spring					
This course provides an opportunity to complete a significant healthcare business informatics 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 healthcare informatics project from the definition phase through implementation.					
HEA 110***	Personal Health/Wellness	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>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).</i>					
HEA 112***	First Aid & CPR	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HIS 111*	World Civilizations I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.</i>					
HIS 112*	World Civilizations II	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/ Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
HIS 131*	American History I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
HIS 132*	American History II	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
HIS 221***	African-American History	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HIS 236***	North Carolina History	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.					
<i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
HMT 210	Medical Insurance	3	0	0	3
Prerequisites: Local, OST 148					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.					
HRM 245	Human Resource Mgmt - Hosp	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring, Summer					
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: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
HSE 112	Group Process I	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HSE 123	Interviewing Techniques	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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: Spring					
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 210	Human Services Issues	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
HSE 225	Crisis Intervention	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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 245	Stress Management	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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: Spring					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HSE 251	Activities Planning	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall 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.					
HSE 255	Health Problems & Prevention	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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.					
HTO 110	Intro to Histo	3	0	0	3
Prerequisites: State, Take All: BIO 163, BIO 275, CHM 130 and CHM 130A					
Corequisites: State, BIO 271					
Course Offering Availability: Fall, Summer					
This course provides an introduction to histology laboratory operations and the professional responsibilities of the histologic technician. Emphasis is placed on organization, terminology, specimen accession, record keeping, quality assurance, OSHA regulations, quality improvement, principles and concepts of medical ethics, and legal issues. Upon completion, students should be able to describe the requirements and responsibilities of the daily operation of a histology laboratory.					
HTO 120	Histology	4	3	0	5
Prerequisites: State, HTO 110					
Corequisites: None					
Course Offering Availability: Fall This course provides an overview of the microscopic arrangement and identification of cells and tissues in the human body. Emphasis is placed on classification and relationships of the structure and function of microscopic systems. Upon completion, students should be able to microscopically identify cells, tissues, and organs of the human body.					
HTO 130	Histotechniques	4	3	0	5
Prerequisites: State, HTO 110					
Corequisites: None					
Course Offering Availability: Fall					
This course provides an introduction to histologic techniques. Emphasis is placed on dissection, fixation, tissue processing, embedding, decalcification, cytology preparation techniques and frozen sectioning. Upon completion, students should be able to dissect, process, and cut high quality tissue sections.					
HTO 140	Histochemistry	4	3	0	5
Prerequisites: State, HTO 110					
Corequisites: State, HTO 130					
Course Offering Availability: Fall					
This course covers enzyme and immunological reactions as they relate to tissue staining. Emphasis is placed on basic, special, and immunohistochemical staining. Upon completion, students should be able to produce basic and special stains and be able to stain high quality tissue sections.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HTO 210	Histopathology	3	3	0	4
Prerequisites: State, Take All: HTO 120, HTO 130 and HTO 140					
Corequisites: None					
Course Offering Availability: Spring					
This course provides students with the correlation between histologic procedures and disease processes. Emphasis is placed on changes in tissue associated with various disease states and the use of selected special stains and techniques in identifying disease processes. Upon completion, students should be able to process tissue samples or apply stain, and prepare tissue to be viewed under a microscope.					
HTO 220	Histotechnology Clinical	0	0	24	8
Prerequisites: State, HTO 130					
Corequisites: State, HTO 210					
Course Offering Availability: Spring					
This course provides the entry-level histotechnician clinical experience in an approved clinical histology laboratory. Emphasis is placed on learning and performing routine laboratory operations and the production of a slide set for the practical component of the certification examination. Upon completion, students should be able to demonstrate proficiency in histologic techniques and be prepared to apply to take the Histology Technician certification exam.					
HTO 230	Professional Issues	3	0	0	3
Prerequisites: State, HTO 130					
Corequisites: State, HTO 220					
Course Offering Availability: Spring					
This course provides the practical application and integration of histology theory and practice using case studies. Topics include laboratory operations and accreditation processes, professional and ethical issues, laboratory management principles, and preparation for the certification examination. Upon completion, students should be able to demonstrate beginning level skills as a histotechnician and be prepared to apply to take the histotechnician certification exam.					
HUM 115**	Critical Thinking	3	0	0	3
Prerequisites: State, Take One: DRE 098, ENG 002, BSP 4002 or ENG 111					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the 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. <i>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).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
HUM 120**	Cultural Studies	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. <i>This course has been approved for transfer under the CAA and ICAA as a general course in Humanities/Fine Arts.</i>					
HUM 122**	Southern Culture	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>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).</i>					
HUM 150**	American Women's Studies	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>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).</i>					
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.					
ISC 112	Industrial Safety	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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.					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 150	Commercial Law I	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring, Summer					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
LEX 160	Criminal Law & Procedure	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 210	Real Property I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring, 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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 250	Wills, Estates, and Trusts	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring, Summer					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 260	Bankruptcy and Collections	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
LEX 270	Law Office Mgt/Technology	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 271	Law Office Writing	1	2	0	2
Prerequisites: Local, LEX 120					
Corequisites: None					
Course Offering Availability: Spring, Summer					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 280	Ethics & Professionalism	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 285	Workers' Comp Law	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LEX 287	CLA Review Seminar	2	0	0	2
Prerequisites: State, LEX 210					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>Upon completion, students should be able to demonstrate that they are prepared to take the NALA's Certified Legal Assistant Exam. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
LOG 110	Introduction to Logistics	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LOG 125	Transportation Logistics	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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: Fall 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.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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: Spring					
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.					
MAT 003	Transition Math	0	6	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MAT 010	Math Measurement & Literacy Support	0	2	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					
MAT 021	Algebra/Trigonometry I Support	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean.					
This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					
MAT 043	Quantitative Literacy Support	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					
MAT 052	Statistical Methods I Support	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					
MAT 071	Precalculus Algebra Support	0	4	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MAT 110	Math Measurement & Literacy	2	2	0	3
Prerequisites: State, Take One Set:					
Set 1: DMA 010, DMA 020, and DMA 030					
Set 2: DMA 025					
Set 3: MAT 003					
Set 4 BSP 4003					
Corequisites: State, MAT 010					
Course Offering Availability: Fall, Spring, and at the discretion of the Dean					
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.					
MAT 121	Algebra/Trigonometry I	2	2	0	3
Prerequisites: State, Take One Set:					
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050					
Set 2: DMA 025, DMA 040, and DMA 50					
Set 3: DMA 025 and DMA 045					
Set 4: DMA 020, DMA 020, DMA 030, and DMA 045					
Set 5: MAT 003					
Set 6: BSP 4003					
Corequisites: State, MAT 021					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.					
MAT 122	Algebra/Trigonometry II	2	2	0	3
Prerequisites: State, MAT 121					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the dean.					
This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MAT 143*	Quantitative Literacy	2	2	0	3
Prerequisites: State, Take One Set:					
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098					
Set 2: DMA 010, DMA 020, DMA 030, and ENG 002					
Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002					
