



SAMPSON COMMUNITY COLLEGE CATALOG 2015 – 2017

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Continuing Education: (910) 592-7176
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EQUAL OPPORTUNITY NONDISCRIMINATION NOTICE

The Board of Trustees, faculty, and staff of Sampson Community College recognize their responsibility to ensure that access, opportunities, and services for students, employees, and the public are made without regard to an individual's race, color, national origin, religion, gender, age, disability, political belief or affiliation.

From the President...

Welcome to Sampson Community College. Our growing institution offers quality instruction, excellent student support services and a wide range of student activities and events. Sampson Community College students enjoy small class sizes, personal attention and an outstanding learning environment.

Whether you are seeking an associate degree, pursuing workforce training or lifelong learning opportunities, SCC is a great college to help you achieve your goals.

Sampson Community College's curriculum, flexible course offerings, online class options and articulation agreements with other educational institutions endeavor to meet the needs of all students. The quality of instruction offered in our excellent facilities rivals the best anywhere. We look forward to assisting you in meeting your educational goals.



Sincerely,

Paul Hutchins Ed.D., President
Sampson Community College

BOARD OF TRUSTEES

	TERM EXPIRES
Mr. Michael Chestnutt.....	2017
Ms. Sandra Carroll	2016
Ms. Barbara Faison	2016
Mr. Chris Fann.....	2018
Mr. Thomas Farrow Jr.	2019
Ms. Larinda Haight.....	2017
Mr. Randy Jacobs	2017
Mr. Nash Johnson	2018
Mr. Russell Pat Jones	2018
Mr. Robert Sanderson	2016
Mr. Charles Spell	2019
Mr. Jimmy Thornton	2019
Ms. Ivey Parker (SGA President).....	2016

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ACADEMIC CALENDARS

FALL 2015

Faculty Workday	August 10 th
Late Registration	August 12 th – 13 th
Schedule Adjustment	August 14 th
Classes Begin	August 17 th
Labor Day Holiday	September 7 th
Fall Break	October 12 th – 13 th
Thanksgiving Break	November 25 th – 27 th
Final Exams	December 8 th – 11 th – 14 th
Semester Ends	December 14 th
Grades Due	December 15 th

SPRING 2016

Faculty Workday	January 4 th
Late Registration	January 5 th
Classes Begin	January 6 th
Martin Luther King Jr. Holiday	January 18 th
Spring Break	March 3 rd & 4 th
Easter Holiday	March 25 th
Easter Break	March 28 th – April 1 st
Final Exams	May 3 rd – 6 th & 9 th
Semester Ends	May 9 th
Grades Due	May 10 th
Graduation	May 13 th

SUMMER 2016

Late Registration	May 16 th
Classes Begin	May 17 th
Memorial Day Holiday	May 30 th
July 4 th Break	July 4 th – 5 th
Semester Ends	July 13 th
Grades Due	July 14 th

NOTE: CALENDARS ARE SUBJECT TO CHANGE

FALL 2016

Faculty Workday	August 8th
Late Registration	August 10th & 11th
Schedule Adjustment	August 12th
Classes Begin	August 15th
Labor Day Holiday	September 5th
Fall Break	October 10th & 11th
Thanksgiving Break	November 23rd – 25th
Final Exams	December 6th – 9th & 12th
Semester Ends	December 12th
Grades Due	December 13th

SPRING 2017

Faculty Workday	January 3rd
Late Registration	January 4th
Classes Begin	January 5th
Martin Luther King Jr. Holiday	January 16th
Spring Break	March 2nd – 3rd
Summer2017/Fall 2017 Course Planning & Early Registration	April 10th – 13th April 24th – 27th
Easter Holiday	April 14th
Easter Break	April 17th – 21st
Final Exams	May 3rd – 5th & 8th – 9th
Semester Ends	May 9th
Grades Due	May 10th
Graduation	May 12th

SUMMER 2017

Late Registration	May 15th
Classes Begin	May 16th
Memorial Day Holiday	May 29th
July 4th Break	July 3rd – 4th
Semester Ends	July 12th
Grades Due	July 13th

NOTE: CALENDARS ARE SUBJECT TO CHANGE

DIRECTORY OF INFORMATION

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below:

For Information Write or Call:

Admissions.....	Director of Admissions
Business Operations	VP of Finance & Auxiliary Services
Continuing Education	Dean of Continuing Education
Curriculum	VP of Academic Affairs & Administration
Disability Services	Disability Services Counselor
Faculty.....	VP of Academic Affairs & Administration
Financial Aid.....	Director of Financial Aid
Fiscal Operations	VP of Finance & Auxiliary Services
General Matters.....	President
Library	Director of Library Services
Student Activities.....	SGA Advisor
Student Records.....	Registrar
Student Services	Dean of Student Services
Veterans Affairs	Director of Financial Aid

Address inquiries to:
 Sampson Community College
 Post Office Box 318
 Clinton, North Carolina 28329-0318
www.sampsoncc.edu

ADMINISTRATION

Dr. Paul Hutchins	President BA – University of Florida MA – University of South Florida EdS – University of Florida EdD – University of Florida
Ms. Ann Butler	Dean of Continuing Education BS – East Carolina University
Ms. Virginia Lucas	VP of Finance and Auxiliary Services BS – Fayetteville State University MBA – Fayetteville State University
Ms. Amy Noel.....	Dean of Student Services BS – Radford University MPA – University of North Carolina at Pembroke
Dr. William “Bill” Starling.....	VP of Academic Affairs and Administration BA – University of North Carolina at Chapel Hill MAEd – East Carolina University EdD – North Carolina State University