Set 4: DMA 025 and DRE 098					
Set 5: DMA 025 and ENG 002					
Set 6: DMA 025 and BSP 4002					
Set 7: MAT 003 and DRE 098					
Set 8: MAT 003 and ENG 002					
Set 9: MAT 003 and BSP 4002					
Set 10: BSP 4003 and DRE 098					
Set 11: BSP 4003 and ENG 002					
Set 12: BSP 4003 and BSP 4002					
Corequisites: State, MAT 043					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.</i>					
MAT 152*	Statistical Methods I	3	2	0	4
Prerequisites: State, Take One Set:					
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098					
Set 2: DMA 010, DMA 020, DMA 030, and ENG 002					
Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002					
Set 4: DMA 025, and DRE 098					
Set 5: DMA 025, and ENG 002					
Set 6: DMA 025, and BSP 4002					
Set 7: MAT 003 and DRE 098					
Set 8: MAT 003 and ENG 002					
Set 9: MAT 003 and BSP 4002					
Set 10: BSP 4003 and DRE 098					
Set 11: BSP 4003 and ENG 002					
Set 12: BSP 4003 and BSP 4002					
Corequisites: State, MAT 052					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MAT 171*	Precalculus Algebra	3	2	0	4
Prerequisites: State, Take One Set:					
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050					
Set 2: DMA 010, DMA 020, DMA 030, DMA 045					
Set 3: DMA 025, DMA 045					
Set 4: DMA 025, DMA 040, DMA 050					
Set 5: MAT 121					
Set 6: MAT 003					
Set 7: BSP 4003					
Corequisites: State, MAT 071					
Course Offering Availability: Fall and at the discretion of the Dean					
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.</i>					
MAT 172*	Precalculus Trigonometry	3	2	0	4
Prerequisites: State, MAT 171*					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.</i>					
MAT 263*	Brief Calculus	3	2	0	4
Prerequisites: State, MAT 171*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.</i>					
MAT 271*	Calculus I	3	2	0	4
Prerequisites: State, MAT 172**					
Corequisites: None					
Course Offering Availability: Fall and at the discretion of the Dean					
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MAT 272*	Calculus II	3	2	0	4
Prerequisites: State, MAT 271*					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
MAT 273**	Calculus III	3	2	0	4
Prerequisites: State, MAT 272*					
Corequisites: None					
Course Offering Availability: Summer and at the discretion of the Dean					
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. <i>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).</i>					
MEC 130	Mechanisms	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Summer					
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.					
MEC 161	Manufacturing Processes I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.					
MEC 161A	Manufacturing Proc I Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, Take MEC-161					
Course Offering Availability: Fall					
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MED 110	Orientation to Medical Assisting	1	0	0	1
Prerequisites: Local, Enrollment in the Medical Assisting Program					
Corequisites: Local, Take All: MED 130 and MED 140					
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, Take All: MED 110, MED 130, and MED 140					
Corequisites: Local, Take All: MED 131 and MED 150					
Course Offering Availability: Spring					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MED 121	Medical Terminology I	3	0	0	3
Prerequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MED 130	Administrative Office Procedures I	1	2	0	2
Prerequisites: Local, Enrollment in the Medical Assisting Program					
Corequisites: Local, Take All: MED 110 and MED 140					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MED 131	Administrative Office Procedures II	1	2	0	2
Prerequisites: Local, Take All: MED 110, MED 130 and MED 140					
Corequisites: Local, Take All: MED 118 and MED 150					
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 140	Exam Room Procedures I	3	4	0	5
Prerequisites: Local, Enrollment in the Medical Assisting Program					
Corequisites: Local, Take All: MED 110 and MED 130					
Course Offering Availability: Fall					
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, Take All: MED 110, MED 130, and MED 140					
Corequisites: Local, Take All: MED 118 and MED 131					
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, Diploma in Medical Assisting					
Corequisites: Local, MED 272					
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 118, MED 131, and MED 150					
Corequisites: Local, Take All: MED 262 and MED 264					
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, Take All: MED 118, MED 131, and MED 150					
Corequisites: Local, Take All: MED 260 and MED 264					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MED 264	MED Assisting Overview	2	0	0	2
Prerequisites: Local, Take All: MED 118, MED 131, and MED 150					
Corequisites: Local, Take All: MED 260 and MED 262					
Course Offering Availability: Summer					
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, Take All: MED 232 and MED 272					
Corequisites: None					
Course Offering Availability: Spring This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.					
MED 272	Drug Therapy	3	0	0	3
Prerequisites: Local, Diploma in Medical Assisting					
Corequisites: Local, MED 232					
Course Offering Availability: Fall 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.					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MRI 213	MRI Patient Care & Safety	2	0	0	2
Prerequisites: None					
Corequisites: State, Take All: MRI 216 and MRI 250					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers magnetic field safety issues concerning patients and other healthcare personnel. Emphasis is placed on screening skills, biological magnetic field effects, and the management of an MR facility. Upon completion, the student should be able to demonstrate a safe MR environment for patients and all personnel.					
MRI 214	MRI Procedures I	2	0	0	2
Prerequisites: None					
Corequisites: State, Take All: MRI 217, MRI 241 and MRI 260					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces scan procedures for the central nervous and musculoskeletal systems with MRI imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the central nervous and musculoskeletal systems.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MRI 215	MRI Procedures II	2	0	0	2
Prerequisites: State, MRI 214					
Corequisites: State, Take All: MRI 218, MRI 242 and MRI		270			
Course Offering Availability: Course offered at the discretion of the Dean This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.					
MRI 216	MRI Instrumentation	2	0	0	2
Prerequisites: None					
Corequisites: State, Take All: MRI 213 and MRI 250					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers instrumentation utilized to produce the magnetic fields allowing MRI imaging to take place. Emphasis will be placed on equipment operations and use, inclusive of the static field, gradient fields, and the radiofrequency fields. Upon completion, the student should be able to demonstrate an understanding of the utilization of all MRI equipment in an MRI facility.					
MRI 217	MRI Physics I	2	0	0	2
Prerequisites: State, MRI 216					
Corequisites: State, Take All: MRI 214, MRI 241 and MRI		260			
Course Offering Availability: Course offered at the discretion of the Dean This course is designed to cover the basic physics fundamentals of magnetic resonance imaging. Emphasis is placed on the historical development, basic imaging principles, and use of basic scan parameters and pulse sequences. Upon completion, the student should be able to demonstrate an understanding of the basic fundamentals of magnetic resonance.					
MRI 218	MRI Physics II	2	0	0	2
Prerequisites: State, MRI 217					
Corequisites: State, Take All: MRI 215, MRI 242 and MRI		270			
Course Offering Availability: Course offered at the discretion of the Dean This course is designed to cover the advanced physics concepts of magnetic resonance imaging. Emphasis is placed on advanced imaging parameters and techniques, angiography methods, image artifacts, and quality control. Upon completion, the student should be able to demonstrate an understanding of the advanced physics concepts of magnetic resonance imaging.					
MRI 241	MRI Anatomy & Pathology I	2	0	0	2
Prerequisites: None					
Corequisites: State, Take All: MRI 214, MRI 217 and MRI		260			
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.					
MRI 242	MRI Anatomy & Pathology II	2	0	0	2
Prerequisites: State, MRI 241					
Corequisites: State, Take All: MRI 215, MRI 218 and MRI		270			
Course Offering Availability: Course offered at the discretion of the Dean This course covers anatomical and pathological information about the components of the neck, chest, abdomen, and pelvic systems. Emphasis is placed upon identification of anatomy and pathology on MRI images of the neck, chest, abdomen, and pelvic systems. Upon completion, the student should be able to identify anatomy and pathology of the neck, chest, abdomen, and pelvic systems.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MRI 250	MRI Clinical Education I	0	0	12	4
Prerequisites: None					
Corequisites: State, Take All: MRI 213 and MRI 216					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides experience in the MR clinical setting with attention to basic MR scan procedures. Emphasis is placed on patient care, screening, contrast administration, and manipulation of MR equipment. Upon completion, students should be able to demonstrate selected MR procedures/techniques in the areas of patient screening, contrast administration, and manipulation of MR equipment.					
MRI 260	MRI Clinical Education II	0	0	21	7
Prerequisites: State, MRI 250					
Corequisites: State, Take All: MRI 214, MRI 217 and MRI 241					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides advanced experience in the MR clinical setting with attention to central nervous and musculoskeletal system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to central nervous and musculoskeletal system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques as they relate to the central nervous system and musculoskeletal imaging.					
MRI 270	MRI Clinical Education III	0	0	24	8
Prerequisites: None					
Corequisites: State, Take All: MRI 214, MRI 217 and MRI 260					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides additional advanced experience in the MR clinical setting with attention to neck, chest, abdomen, and pelvic system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to neck, chest, abdomen, and pelvic system imaging. Upon completion, students should be able to selected MR procedures/techniques that are used in neck, chest, abdomen, and pelvic system imaging.					
MRI 271	MRI Capstone	1	0	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides experience using 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 knowledge required of any entry level MR technologist.					
MUS 110*	Music Appreciation	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MUS 112*	Introduction to Jazz	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i>					