FACULTY

Susan Baxter Division Chair - Education/Exec. Director - QEP
BS - California University of PA
MAEd - East Carolina University

Robin Bradshaw Coordinator/Inst. - Unlicensed Healthcare Programs
AAS - Sampson Community College

Mark Brown Instructor – Welding
AAS - Sampson Community College

Regina Burgin Instructor - Associate Degree Nursing
BSN - Barton College
MSN - East Carolina University

Patricia “Susan” Burns Instructor - Science
BS - University of North Carolina at Pembroke
MS - Fayetteville State University

Wanda Capps Division Chair - Health Programs
BSN Atlantic Christian College
MSN - East Carolina University

Laura Carraway Instructor - English
AAS - Lenoir Community College
BS - East Carolina University
MaEd - East Carolina University

Alisha Carwise Instructor - Practical Nursing
BA - East Carolina University
BSN - East Carolina University

Reuben Cashwell Instructor - Industrial Systems Technology
AAS - Sampson Community College

Torwana Coe Instructor - Education
BS - University of Mount Olive
MS - Nova Southeastern University

Floyd “Bruce” Creech Department Chair - Business Administration
BS - University of Phoenix
MBA - University of Phoenix

Jennifer Eavenson Instructor - Mathematics
BS Methodist College
MA - North Carolina State University

Krystle Edge Instructor - Practical Nursing
BSN – Chamberlain College of Nursing

Kristina Edwards Instructor - Practical Nursing
AAS - Sampson Community College
MSN - East Carolina University

Melissa Ezzell Instructor - Mathematics
BS - University of North Carolina at Wilmington
MS - University of North Carolina at Wilmington

LaVoice Faison-Stevens Instructor - Basic Skills
BA - Winston Salem State University
MEd - North Carolina State University

Jason Frazier Instructor - English
BA - East Carolina University
MA - East Carolina University

Rachel Frazier Instructor – Basic Skills
BS - East Carolina University
MS - East Carolina University

Barney Grady Dept. Chair - Building Construction Technology
AS - James Sprunt Community College
BS - East Carolina University

Laura Gray.....Instructor - Associate Degree Nursing
BSN - Barton College
MSN - East Carolina University

Laurie Hamilton Dept. Chair - Applied Animal Science Technology
BS - North Carolina State University
DVM - North Carolina State University

Benita Hayes Dept. Chair - Office/Medical Office Administration
AAS - Sampson Community College
BIT - American InterContinental University
MIT - American InterContinental University

Sharon Herring.....Instructor - Education
BA - University of North Carolina at Wilmington
M.Ed. - Campbell University

Britt Honeycutt Instructor - English
BA - East Carolina University
MA - University of North Carolina at Wilmington

Donald Jacobs Instructor - Academy of Continuing Excellence
AAS - Sampson Community College
BA - University of North Carolina at Pembroke

Susan Jernigan Instructor/Tutor - Mathematics
BS - Methodist College
MS - Fayetteville State University

Dale Johnson..... Instructor - Academy of Continuing Excellence
BBA - Campbell University

Emily Johnson..... Instructor - English
BA - Elon College
MFA - Mills College

Loreta Jones Department Chair - Cosmetology
AAS - Sampson Community College

Sheron Jones.....Instructor - Basic Skills
BS - Campbell University

Durwood King Instructor – Ind. Systems Tech./Ind. Maintenance
AAS - Sampson Community College

Daphene LaneInstructor - Practical Nursing
BSN - North Carolina Central University
MSN - East Carolina University

Darrell ManuelInstructor - Criminal Justice Technology and BLET
BS - University of Texas at Arlington

Wyman “Darell” Matthews..... Division Chair - Business and
Occupational Technologies Programs
BA - University of North Carolina Wilmington
MS - East Carolina University

Angela Marco Instructor – History/Political Science
BA - Guilford College
MA - Fayetteville State University

Rex Matthis Department Chair - Welding Technology
AAS - Sampson Community College
BS - Mount Olive College

April Melvin.....Instructor - Basic Skills
BS - UNC – Charlotte

Dana Meredith.....Department Chair - Industrial Systems Technology
BS - Mount Olive College
M.Ed - Strayer University

Michele MooreDepartment Chair - Community Spanish Interpreter
BS - Tulane University
MS - University of North Carolina at Wilmington

Carole PhippsDivision Chair
Arts & Sciences/Department Chair of College Transfer
BS - Fayetteville State University
MA - University of North Carolina at Pembroke

Sabrina PopeInstructor - Practical Nursing
AAS - James Sprunt Community College
BS - Fayetteville State University

Joy RogersInstructor - Communication
BS - East Carolina University
MS - East Carolina University

Anna RouseInstructor - Academy of Continuing Excellence
BS - North Carolina State University

Rebecca Scott.....Instructor - Unlicensed Health Programs
Diploma - Hamlet Hospital School of Nursing

Lucinda “Cindy” ShilladyInstructor - Biology
BS - Virginia Common Wealth University
PhD - Medical College of Virginia

Pharris ShirleyInstructor – Cosmetology
AAS - Sampson Community College

Lisa Smith.....Instructor - Associate Degree Nursing
BSN - Barton College
MSN - East Carolina University

Alford “Al” SprakerInstructor – Computer. Info. Tech./Info. Sys. Security
BA - Wayland Baptist College
MS - Webster College

Frederick “Fred” Stamey.....Instructor - Truck Driving Training

Veronica StevensInstructor - Associate Degree Nursing
BSN - East Carolina University
MSN - East Carolina University
FNP - East Carolina University

Rex WestInstructor - Truck Driver Training

Ria WestphalInstructor - Humanities/Art
BA - Fayetteville State University
MA - California State University

Katherine “Vicky” Williams.....Instructor - Office Administration/Medical
Office Administration
AA - Brunswick Community College
BS - University of Phoenix
MS - University of Phoenix

Jennifer WileyDepartment Chair - Criminal Justice Technology
BA - West Chester University of Pennsylvania
MA - Professional New Mexico State University

Paul Wolf.....Instructor - Psychology
BA - UNC - Chapel Hill
MS - North Carolina State University

STAFF

George "Ronnie" Adams..... Maintenance Supervisor
Deanna Bass..... Student Support Services - Acad. Adv./Learning Strategist
Janna Bass..... Coordinator of Special Projects
Julia "Amanda" Bradshaw..... Small Business Center Director
Delsey Brewington..... Registrar
Holly Brewington..... SGA Advisor
Charles "Perry" Brigham..... Aide/Driver
Academy of Continuing Excellence
Edwin Boone..... Maintenance
Frances "Kate" Brown..... Director of Customized Training & Workforce Development Programs
Sue Butler..... Aide/Driver - Academy of Continuing Excellence
Zonia "Lynn" Cavenaugh..... Division Secretary - Health Programs
Elizabeth "Beth" Daughtery..... Division Secretary - Arts & Sciences
Kimberly "Kim" Davis..... Assistant to the Dir. of Financial Aid
Perry Gillespie..... Career Specialist
Pamela Godwin..... Bookstore/Auxiliary Services Assistant
Nydia Gonzalez..... Coordinator of Basic Skills/ESL
Darryl Grady..... Director - Basic Law Enforcement Training/Security
Lewis "Lew" Gravis..... Director of Distance Learning
Myra Gray..... Housekeeping Supervisor
James "Dan" Grubb..... TV Production Coordinator/PIO
Anna "Blair" Hairr..... Director of Admissions
Teresa Hairr..... Cashier/Business Office Assistant
Janet Hill..... Cashier/Business Office Assistant
Lisa Horne..... Printing Technician/Equipment Coordinator and
Div. Secretary – Occupational Tech. Programs
Adriene Howard..... Basic Skills/HRD Data Specialist
Betty Hudson..... Asst. Printing Technician/Asst. Equipment Coordinator
Loreen Hudson..... Housekeeping
Kelly Jackson..... Director of Budgeting and Internal Controls
Nicole Jordan..... Accounts Payable Coordinator/Payroll Specialist
William "Bill" Kemmer..... Computer Systems Technician
Toledo Kemmer..... Career Readiness Certification Specialist
Wanda Kenny..... Computer Lab Coordinator
Lesi Kinton..... Student Services Office Assistant
Denise Lane..... Aide/Driver - Academy of Continuing Excellence
Sharon Leggett..... Student Services Counselor
Cornelius Lindsey..... Computer Systems Technician
Robert "Bob" Little..... Maintenance
Betsy Lloyd..... Enrollment Management Specialist
Rhonda Lockamy..... Aide/Driver - Academy of Continuing Excellence
David Lockwood..... Maintenance
Kenny Lynch..... Maintenance
Carol H. McLamb..... Library Technical Assistant
Linda Meredith..... Housekeeping
Cheryl Merritt..... General Bookkeeper/Auxiliary Services Specialist
Donna Odum..... Director of Library Services
Belvia "Donnette" Pope..... GED Examiner
Karon "Kay" Pope..... Bookstore/Auxiliary Services Manager
Marion Pope..... Distance Learning Assistant
Marleen Powell..... Director of Financial Aid/Veteran Services

GENERAL INFORMATION

HISTORY

Sampson Community College, one of the fifty-eight institutions in the North Carolina System of Community Colleges, was established in September 1965, under the provisions of Chapter 115-A of the General Statutes of North Carolina as an extension unit of Goldsboro Industrial Education Center (now Wayne Community College). The first institutional site was one office and one classroom located in the Sampson County Board of Education Building on Rowan Road. The institution moved from temporary offices in June 1966 to an old elementary school on Highway 421, six miles north of Clinton, and began the first curriculum programs in September of the same year. By an act of the 1967 General Assembly, the College became an independent unit and was called "Sampson Technical Institute." The first Board of Trustees was appointed in February 1968. As the institution grew, the need for a new campus with modern facilities was realized.

A \$500,000 bond issue was approved by Sampson County voters in April 1972. A vocational storage building was occupied on the Highway 24 campus in July 1974, and the main building on this new campus, the North Building, was occupied in January 1976. A new vocational shop building, East Building, was occupied in the fall of 1977 allowing for the expansion of several vocational programs. In 1979, through enabling legislation by the General Assembly, the Board of Trustees approved the school's name change to "Sampson Technical College." The College added additional facilities in 1982 with the construction of a 6,000 sq. ft. vocational shop building on the main campus and the county's provision of 8,000 sq. ft. in the new Courthouse Annex for the Continuing Education Division. In August 1987 the College completed construction of the West Building, and began erecting a new Student Center/Adult Education Building, the South Building, which was occupied in September 1988.