MUS 114*	Introduction to World Music	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a basic survey of World Music. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of World Music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i>					
MUS 133***	Band I	0	2	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 134***	Band II	0	2	0	1
Prerequisites: State, MUS 133					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 141***	Ensemble I	0	2	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
MUS 142***	Ensemble II	0	2	0	1
Prerequisites: State, MUS 141***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 233***	Band III	0	2	0	1
Prerequisites: State, MUS 134***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course is a continuation of MUS 134. 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 234***	Band IV	0	2	0	1
Prerequisites: State, MUS 233***					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course is a continuation of MUS 233. 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
NET 110	Networking Concepts	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.					
NET 125	Introduction to Networks	1	4	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
NET 126	Routing Basics	1	4	0	3
Prerequisites: Local, NET 125					
Corequisites: None					
Course Offering Availability: Fall					
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.					
NET 225	Routing & Switching I	1	4	0	3
Prerequisites: Local, NET 126					
Corequisites: None					
Course Offering Availability: Spring					
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.					
NOS 110	Operating Systems 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.					
NOS 120	Linux/UNIX Single User	2	2	0	3
Prerequisites: None					
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.					
NUR 101	Practical Nursing I	7	6	6	11
Prerequisites: Local, Enrollment in the Practical Nursing Program					
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 assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. <i>This is a diploma-level course.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
NUR 102	Practical Nursing II	7	0	9	10
Prerequisites: State, Take NUR 101					
Corequisites: None					
Course Offering Availability: Spring This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. <i>This is a diploma-level course.</i>					
NUR 103	Practical Nursing III	6	0	9	9
Prerequisites: State, Take NUR 101					
Corequisites: None					
Course Offering Availability: Summer					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. <i>This is a diploma-level course.</i>					
NUR 111	Intro to Health Concepts	4	6	6	8
Prerequisites: Local, Enrollment in the Associate Degree Nursing Program					
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, Take 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, Take 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
NUR 114	Holistic Health Concepts	3	0	6	5
Prerequisites: State, Take 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 211	Health Care Concepts	3	0	6	5
Prerequisites: State, Take 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.					
NUR 212	Health System Concepts	3	0	6	5
Prerequisites: State, Take NUR 111					
Corequisites: None					
Course Offering Availability: Summer					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					
NUR 213	Complex Health Concepts	4	3	15	10
Prerequisites: State, 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.					
OST 122	Office Computations	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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 134	Text Entry & Formatting	2	2	0	3
Prerequisites: Local, OST 131					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 135	Adv Text Entry & Format	2	2	0	3
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 with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.					
OST 136	Word Processing	2	2	0	3
Prerequisites: None					
Corequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 138	Office Applications II	2	2	0	3
Prerequisites: State, Take One: OST 137, CIS 110, or CIS 111					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
OST 141	Med Office Terms I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring					
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	Med Office Terms II	3	0	0	3
Prerequisites: State, Take one: OST 141 or MED 121					
Corequisites: None					
Course Offering Availability: Fall, 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.					
OST 143	Dental Office Terminology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.					
OST 145	Social Media for Office Prof	2	2	0	3
Prerequisites: State, Take one: CIS 110, CIS 111, or OST 137					
Corequisites: None					
Course Offering Availability: Spring This course is designed to introduce the office professional to the concepts of social media. Topics include goal setting and strategies, identifying target audiences, rules of engagement, blogs, podcasts and webinars, sharing videos, pictures, and images, social networks, mobile computing, and social media monitoring. Upon completion, students should be able to create and utilize social media tools in the workplace setting.					
OST 147	Dental Billing and Coding	3	0	0	3
Prerequisites: State, Take OST 143					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
OST 148	Med Ins & Billing	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 153	Office Finance Solutions	2	2	0	3
Prerequisites: State, Take One: CIS 110, CIS 111, or OST 137					
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 159	Office Ethics	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.					
OST 161	Medical Ofc Procedures	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring					
This course provides instruction on the skills and procedures needed in today's medical office. Topics include medical data entry, medical communications, phone etiquette, use and maintenance of office equipment, inventory control, patient scheduling, and managing the financial aspects of a practice. Upon completion, students should be able to display skills and decision-making abilities essential in the medical office.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
OST 164	Office Editing	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 165	Adv Office Editing	2	2	0	3
Prerequisites: State, OST 164					
Corequisites: None					
Course Offering Availability: Fall This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.					
OST 181	Office Procedures	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 236	Adv Word 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 processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 246	Dental Office Simulation	2	2	0	3
Prerequisites: State, Take OST 147					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces dental software systems used to process information in the dental office. Topics include electronic information entering, storing, and retrieving in the dental office billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections in a dental office software system.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
OST 247	Procedure Coding	2	2	0	3
Prerequisites: State, Take One: MED 121 or OST 141					
Corequisites: None					
Course Offering Availability: Fall					
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.					
OST 248	Diagnostic Coding	2	2	0	3
Prerequisites: State, Take One: MED 121 or OST 141					
Corequisites: None					
Course Offering Availability: Spring					
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	Med Coding Certification Prep	2	3	0	3
Prerequisites: State, Take All: OST 247 and OST 248					
Corequisites: None					
Course Offering Availability: Spring					
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.					
OST 250	Long-Term Care Coding	2	2	0	3
Prerequisites: State, Take One: MED 121 or OST 141					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.					
OST 260	Adv Coding Methodologies	2	2	0	3
Prerequisites: State, Take All: OST 247 & OST 248					
Corequisites: None					
Course Offering Availability: Spring					
This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.					
OST 263	Healthcare Customer Relations	3	0	0	3
Prerequisites: State, Take One: OST 148 or HMT 210					
Corequisites: None					
Course Offering Availability: Spring					
This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
OST 280	Electronic Health Records	2	2	0	3
Prerequisites: State, Take One: CIS 110, CIS 111, or OST 137					
Corequisites: None					
Course Offering Availability: Spring					
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.					
OST 289	Office Admin Capstone	2	2	0	3
Prerequisites: State, Take One Set:					
Set 1: OST-134 and OST-164					
Set 2: OST-136 and OST-164					
Course Offering Availability: Spring					
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
PAD 151	Intro to Public Admin	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.					
PAD 152	Ethics in Government	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.					
PAD 251	Public Finance & Budgeting	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PAD 252	Public Policy Analysis	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.					
PAD 254	Grant Writing	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.					
PED 110***	Fit and Well for Life	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 117***	Weight Training I	0	3	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 120***	Walking for Fitness	0	3	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PED 142***	Lifetime Sports	0	2	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PHI 215*	Philosophical Issues	3	0	0	3
Prerequisites: State, ENG 111*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i>					
PHI 240*	Introduction to Ethics	3	0	0	3
Prerequisites: State, ENG 111*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
PHM 110	Introduction to Pharmacy	3	0	0	3
Prerequisites: None					
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.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PHM 112	Pharmacy Practice II	3	3	0	4
Prerequisites: State, Take All: PHM 110 and PHM 111					
Corequisites: None					
Course Offering Availability: Spring					
This course provides continued instruction in the technical procedures for preparing and dispensing drugs in the hospital setting under a pharmacist's supervision. Topics include more detailed coverage of unit-dose dispensing, ward stock systems, materials management, automated dispensing, and quality assurance. Upon completion, students should be able to perform all technical aspects of hospital drug delivery systems.					
PHM 115	Pharmacy Calculations	3	0	0	3
Prerequisites: None					
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: None					
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 All: PHM 110 and PHM 111					
Corequisites: None					
Course Offering Availability: Spring					
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: None					
Corequisites: None					
Course Offering Availability: Spring					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PHM 125	Pharmacology II	3	0	0	3