In October 1987, the College changed its name to "Sampson Community College." The Board of Trustees approved changing the name of West Building to W.W. Kitchin Hall on August 21, 1989, and South Building to the Robert D. Warren Student Center on June 10, 1997. In the fall of 1998, two new buildings, the Technology Center and the Activities Center, were occupied. The Occupational Building, along with renovations to the East Building, was completed in the fall of 2005 adding an additional 36,031 sq. ft. to the College Campus structures. In the fall of 2008, the Board of Trustees named the

Occupational Building in honor of former president, Dr. William C. Aiken. In the summer of 2010, the College enrolled the first group of students in occupational classes in the Ammonia Refrigeration Training Center. The specialized shop and classroom building includes 5,000 sq. ft. of space designed to support specialized training in the use of ammonia refrigeration in the food processing industry.

Revised: July 2010

MISSION

The mission of Sampson Community College is to provide accessible and affordable education, workforce training, and lifelong enrichment. This mission is accomplished through effective teaching, student support, public outreach, and partnering with others to improve the quality of life for the people of Sampson County.

*Approved by the Board of Trustees March 13,
2012*

ACCREDITATION

Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Sampson Community College.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING

The Associate Degree Nursing and Licensed Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326. Phone: 404-975-5000; Fax: 404-975-5020

Website: www.acenursing.org

NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

The Early Childhood Associate in Applied Science Degree Program is accredited by the National Association for the Education of Young Children (NAEYC) NAEYC Associate Degree Accreditation, 1313 L Street, NW, Suite 500 Washington, DC 20005. Phone: 202-232-8777

Website: www.naeyc.org

NCCCS PERFORMANCE MEASURES AND STANDARDS

The North Carolina Community College System (NCCCS) has established system-wide baselines and goals to evaluate and track student success.

June 2015 Performance Summary					
NCCCS Performance Measures	NCCCS Excellence Level	NCCCS Baseline	Average College Percentage	NCCCS Totals (All Students)	Sampson Community College
Measure A Basic Skills Progress	51.2%	20.6%	45.1%	44.8%	45.6% Above Baseline Above Average
Measure B GED Pass Rate	82.0%	49.3%	79.4%	78.2%	87.9% Exceeded Excellence Level
Measure C Dev English Subsequent Success	74.9%	45.2%	62.4%	63.4%	40.7% Below Baseline Below Average
Measure D Dev Math Subsequent Success	75.4%	47.5%	63.6%	63.0%	46.4% Below Baseline Below Average
Measure E Year One Progress	74.6%	53.2%	67.1%	67.1%	70.6% Above Baseline Above Average
Measure F Curriculum Completion Rate	45.6%	28.6%	43.4%	42.9%	45.2% Above Baseline Above Average
Measure G Licensure Pass Rate	91.7%	71.0%	83.3%	84.6%	88.0% Above Baseline Above Average
Measure H College Transfer Performance	93.8%	71.2%	87.7%	88.3%	76.8% Above Baseline Below Average

Source: NCCCS 2015 Performance Measures for Student Success

STUDENT RIGHT TO KNOW ACT

This act requires colleges to report completion rates of students. In compliance with the Student Right-to-Know Act, Sampson Community College discloses the following graduation/completion, transfer-out, and retention rates:

- Fall 2009 first-time, full-time degree-seeking cohort: 34% graduation within normal time
- Fall 2010 first-time, full-time degree-seeking cohort: 29% transfer out-rate
- Fall 2013 first-time, full-time degree-seeking cohort: 46% retention (first year to second year)

Source: IPEDS Data Center report for Sampson Community College, FY 2013-2014 information (final release).

RESOURCES AND SERVICES

DESCRIPTION OF CAMPUS AND LOCATION

The College's campus is located in Clinton, North Carolina, the county seat of Sampson County. The campus consists of eight buildings located on a fifty-five acre site. The first building, a vocational shop building, was completed in July, 1974. The main administrative and academic building was completed and accepted for use in January, 1976. A second occupational building was added in August 1977, and a second shop building in August 1982. The College completed construction of Kitchin Hall, housing the library and college-transfer program, in the fall of 1986. A two-story student center and adult basic education building was completed and accepted for use in August 1988. In the fall of 1998, the College occupied a two-story Technology Building and Activities Center housing a small auditorium. In the spring of 2006, the College began classes in the new William C. Aiken Building which is the largest building on campus. In the summer of 2010, the College enrolled the first group of students in occupational classes in the Ammonia Refrigeration Training Center. The specialized shop and classroom building includes 5,000 sf of space designed to support specialized training in the use of ammonia refrigeration in the food processing industry.

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is located on the first floor of the Kitchin Building and is open to all currently enrolled curriculum students. The ASC houses an open computer lab, study rooms, and open work/study areas. Professional and peer tutoring is available to all students at no charge. ASC staff provides user support and assist students with logging into Web Advisor, registering for courses, and using Moodle to access course content. Hours of operation are posted each semester and may be found on the College's website.

BOOKSTORE

The College Bookstore is located on the first floor of the Warren Student Center. Required textbooks, general supplies, and other items are available for purchase. The Bookstore

offers extended hours during registration periods. Hours of operation are posted at the store entrance and may be found on the College's website. Students should be aware of the following operational policies of the Bookstore: **Refunds or exchanges will not be allowed for textbooks that have been soiled, written in, or if shrink wrap has been removed. No refunds are allowed on supply items. Students must present valid identification and a cash receipt when returning books.**

LIBRARY

The Library is located on the first floor of the Kitchin Building. Library resources are available to students, faculty, and staff, at no charge. Students and employees must present a valid SCC ID card to utilize library resources. The Library provides access to print resources (books, periodicals) as well as audiovisual materials (electronic media, audio books) and equipment. Online resources offer access to numerous electronic databases (NC LIVE, SIRS, JSTOR,). A variety of materials are also available through Interlibrary Loan. A comprehensive listing of materials and equipment is available in the Library Catalog. Library staff are always available to provide assistance and instruction for the use of Library resources and equipment.

During the fall and spring semesters, the Library is open Monday through Thursday from 8:00 a.m. to 8:30 p.m. and 8:00 a.m. to 4:00 p.m. on Fridays. Operating hours vary during the summer and are posted at the Library entrance and may be found on the College's website. Students with outstanding library fines will not be allowed to register for the next semester or obtain transcripts. Student records will be blocked until all materials are returned and/or fines are paid. Fines should be paid in a timely manner to avoid registration blocks.

SAMPSON EARLY COLLEGE HIGH SCHOOL

Sampson Early College High School (SECHS) is a public high school of choice in partnership with Sampson Community College. The SECHS serves Sampson County and Clinton City School students as a five year high school which provides an opportunity for students to have a meaningful high school experience on the

College's campus. Graduates earn a high school diploma and an associate degree or two years of transferrable college credit. The Sampson Early College high school seeks to educate all students to their highest level of academic performance and to prepare them to become productive members of society in the 21st Century. Residents of Sampson County currently enrolled in the 8th grade are eligible to apply. Students must enter the program as a high school freshmen in the fall semester of the 9th grade year. Accepted applicants must be self-motivated with a sincere interest in academics and be able to fit into an adult learning environment. Please visit the SECHS page on the College's website for more information.

SNACK BAR – VENDING

The Snack Bar is located on the first floor of the Warren Student Center and offers soft drinks, breakfast items, sandwiches, and plate lunches. During the fall and spring semesters, hours of operation are Monday through Thursday 7:30 a.m. until 2:00 p.m. The Snack Bar is closed on Fridays fall and spring, and does not operate in the summer. Beverage and snack vending machines in various buildings are available during the College's regular operating hours.

STUDENT CENTER

The Student Center, on the first floor of the Warren Building, houses the bookstore, fitness room, recreation area, and snack bar. The fitness room offers cardio and strength training equipment and is open to all currently enrolled curriculum students at no charge. Students must have a valid SCC ID to use the fitness room and games in the recreation area.

STUDENT HOUSING

Sampson Community College is a commuter institution and does not operate dormitories. The individual student is responsible for finding housing. Students desiring housing in the local area may request assistance in locating housing and estimates of off-campus living costs from the Student Services Division. The College does not maintain a list of approved housing facilities.

ADMISSIONS

Sampson Community College (SCC) subscribes to an Open Door admissions policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age.

Admissions requirements are consistent for all students seeking to enter courses or programs offered by the College. Graduation from High School or a High School Equivalency Diploma (GED) is required for admission to all Associate Degree and Diploma programs. While SCC advises all prospective students to earn a High School Diploma or GED, non-graduates may be admitted to certificate programs or a limited number of courses. The College reserves the right to place students on the basis of counseling, assessments, interviews, and previous academic achievement.

Applicants currently under suspension or expulsion from any other community college, university, or educational institution may be refused admission to Sampson Community College for the duration of the suspension period or expulsion. This policy has been adopted by the Board of Trustees pursuant to 23 SBCCC 02C.0301 of the State Board of Community Colleges Code.

GENERAL ADMISSIONS REQUIREMENTS

1. **Application for Admission:** Prospective students must complete an application for admission, including a residency statement. The SCC admissions application can be accessed and submitted online at: www.cfnc.org. Please visit the SCC Admissions page at www.sampsoncc.edu for more information.
2. **Official Transcripts:** Applicants should request for official transcripts to be sent to the SCC Admissions Office. An official transcript showing high school graduation or GED completion is required for all students seeking financial aid. Transcripts from other colleges or universities attended are required to verify prerequisite coursework and for transfer credit review.
 - a. **High School Graduates:** Applicants who have graduated from high school should submit an official transcript showing all

course work completed and the date of graduation. High school seniors may submit a partial transcript showing their current courses and the intended date of graduation. It is the student's responsibility to submit a final high school transcript prior to admission to an Associate Degree or Diploma program.

b. Adult High School Equivalency Diploma: Applicants who have successfully completed an Adult High School Equivalency program or GED® program should request for their scores to be sent to the SCC Admissions Office. Students who earned the GED in North Carolina can request an official copy of their scores by submitting a request to: the North Carolina State GED Center or going online to www.MyGED.com.

c. Transfer Applicants: Applicants seeking to transfer from another college or university must follow the established procedures for general admission and meet all requirements. Official transcripts from other colleges or universities attended are required to verify prerequisite coursework.

d. Official transcripts from non-US schools must be translated and evaluated by any member agency associated with the National Association of Credential Evaluation Services (NACES). Please visit www.naces.org for more information.