Prerequisites: State, PHM 120					
Corequisites: None					
Course Offering Availability: Spring					
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: 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.					
PHM 133	Pharmacy Clinical	0	0	9	3
Prerequisites: Local, Enrollment in the Program					
Corequisites: Local, Approval by the Program Head					
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 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 135	Pharmacy Clinical	0	0	15	5
Prerequisites: Local, Enrollment in the Program					
Corequisites: Local, Approval by the Program Head					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PHM 136	Pharmacy Clinical	0	0	18	6
Prerequisites: Local, Enrollment in the Program					
Corequisites: Local, Approval by the Program Head					
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: Local, Enrollment in the Program					
Corequisites: Local, Approval by the Program Head					
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.					
PHM 140	Trends in Pharmacy	2	0	0	2
Prerequisites: None					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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: None					
Corequisites: None					
Course Offering Availability: Summer					
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 110*	Conceptual Physics	3	0	0	3
Prerequisites: None					
Corequisites: Local, PHY 110A*					
Course Offering Availability: Fall and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
PHY 110A*	Conceptual Physics Lab	0	2	0	1
Prerequisites: None					
Corequisites: State, PHY 110*					
Course Offering Availability: Fall and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					
PHY 131	Physics-Mechanics	3	2	0	4
Prerequisites: State, Take One: MAT 121 or MAT 171*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PHY 151*	College Physics I	3	2	0	4
Prerequisites: State, MAT 171* or MAT 172*					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
PHY 152*	College Physics II	3	2	0	4
Prerequisites: State, PHY 151*					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
PHY 251*	General Physics I	3	3	0	4
Prerequisites: State, MAT 271*;					
Corequisites: State, MAT 272*					
Course Offering Availability: Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
PHY 252*	General Physics II	3	3	0	4
Prerequisites: State, Take All: MAT 272* and PHY 251*					
Corequisites: None					
Course Offering Availability: Summer and at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PMT 110	Intro to Project Mgmt	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management.					
POL 120*	American Government	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.					
<i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					
PST 120	NCDPS Correctional Officer Training	6	4	0	8
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 160-hour Basic Correctional Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.					
PST 123	NC Sheriffs' Telecom Training	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 47-hour Telecommunicator Certification Course regulated by the NC Sheriffs' Education and Training Standards Commission. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *47 Hours Minimum Documented Training Required.					
PST 124	NC Sheriffs' Detent Ofr Train	6	4	0	8
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 174-hour Detention Officer Certification Course regulated by the NC Sheriffs' Education and Training Standards Commission and required for certification as a detention officer. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *174 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 125	NC Basic Juv Just Ofr Train	6	4	0	7
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is the 160-hour Basic Juvenile Justice Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state juvenile justice officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.					
PST 126	NC Basic Juv Just Counsel Trg	4	6	0	7
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is the 162-hour Basic Juvenile Court Counselor training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state juvenile court counselor with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *162 Hours Minimum Documented Training Required.					
PST 127	NC Basic Probation Ofr Training	6	6	0	9
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 216-hour Basic Probation Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *216 Hours Minimum Documented Training Required.					
PST 151	NC Justice Academy Training	1	0	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *16 Hours Minimum Documented Training Required.					
PST 152	NC Justice Academy Training	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *48 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 153	NC Justice Academy Training	1	4	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *80 Hours Minimum Documented Training Required.					
PST 154	NC Justice Academy Training	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *128 Hours Minimum Documented Training Required.					
PST 155	NC Justice Academy Training	2	9	0	5
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *176 Hours Minimum Documented Training Required.					
PST 156	NC Justice Academy Training	2	12	0	6
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *224 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 157	NC Justice Academy Training	2	15	0	7
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *272 Hours Minimum Documented Training Required.					
PST 158	NC Justice Academy Training	2	18	0	8
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
H This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *320 Hours Minimum Documented Training Required.					
PST 159	NC Justice Academy Training	2	21	0	9
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *368 Hours Minimum Documented Training Required.					
PST 161	NC OSFM Training	1	0	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *16 Hours Minimum Documented Training Required.					
PST 162	NC OSFM Training	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *48 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 163	NC OSFM Training	1	4	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *80 Hours Minimum Documented Training Required.					
PST 164	NC OSFM Training	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *128 Hours Minimum Documented Training Required.					
PST 165	NC OSFM Training	2	9	0	5
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *176 Hours Minimum Documented Training Required.					
PST 166	NC OSFM Training	2	12	0	6
Prerequisites: None					
Corequisites: None					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *224 Hours Minimum Documented Training Required.					
PST 167	NC OSFM Training	2	15	0	7
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *272 Hours Minimum Documented Training Required.					
PST 168	NC OSFM Training	2	18	0	8
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *320 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 169	NC OSFM Training	2	21	0	9
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *368 Hours Minimum Documented Training Required.					
PST 171	NCCCS Public Safety Training	1	0	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *16 Hours Minimum Documented Training Required.					
PST 172	NCCCS Public Safety Training	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *48 Hours Minimum Documented Training Required.					
PST 173	NCCCS Public Safety Training	1	4	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *80 Hours Minimum Documented Training Required.					
PST 174	NCCCS Public Safety Training	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *128 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 175	NCCCS Public Safety Training	2	9	0	5
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *176 Hours Minimum Documented Training Required.					
PST 176	NCCCS Public Safety Training	2	12	0	6
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *224 Hours Minimum Documented Training Required.					
PST 177	NCCCS Public Safety Training	2	15	0	7
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *272 Hours Minimum Documented Training Required.					
PST 178	NCCCS Public Safety Training	2	18	0	8
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *320 Hours Minimum Documented Training Required.					
PST 179	NCCCS Public Safety Training	2	21	0	9
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *368 Hours Minimum Documented Training Required.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PST 181	NC DPS Unarmed Sec Guard Trg	1	0	0	1
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is Unarmed Security Guard training regulated by NCDPS Private Protection Services. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *16 Hours Minimum Documented Training Required.					
PST 182	NCDPS Armed Sec Ofc Inst Trg	2	0	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is Armed Security Officer Training Firearms regulated by NCDPS Private Protection Services. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *40 Hours Minimum Documented Training Required.					
PST 189	NCDOJ Prof Cert Program	9	0	0	9
Prerequisites: None					
Corequisites: None					
Course Offering Availability: NA					
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the Professional Certificate program regulated by NCDOJ. A certificate of completion and associated transcript for the program must be provided and retained on file.					
PSY 118	Interpersonal Psychology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.					
PSY 150*	General Psychology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
PSY 241**	Developmental Psychology	3	0	0	3
Prerequisites: State, PSY 150*					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>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).</i>					
PSY 281**	Abnormal Psychology	3	0	0	3
Prerequisites: State, PSY 150*					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>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).</i>					
PTC 110	Industrial Environment	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, and at the discretion of the Dean					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
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: None					
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, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
RAD 112	RAD Procedures II	3	3	0	4
Prerequisites: State, Take All: RAD 110, RAD 111, and RAD 151 Local, BIO 163***					
Corequisites: None					
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, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.					
RAD 113	RAD Lab Elective	0	3	0	1
Prerequisites: State, None					
Corequisites: None					
Course Offering Availability: Fall					
This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.					
RAD 121	Image Production I	2	3	0	3
Prerequisites: State, Take All: RAD 110, RAD 111, and RAD 151					
Corequisites: None					
Course Offering Availability: Spring					
This course provides the basic principles of radiographic image production. 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 principles of radiographic image production.					