3. **Placement Testing:** When applicants do not demonstrate college readiness through specified multiple measures or waiver criteria, the College requires all diploma and degree seeking students to complete the NC Diagnostic Assessment for Placement (NCDAP). Test results are used to determine students' readiness for college-level courses. There is no charge for taking the placement test. Students who meet acceptable criteria for a waiver may be exempt from taking the test (See Placement Test Waiver). Prospective students who have not completed the NCDAP or other approved entry assessment (ASSET, ACCUPLACER, COMPASS) within the past five years must contact the Admissions office at: (910) 592-8084 to schedule a test date.

4. **Admissions Interview:** As part of the admissions process, students meet with a counselor to review placement test scores (if applicable) and determine an appropriate program of study. Admissions interviews are completed after students finish the placement test or by appointment.

5. **Medical History Form:** Students must complete a medical history form to verify health status and emergency contact information. Students should disclose any existing medical conditions or potential health concerns. All student health records are kept confidential.

READMISSION TO THE COLLEGE

Students who have not been enrolled in curriculum courses for one calendar year or longer will be readmitted under the catalog current at the time of readmission. Returning students must complete an updated application for admission, including a residency statement and an updated medical history form. An admissions interview will also be required to meet with a counselor and update or change program information. Official transcripts not on record will be needed to verify prerequisite coursework.

PROVISIONAL STUDENTS

Any students admitted provisionally must meet all admissions requirements within the first semester of enrollment. Provisional students are not eligible to receive financial aid, including veteran's education benefits. All provisional admissions are granted on a conditional basis and final acceptance is dependent upon fulfillment of all requirements. Students who do not fulfill the requirements for provisional admittance within the specified time will not be allowed to register for another semester.

SPECIAL CREDIT STUDENTS

Special credit students enroll in curriculum courses for credit but are not working toward earning a degree, diploma, or certificate. Special credit students must meet all prerequisites before registering for a course. All requirements for general admission must be completed before a special credit student can be admitted to a program of study. Special credit students may earn up to 15 credit hours

prior to acceptance into a curriculum program. Additional credit hours may be accepted at the discretion of the division chair of the program the student plans to enter. Special credit status does not qualify for federal financial aid.

HOME SCHOOL STUDENTS

Home school graduates must meet all established general admission requirements to enter a degree or diploma programs. The home school must be authorized to operate in North Carolina. Official high school transcripts documenting credit earned and the date of graduation are required. Official transcripts must be issued by the chief administrator of the home school and show the school's name and address. Home school students interested in taking curriculum courses before graduation should contact the Admissions Office to obtain information about Career and College Promise (CCP) opportunities and eligibility.

ADMISSION OF NON-HIGH SCHOOL GRADUATES

While SCC advises all prospective students to earn a high school diploma or high school equivalency diploma prior to enrollment, non-graduates who are legal residents of the United States and at least 18 years of age may be admitted to certificate programs. Students who have not completed a high school diploma or equivalent will not be eligible to receive financial aid. The College reserves the right to place students in certificate programs on the basis of counseling, assessments, interviews, and previous academic achievement. Completion of high school or high school equivalency is required for certificate completers who wish to enter diploma or degree programs.

ADMISSION OF UNDOCUMENTED IMMIGRANTS

In accordance with amended regulations prescribed by the State Board of Community Colleges, undocumented immigrants may enroll as specified:

An undocumented immigrant, any immigrant who is not lawfully present in the United States, must have attended or graduated from a United States high school, private high school or home school that operates in compliance with

state or local law. An undocumented immigrant with a diploma from an Adult High School located in the United States that operates in compliance with state or local law is also eligible to be admitted. All undocumented immigrants must be admitted as out-of-state student for tuition purposes whether or not they reside in North Carolina. Undocumented immigrant students are not eligible for federal financial aid.

CAREER & COLLEGE PROMISE FOR HIGH SCHOOL STUDENTS

The Career and College Promise (CCP) program provides dual enrollment opportunities for eligible North Carolina high school juniors and seniors. The program is structured to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. SCC offers the following CCP pathways aligned with K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. College Transfer Pathway - leads to completion of at least 30 hours of college credit including English, mathematics, and general education courses approved to satisfy the Comprehensive Articulation Agreement for transferability to four-year colleges or universities.
2. Career Technical Education Pathway - leads to a certificate or diploma aligned with a high school Career Cluster.
3. Cooperative Innovative High School Pathway (Sampson Early College High School) - available to rising 9th grade high school students who reside in Sampson County. Please visit the SECHS page on the College's website for information regarding the Early College and the application process.

GENERAL ADMISSION FOR HIGH SCHOOL STUDENTS

Prospective students seeking to take college courses through CCP must meet general admissions requirements and demonstrate the level of behavioral maturity expected for the adult educational setting. All students enrolled in college courses are required to observe the College's policies on attendance, academic

integrity, and the student code of conduct. Interested applicants should contact their high school guidance counselor or the SCC Admissions Office to complete the following steps necessary for admission:

1. Complete an SCC Admissions Application.
2. Submit an official high school transcript showing course work completed.
3. Obtain written approval from the high school principal or his/her designee.
4. Obtain approval from the SCC Director of Admissions.

COLLEGE TRANSFER PATHWAY REQUIREMENTS

To be eligible for enrollment in a CCP College Transfer Pathway, students must meet the following criteria:

1. High school junior or senior continuing to make progress toward high school graduation.
2. Have a weighted GPA of 3.0 on completed high school course work.
3. Demonstrate college readiness in English, reading, AND mathematics as determined by satisfactory scores on a NC Community College System approved entry assessment (PSAT, SAT, ACT, PLAN, COMPASS, ASSET, OR ACCUPLACER).
4. Meet all established pre-requisites for college courses.

PROVISIONAL ENROLLMENT IN COLLEGE TRANSFER PATHWAYS

A high school junior or senior who fails to demonstrate college readiness on an approved assessment may be provisionally enrolled in a College Transfer pathway. A provisional student must meet the following criteria:

1. Have a weighted GPA of 3.5 on completed high school course work.
2. Completed two years of high school English with a grade of 'C' or higher.
3. Completed high school Algebra II (or higher level math) with a grade of 'C' or higher.
4. Obtain written permission from the high school principal (or his/her designee) and the college president (or his/her designee).

Students who are provisionally admitted to one of the College Transfer Pathways may register only for college mathematics (MAT) and college English (ENG) courses within their chosen pathway. To be eligible to register for other courses in the College Transfer Pathway,

the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.

COLLEGE TRANSFER PATHWAY GUIDELINES

1. After completing two courses, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework to maintain eligibility for continued enrollment in a CCP College Transfer Pathway.
2. A student must enroll in ONE College Transfer pathway and may not substitute courses in one pathway for courses in another.
3. With approval of the high school principal (or his/her designee) and the College's chief student development administrator, the following provisions may apply:
 - a. A student may change his or her pathway.
 - b. A student may enroll in both a College Transfer pathway and a Career Technical Education pathway.
 - c. A student who completes a College Transfer pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core Associate in Arts or Associate in Science.

CAREER TECHNICAL EDUCATION PATHWAY REQUIREMENTS

To be eligible for enrollment in a Career Technical Education (CTE) Pathway, students must meet the following criteria:

1. High school junior or senior continuing to make progress toward high school graduation.
2. Have a weighted GPA of 3.0 on completed high school course work OR have the recommendation of the high school principal or his/her designee.
3. Meet all established pre-requisites for college courses and the career pathway.

CAREER TECHNICAL EDUCATION PATHWAY GUIDELINES

1. After completing two courses, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework to maintain

- eligibility for continued enrollment in a CTE pathway.
2. A student must enroll in ONE CTE program of study and may not substitute courses in one program for courses in another.
 3. The student may change his/her program of study with approval of the high school principal (or his/her designee) and the College's chief student development administrator.
 4. Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students may be granted articulated credit for CTE courses based on the local or state North Carolina High School to Community College articulation agreement.

PLACEMENT AND ASSESSMENT

MULTIPLE MEASURES FOR PLACEMENT

Multiple Measures determine college readiness based on specific criteria. Recent high school graduates, who meet the required GPA benchmark or demonstrate proficiency through standardized testing, will be exempt from diagnostic placement testing and will be considered college-ready for gateway math and English courses. To be eligible for exemption from placement testing, an applicant must meet the following criteria:

1. Graduation from a high school legally authorized to operate in North Carolina within five years prior to enrolling in courses at SCC.
2. Applicants must present an official high school transcript verifying graduation with an unweighted GPA of 2.6 or higher.
3. If a recent high school graduate does not meet the GPA benchmark, the following SAT/ACT scores will be used to determine whether the student is college-ready in math and English:

	SAT	ACT
ENGLISH/WRITING	500	18
READING	500	22
MATH	500	22

Applicants who graduated from out-of-state institutions may be considered college-ready based on the following criteria:

1. Graduation from high school within five years prior to enrolling in courses at SCC.

2. Unweighted GPA is 2.6 or higher and the official transcript shows a course of study that included Algebra I, Geometry, Algebra II, and a fourth math class beyond/above high school Algebra II.
3. Unweighted GPA is 2.6 or higher and the official transcript includes four units of English.

If a recent high school graduate does not meet the GPA benchmark or have college-ready ACT or SAT scores, the College will administer the NCDAP diagnostic assessment to determine placement. Sampson Community College does not allow co-enrollment in college-level courses and developmental education prerequisite for the college-level course. Applicants who graduated more than five years prior to enrollment or earned a high school equivalency diploma must complete the NCDAP prior to enrollment in a degree or diploma program.

PLACEMENT TESTING

Sampson Community College administers the North Carolina Diagnostic Assessment and Placement (NCDAP) test as a standard part of the admissions process. The NCDAP is a computerized test that determines proficiency in math, reading and writing as students prepare to enroll in college-level courses. The results of the assessment are used by admissions counselors to help place entering students in courses and programs that are appropriate to their individual aptitudes and abilities. Because students achieve at varying proficiency levels, developmental course work may be required during the first one to two semesters of enrollment. Prospective students who have completed the NCDAP or other approved entry assessment (ASSET, COMPASS, ACCUPLACER) within the past five years may have their official test scores sent to the SCC Admissions Office.

PLACEMENT TEST WAIVER

Applicants who present proof of having met ONE of the following criteria may be exempted from taking the placement test:

1. Completion of a college level mathematics and English course with a grade of "C" or higher.
2. Achieved Scholastic Aptitude Test (SAT) scores of the following: Writing 500 or

Critical Reading 500; Math 500 or higher. SAT scores over five years old are not accepted by the college.