RAD 122	Image Production II	1	3	0	2
Prerequisites: State, Take All: RAD 110, RAD 111, and RAD 151					
Course Offering Availability: Summer					
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.					
RAD 141	Radiation Safety	2	0	0	2
Prerequisites: State, Take All: RAD 112, RAD 121, RAD 161					
Corequisites: State, None					
Course Offering Availability: Summer					
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.					
RAD 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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	9	3
Prerequisites: State, Take All: RAD 112, RAD 121, and		RAD 161			
Corequisites: None					
Course Offering Availability: Summer					
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced 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 141, and RAD 171					
Corequisites: None					
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, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.					
RAD 231	Image Production III	1	3	0	2
Prerequisites: State, Take One: RAD 122, RAD 141 and		RAD 171			
Corequisites: None					
Course Offering Availability: Fall					
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
RAD 271	Radiography Capstone	2	3	0	3
Prerequisites: State, Take All: RAD 211, RAD 231, and		RAD 251			
Corequisites: None					
Course Offering Availability: Fall					
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.					
REF 117	Refrigeration Controls	2	6	0	4
Prerequisites: State, Take One: AHR 110, AHR 111, or ELC		111			
Corequisites: None					
Course Offering Availability: Fall					
This course covers the design, operation, function, and schematics of basic control systems used in the refrigeration industry. Topics include proper control application, selection, and use of test instruments; simple control wiring; and the use of schematics as a troubleshooting tool. Upon completion, students should be able to identify, diagnose, and repair electrical and mechanical malfunctioning components.					
REF 260	Commercial Systems II	2	6	0	4
Prerequisites: State, Take One: AHR 115 or ELC-111					
Corequisites: None					
Course Offering Availability: Spring					
This course covers the installation and startup of common commercial refrigeration systems. Topics include the installation of display/storage boxes or cases, walk-in systems, dispensing machines, ice-making equipment, and refrigerated laboratory equipment. Upon completion, students should be able to safely install and start up common commercial refrigeration systems.					
REL 110**	World Religions	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>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).</i>					
REL 211**	Introduction to Old Testament	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
REL 212**	Introduction to New Testament	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
SAB 110	Substance Abuse Overview	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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: None					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.</i>					
SAB 125	SA Case Management	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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. <i>This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.</i>					
SAB 135	Addictive Process	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.					
SAB 210	Substance Abuse Counseling	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
SAB 240	SAB Issues in Client Services	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
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. <i>This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.</i>					
SEC 110	Security Concepts	2	2	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security recourses, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.					
SEC 150	Secure Communications	2	2	0	3
Prerequisites: None					
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. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
SEC 160	Security Administration I	2	2	0	3
Prerequisites: None					
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.					
SOC 210*	Introduction to Sociology	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. This course is also available through the Virtual Learning Community (VLC).</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
SOC 213**	Sociology of the Family	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>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).</i>					
SOC 220**	Social Problems	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring, Summer and at the discretion of the Dean					
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. <i>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).</i>					
SOC 225**	Social Diversity	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.</i>					
SOC 242***	Sociology of Deviance	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Summer and at the discretion of the Dean					
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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
SOC 244***	Sociology of Death & Dying	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring and at the discretion of the Dean					
This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
SPA 111**	Elementary Spanish I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the Dean					
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. <i>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).</i>					
SPA 112**	Elementary Spanish II	3	0	0	3
Prerequisites: State, SPA 111**					
Corequisites: None					
Course Offering Availability: Fall, Spring and at the discretion of the dean.					
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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
SPA 211**	Intermediate Spanish I	3	0	0	3
Prerequisites: State, SPA 112**					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
SPA 212**	Intermediate Spanish II	3	0	0	3
Prerequisites: State, SPA 211**					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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.					
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.					
TOM 120	Introduction to Trucking	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Spring					
This course provides an introduction to the history, regulations, safety and security of the trucking industry and various regulatory agencies. Topics include the regulations of the Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), State Police, OSHA, EPA and local police as related to the trucking industry. Upon completion, students should be able to define the audit process, CSA (Compliance, Safety, Accountability) requirements, safety plans, accident investigation, hours of service, security, and the federal regulations for driving or operating a truck or a large commercial vehicle.					
TOM 130	Fleet Maintenance	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall This course provides an overview of the fleet maintenance management operations in the trucking industry. Topics include trucking regulations, managing a maintenance shop, key performance indicators (KPI), maintenance management systems, and truck/trailer specifications. Upon completion, students should be able to define the requirements of fleet maintenance management skills in a trucking based company.					
TOM 250	Operations of Trucking I	3	0	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course provides an overview of operating a trucking business. Topics include the business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to define the skills and personnel needed to operate a successful trucking business.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
TOM 260	Operations of Trucking II	3	0	0	3
Prerequisites: State, TOM 250					
Corequisites: None					
Course Offering Availability: Spring					
This course covers the advanced aspects of operating a trucking business. Topics include the advanced aspects of business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to demonstrate the skills needed to operate a trucking business.					
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.					
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 and Fall					
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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
TRN 140A	Transp Climate Cont Lab	1	2	0	2
Prerequisites: None					
Corequisites: State, TRN 140					
Course Offering Availability: Summer and Fall					
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.					
WBL 110	World of Work	0	0	10	1
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.					
WBL 111	Work-Based Learning I	0	0	10	1
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 112	Work-Based Learning I	0	0	20	2
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 113	Work-Based Learning I	0	0	30	3
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 115	Work-Based Learning Seminar I	1	0	0	1
Prerequisites: Local, Program Head Approval					
Corequisites: State, Take One: WBL 111, WBL 112, or WBL 113					
Course Offering Availability: Course offered at the discretion of the Dean					
This is a seminar course designed to enrich the student's work-based learning experience.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
WBL 121	Work-Based Learning II	0	0	10	1
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 122	Work-Based Learning II	0	0	20	2
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 123	Work-Based Learning II	0	0	30	3
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 125	Work-Based Learning Seminar II	1	0	0	1
Prerequisites: Local, Program Head Approval					
Corequisites: State, Take One: WBL 121, WBL 122, WBL 123					
Course Offering Availability: Course offered at the discretion of the Dean					
This is a seminar course designed to enrich the student's work-based learning experience.					
WBL 131	Work-Based Learning III	0	0	10	1
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
WBL 132	Work-Based Learning III	0	0	20	2
Prerequisites: Local, Program Head Approval					
Corequisites: None					
Course Offering Availability: Course offered at the discretion of the Dean					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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 113	Soldering and Brazing	1	2	0	2
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course covers procedures for cutting, soldering and brazing of pipe and tubing. Topics include safety, proper equipment setup, and operation of soldering and brazing equipment. Upon completion, students should be able to solder and braze pipe, tubing, and fittings in various positions.					
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					
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 117	Industrial SMAW	1	4	0	3
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall					
This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.					
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: 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.					

CourseNo.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
Prerequisites: State, WLD 121					
Corequisites: None					
Course Offering Availability: Spring					
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.					
WLD 131	GTAW (TIG) Plate	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: 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.					
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.					
WLD 151	Fabrication I	2	6	0	4
Prerequisites: None					
Corequisites: None					
Course Offering Availability: Fall, Summer					
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.					
WLD 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.					
WLD 251	Fabrication II	1	6	0	3
Prerequisites: State, WLD 151					
Corequisites: None					
Course Offering Availability: Spring This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.					

CourseNo.	Title	Work Exp/			
		Class	Lab	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: Fall, 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.					
WLD 262	Inspection & Testing	1	3	0	2
Prerequisites: State, Take All: WLD 115, WLD 121, and WLD 131					
Corequisites: None					
Course Offering Availability: Fall					
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

Administration

Name	Title
<u>Desmarais, Dr. Rachel</u>	President
<u>Edmonds, Dr. Jerry</u>	Vice President of Workforce and Community Engagement
<u>Graham, Steven</u>	Vice President, Finance and Operations
<u>Lewis, Dr. Ken</u>	Vice President of Institutional Research & Technology
<u>Tompkins, Kevin</u>	Executive Director of Human Resources
<u>Weary, Tanya</u>	Executive Director of The VGCC Foundation
<u>Wheeler, Cecilia</u>	Acting Vice President, Learning, Student Engagement and Success

Faculty

Name and Credential	Title
<u>Alie, Falastein, B.S., M.S.</u>	Instructor of Mathematics
<u>Alston-Thompson, Rene', B.S., M.Ed</u>	Department Chair, Math
<u>Alston, Jemal, B.S., M.B.A., M.S., Ed.S.</u>	Instructor of Business Administration
<u>Bamigbade, Christiana, B.S., M.S.</u>	Instructor, Mathematics
<u>Barney, Stephen</u>	Director, Fire/Rescue and EMS
<u>Bell, Sara, B.A., M.A.</u>	Instructor, Humanities
<u>Bhattacharya, Dr. Nikhl, B.S., M.S., Ph. D.</u>	Chemistry Instructor
<u>Bishop, Brandon, B.S.</u>	Director of BLET/LET
<u>Blair, Anthony, B.S., A.L.M.</u>	Biology Instructor
<u>Bowling, Dr. Brandy, B.S., M.S., Ph. D.</u>	Dean of Arts & Sciences
<u>Boyd, Glen, A.A.S.</u>	Coordinator/Instructor, Law Enforcement Training
<u>Brackett, Dr. John, B. Mus., M.A., Ph.D.</u>	Instructor, Music
<u>Bryan, Jason, B.A., M.A.</u>	Instructor, English
<u>Cameron, Derrick, B.S., M.B.A.</u>	Instructor Business Administration
<u>Carlson, Matt, A.A.S., B.F.A., M.F.A.</u>	Instructor, Art

Name and Credential	Title
<u>Carter, Dr. Tracey, B.S., M.S., Ph.D.</u>	Program Head, Education/Program Head, Early Childhood Education
<u>Chaves-Smith, Margaret, B.A., M.A.</u>	Instructor, Spanish
<u>Clark, Tony, B.A., M.A.</u>	Instructor, Criminal Justice Technology
<u>Clarke, Betty, B.S., M.A.</u>	Instructor, English
<u>Coburn, Emily, Diploma</u>	Program Head, Cosmetology
<u>Davis, Jamie, A.D.N., B.S.N., M.S.N, PCCN</u>	Instructor of Nursing
<u>Dawes, Yamika, B.S.</u>	Instructor, Developmental Math
<u>Debnam, Marque, B.A., J.D.</u>	Program Head, Paralegal Technology
<u>Dekle, Tina, A.A., A.A.S., B.A., M. Div., M.A.</u>	Instructor, Early Childhood Education
<u>Denson, Esther</u>	Cosmetology Instructor
<u>Deville, Phillip, A.A., A.S., B.S., M.S.</u>	Department Chair, Applied Tech/Program Head, Mechatronics Engineering
<u>Devkota, Dr. Ramesh, B.S., M.S., Ph. D.</u>	Biology Instructor
<u>Dickens, Antoinette, M.A., Paralegal Certification</u>	Department Chair, Public Service, Curriculum Work-Based Learning Coordinator
<u>Dillahunt, Marian, B.A., M.A., M.L.S.</u>	Instructor, English
<u>Durham, Alvin, Diploma, A.A.S.</u>	Instructor, Electrical Systems Technology
<u>Epps, James, A.A., B.A., M.B.A/HRM</u>	Instructor, Basic Skills WCI
<u>Evans, Wallace, Diploma</u>	Instructor, Cosmetology
<u>Farmer, Delton, B.S., M.B.A.</u>	Program Head, Business
<u>Felts, Kassie</u>	Nursing Instructor
<u>Fischer, Robinette, B.A.</u>	Department Chair of Transition, Student Success, and College Transfer
<u>Fleming, Dr. Erica, Pharm.D.</u>	Program Head, Pharmacy
<u>Folz, Erin, B.A., M.S.</u>	Instructor, Mathematics
<u>Frink, Frankie, B.A., M.Ed.</u>	Instructor, English
<u>Garrett, Hollie, A.A.S., B.S., M.B.A.</u>	Program Head, Office/Medical Office Administration
<u>Gibbs, James, A.A.S.</u>	Program Head of Transportation Technologies
<u>Gill, Donna, A.A.S., B.S.B.E., M.S.</u>	Program Head of Information Technology
<u>Gravel, Charles Luke, A.A.S., B.S., B.A.</u>	Instructor, Welding

Name and Credential	Title
<u>Grissom, Rose, A.A., B.S., M.B.A.</u>	Instructor, Business Administration
<u>Harvey, Jessica, A.A.S., B.S., M.B.A.</u>	Instructor, Office Administration
<u>Henderson, Betsy, B.F.A., M.F.A.</u>	Department Chair/Instructor, Humanities and Fine Arts
<u>Henderson, Curtis, B.S., M.S.</u>	Instructor, English
<u>Holton, Ruth, B.A., M.A.</u>	Instructor, English
<u>Hoppe, Michael, A.A., B.S., M.S.</u>	Accounting Instructor
<u>Hurt, Leslie, A.A.S., B.A., M.A.</u>	Instructor, Sociology
<u>Hyson, Andrea, B.A., M.S.</u>	Program Head of Criminal Justice Technology/Public Safety Administration
<u>Jackson, Nancy, A.A.S.</u>	Coordinator/Instructor, Cosmetology, Franklin Campus
<u>Kamoru, Mercedes, A.A.S., B.S., M.S.</u>	Medical Assisting Program Head
<u>Lyon, Stewart, B.S., M.S., MBA</u>	Program Head of Bioprocess / Biotechnology
<u>McIlroy, Brande, B.S.N., M.S.N.</u>	Instructor, Nursing
<u>Morgan, Margaret, B.A., M.A.</u>	Instructor, English
<u>O'Geary, Sharon, A.A., A.A.S., B.A., M.Ed., M.S.</u>	Instructor, Psychology
<u>Oleros, Tashika, B.A., R.T.R., M.S.R.S.</u>	Program Head, Radiography
<u>Otti, Emmanuel, B.A., M.I.S./M.B.A.</u>	Instructor, Computer Education
<u>Pace, Rusty, Diploma, A.A.S.</u>	Program Head of Industrial Technologies
<u>Parker, Candy, B.S., M.A., M.B.A.</u>	Director, Center for Teaching and Learning
<u>Polk, Dr. Kristie, M.S., Ph. D.</u>	Instructor of Psychology
<u>Rossi, April, B.S., M.A.</u>	Instructor, Mathematics
<u>Seaman, Dr. Anna, A.A.S., B.S.N., M.S.N., D.N.P.</u>	Program Head/Instructor, Associate Degree Nursing
<u>Settles, Dr. Daniel, B.A., Ph.D.</u>	Instructor, Biology
<u>Smith, Ashlei, R.N., B.S.N.</u>	Nursing Instructor
<u>Soles, Stacey, A.A.S., B.S., R.T.(R)(ARRT), CCMA</u>	Clinical Coordinator for Radiography
<u>Southerland, Patrick, B.A., M.S.</u>	Instructor, Health/Physical Education
<u>Sparks, Jonathan, B.A., M.S.</u>	Dept. Chair of Social Science
<u>Stewart, Rebecca, B.A., M.A.</u>	Instructor, Spanish
<u>Suarez, Sara, A.A.S., B.S., M.H.A.</u>	Medical Office Administration Instructor
<u>Sutton, Lisa, B.A., M.S., L.C.A.S., M.A.C., C.C.S.I., M.H.O.P.</u>	Program Head, Human Services

Name and Credential	Title
<u>Talley, Isaac, B.F.A., M.F.A.</u>	Instructor, Art
<u>Taylor, Valerie, B.S., M.S.</u>	Mathematics Instructor
<u>Terry, Magnolia, A.A.S.</u>	Coordinator/Instructor, Cosmetology
<u>Tharrington, Allen, B.S.</u>	Instructor, Welding
<u>Thomas, Christal, B.A., M.Ed.</u>	Department Chair, Business Technologies
<u>Thompson, Dr. Natasha, B.A., M.A., Ph.D.</u>	Instructor, History
<u>Tillotson, Mark, Diploma</u>	Program Head of Construction Technologies
<u>Whited, Victoria, B.S., M.A.</u>	Instructor, History
<u>Wilkerson, R. Kyle, A.A.S.</u>	Program Head, Culinary Arts
<u>Wilson, Gregory, B.A., M.A.</u>	Instructor, Developmental English
<u>Wolf, Ian, B.A., M.A.</u>	Instructor, English
<u>Wyche, David, B. A., M.S.</u>	Department Chair/Instructor, English
<u>Yoder, Yolanda, B.A., M.S.</u>	Instructor, Computer Education

Staff

Name and Credential	Title
<u>Abbott, Emily</u>	Librarian
<u>Allen, Jennifer</u>	Administrative Assistant
<u>Alston, Sherri</u>	Director of Admissions & Enrollment Services
<u>Archie, Dorothy</u>	Custodian
<u>Bailey, Spence</u>	Webmaster
<u>Baity, Melissa</u>	Director of Financial Aid
<u>Bates, Tim</u>	Coordinator of Prison Programs
<u>Bender, Daniel</u>	Coordinator of Open Labs
<u>Blalock, Diane</u>	Receptionist, South Campus
<u>Boone, James</u>	Maintenance Technician
<u>Brodie, Michael</u>	Campus Police Sergeant
<u>Brown Jr., James</u>	Customized Training Director
<u>Bullock, Reba</u>	Granville Early College Liaison, Career and College Promise Liaison/Advisor
<u>Burch, Bernard</u>	Custodian

Name and Credential	Title
<u>Burwell, Kyle</u>	Dean, Business & Industry Solutions
<u>Chavis-Norfleet, Gabby</u>	Administrative Assistant, Basic Skills
<u>Chavis, Todd</u>	Custodian
<u>Cissel, Courtney</u>	Public Information Officer
<u>Colindres, Fredesvinda</u>	Financial Aid/LRC Assistant
<u>Copeland, Sonya</u>	Academic Advisor
<u>Cordell, Hilda</u>	Cook, Child Care
<u>Creech, Jennifer</u>	Accounting Technician Grants
<u>Curtis, Elvin</u>	Coordinator, Occupational Healthcare Programs
<u>Curtis, Luther</u>	Custodian
<u>Davis, Cathy</u>	Counselor
<u>Davis, Jennie</u>	Librarian
<u>Dillard, Morris</u>	Career and Personal Coach
<u>Durham, Lora</u>	Outreach & Adult Student Support Coach
<u>Edgerton, Blondelle</u>	Director WIOA
<u>Edwards, Lisa</u>	Admissions and Records Assistant
<u>Elliott, Lauren</u>	Accounting Technician - Student Accounts
<u>Fletcher, Linda</u>	Director, Career Services
<u>Foster-Hill, Willie Mae</u>	Receptionist
<u>Fox, Dr. Krystal</u>	Job Placement Coordinator
<u>Franklin, Larry</u>	Campus Police/Public Safety
<u>Fuller, Anita</u>	Child Care Specialist
<u>Gallatin, Teresa</u>	Child Care Specialist
<u>Garrett, Adam</u>	Groundskeeper
<u>Gibbs, Rhonda</u>	Cosmetology Instructor
<u>Goode, Faye</u>	Associate Director Financial Aid
<u>Green, Serena</u>	Administrative Assistant
<u>Griffin, Martin</u>	Maintenance Tech
<u>Grissom, Andy</u>	Maintenance Supervisor
<u>Grissom, Thomas</u>	Financial Aid Specialist

Name and Credential	Title
<u>Hall, Lyndon</u>	Dean of K-12 Partnership and Warren Campus
<u>Hamlet, Riley</u>	Child Care Specialist
<u>Hanks, Rhonda</u>	Child Care Specialist, Day Care
<u>Hargrove, Antonio</u>	Custodian
<u>Hargrove, Frances</u>	Custodian
<u>Hargrove, Jermiel</u>	Coordinator of Student Activities and Athletics
<u>Hargrove, Trudy</u>	Administrative Assistant
<u>Harp, Stephanie</u>	Administrative Assistant for Plant Operations
<u>Harris, Evelyn</u>	Director, Distance Education
<u>Harris, Pamela</u>	Child Care Specialist, Child Care Center
<u>Hawkins, James</u>	Academic Advisor
<u>Hicks, Julie</u>	Director, Planning and Research
<u>Himmel, Angela</u>	Director of Daycare
<u>Holloman, Jimmie</u>	Network Administrator
<u>Hudgins, Faith</u>	Administrative Assistant
<u>Hunt, Diane</u>	Administrative Assistant for Business, Applied Technologies, & Public Services
<u>Jones, Dafney</u>	Financial Aid/LRC Assistant
<u>Jones, Sheri</u>	Associate Director, The VGCC Foundation
<u>Jones, Teresa</u>	Housekeeper
<u>Jones, Vanessa</u>	Interim Dean of Workforce Readiness, Health & Public Safety
<u>Jordan, Dr. Antonio</u>	Dean of Students, Equity, Retention & Success
<u>Ktul, Kathryn</u>	Registrar
<u>LaBar, Matthew</u>	Groundskeeper
<u>Lagunas, Joshua</u>	Associate Vice President, Finance and Operations
<u>Lewis, Priscilla</u>	Purchasing Agent
<u>Luffman, Jennifer</u>	Senior Accountant
<u>Makowske, Sita</u>	Facilities Coordinator-Civic Center
<u>Martus, Josalyn</u>	Assistant Registrar
<u>McDaniel, Andrea</u>	Coordinator of Institutional Research

Name and Credential	Title
<u>McMannen, Mary</u>	Accounts Payable Coordinator
<u>Melvin, Christan</u>	Student Engagement Specialist
<u>Miller, Denise</u>	Personal Enrichment Coordinator
<u>Mitchell, Evangeline</u>	Liaison, Franklin Early College High School
<u>Newbern, Lee</u>	Systems Administrator
<u>Newton, Sean</u>	Chief of Police/Director of Public Safety
<u>Nyaichyai, Sona</u>	Senior Accountant
<u>Paschall, John</u>	Computer Services Technician
<u>Pendergrass, Danner</u>	Groundskeeper
<u>Perkinson, April</u>	Executive Assistant to the President
<u>Perry, Blake</u>	Academic Advisor
<u>Perry, Carolyn</u>	Director, Small Business Center
<u>Perry, Hoover</u>	Evening Custodial Supervisor
<u>Pierce-Cappetta, Veta</u>	Success Center Campus Coordinator/Counselor
<u>Pulley, Norma</u>	LEIS Specialist
<u>Quick, TaMarsha</u>	Admissions and Enrollment Specialist
<u>Ragland, Connie</u>	NC Career Coach/Career and College Promise Advisor
<u>Ragland, Tina</u>	Student Engagement Specialist
<u>Ramey, David</u>	Custodian
<u>Reid, Brinyah</u>	Admissions and Enrollment Specialist
<u>Richardson, Stephen</u>	Lead Custodian - Franklin Campus
<u>Roberson, Ashley</u>	Director of Plant Operations
<u>Robertson, Kimberly</u>	Academic Advisor
<u>Robinson, Tyrone</u>	Student Engagement Specialist
<u>Rodwell, Elisa</u>	Director, Occupational Extension
<u>Royster, Anna</u>	Custodian
<u>Royster, Marie</u>	Housekeeper
<u>Sawyer, Vincent</u>	Job Placement Coach
<u>Sharpe, Kelvin</u>	CDL Coordinator
<u>Small, Ricky</u>	Technician, Civic Center

Name and Credential	Title
<u>Snelling, Jason</u>	Coordinator, Academic Skills Center
<u>Stainback, Audrey</u>	Administrative Assistant
<u>Stegall, Deanna</u>	Executive Assistant
<u>Stem, Elaine</u>	Director, Library Services
<u>Tatum, Matthew</u>	Computer Services Technician
<u>Taylor, Audrey</u>	Administrative Assistant
<u>Taylor, Gabrielle</u>	Health Sciences Career & Success Coach
<u>Taylor, Kayrn</u>	Child Care Specialist Assistant
<u>Terry, Kathryn</u>	Payroll Specialist
<u>Terry, Toni</u>	Human Resources Coordinator
<u>Thomas, Dr. Angela</u>	Dean, Health Sciences
<u>Thornton, Randall</u>	Academic Advisor
<u>Tolbert, Stephanie</u>	Dean of Business, Applied Tech, Public Service
<u>Towler, Roger</u>	Custodian
<u>Waddle, Tonya</u>	Academic & Career Coach
<u>Weaver, William</u>	Director of Information Technology
<u>Williams, Alicia</u>	Executive Assistant
<u>Williams, Taylor</u>	Warren Early College Liaison, Career and College Promise Advisor
<u>Wilson, Anautica</u>	Accounting Technician
<u>Wilson, Kenneth</u>	VGCC Grants Administrator
<u>Yancey, Dr. Laurica</u>	Dean of Corporate Learning & Professional Development