- Achieved a composite American College Test (ACT) score of Reading 22, English 18, Math 22 or higher. ACT scores over five years old are not accepted by the College.
- Graduation from an accredited institution with an associate degree or higher.

RETEST POLICY

When a student has made an initial attempt at taking the placement test and has not begun developmental coursework, the College allows students to repeat placement testing one time within a semester. There is a two-week minimum waiting period between the initial attempt and any scheduled retest. The waiting period may be waived at the discretion of the Director of Admissions if extenuating circumstances warrant a retest. The following conditions apply to retesting:

- Students may elect to retake the entire test or individual sections (reading, writing, or math) where college-level placement was not achieved. If the retest is for two sections, i.e. reading and math only, both tests must be completed during the same session.
- Only one attempt is allowed for each subject area. The highest scores earned in each section from the initial test and the retest will be used for placement.
- No second retest will be granted unless a documented technical failure such as a power outage interferes with the testing process.
- Students who have not been enrolled in any college classes for five years or more may request to retake the placement test.

DISABILITY ACCOMMODATIONS FOR PLACEMENT TESTING

Students who have a documented disability or handicap that prevents them from taking the placement test under standard conditions may request reasonable accommodations. All requests for accommodations or audio/visual implements should be presented to the Disability Services Counselor at least two weeks prior to the scheduled test date.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

All prospective students must meet the general admissions requirements of the College to be eligible for enrollment. In order to ensure compliance with state and local standards, certain curriculum programs have specific requirements beyond those established for general admission.

ADMISSIONS FOR BASIC LAW

ENFORCEMENT TRAINING (BLET)

GENERAL BLET INFORMATION: The Basic Law Enforcement Training (BLET) Curriculum is designed to prepare entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina.

The curriculum is comprised of 36 separate blocks of instruction to include topics such as Firearms, Driver Training, Motor Vehicle Law, and Arrest, Search and Seizure.

The BLET program is filled with practical exercises and an extensive ethics section that is woven throughout the training experience. The BLET curriculum has been thoroughly researched, legally reviewed, and contains the most current law enforcement information available. The North Carolina Department of Justice Training and Standards Commission and Sampson Community College mandated 632-hour course concludes with a comprehensive written exam and skills testing.

Upon successful completion of the BLET State Comprehensive Written Examination, the BLET trainee has one year from the date of the State Comprehensive Examination to be duly appointed and sworn as a law enforcement officer in North Carolina. However, most agencies include an additional period of field training.

ADMISSIONS REQUIREMENTS FOR BLET:

In addition to general admissions requirements, all applicants to the Basic Law Enforcement Training (BLET) program must meet the following program requirements and submit all required documentation in the BLET admissions packet *prior to enrollment*.

- Be sponsored or employed by a North Carolina Public Law Enforcement Agency and maintain that sponsorship or employment throughout the course.

2. Meet minimum standards for employment as established by the NC Criminal Justice Education Training and Standards Commission and/or the NC Sheriff's Education Training and Standards Commission as outlined in the North Carolina Administrative Code.
3. Provide true and accurate information concerning his or her criminal background. Any information provided by the candidate that is determined to be false or inaccurate will be grounds to deny entry/drop enrollment or invoke sanctions under the SCC Student Code of Conduct.
4. Provide a criminal records check from the clerk of courts office in each county and state of residence since the student became sixteen (16) years of age. This also applies to all periods of active duty in the U.S. Military Service. (Contact BLET Director for more information.)
5. Score 75 or higher on the SCC BLET Admissions 10th Grade Reading Level exam. The exam must be taken within one (1) year preceding the candidates anticipated date of enrollment into BLET.
6. Individuals under twenty years of age must be granted authorization for early enrollment from the Director of the Standards Division (NCDOJ Training and Standards Commission). The Director shall approve early enrollment as long as the individual turns twenty years of age prior to the date of the state exam for the course.
7. Provide current medical examination report forms F-1 & F-2; SCC Exposure to Tear Gas, Mace, and Pepper Mace Release Form; and SCC Medical Questionnaire and a Release Form properly completed by a physician licensed to practice medicine in North Carolina. Satisfactory health documented by physician is mandatory for acceptance into the program. (Contact BLET Director for more information.)
8. Provide a certified driving record for every state the candidate has lived in since receiving a driver's license. This can be obtained from the Department of Motor Vehicles office for each state of residence. (Contact BLET Director for more information.)

9. Be a high school graduate or received a high school equivalency diploma.
10. Possess a valid driver's license.
11. Each candidate must be a citizen (born or naturalized) of the United States of America.

ADMISSIONS FOR COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

In addition to general admissions requirements, all applicants to the Cosmetology Instructor training program must meet the following program requirements:

1. Submit an application for admissions.
2. Provide proof of work experience as a cosmetologist.
3. Submit a copy of current cosmetology license.
4. Submit an official high school transcript or GED scores.
5. Complete a medical history form.
6. Request college transcript to be sent to the Admissions Office.
7. Schedule an information session with the Department Chair of the Cosmetology program.

ADMISSIONS FOR NURSING PROGRAMS

Nursing Programs and options offered at SCC:

- Associate Degree Nursing (ADN) – Generic Students
- Practical Nursing (PN) – Generic Students
- Advanced Placement Option (Transition to ADN for Licensed Practical Nurses)
- Licensed Practical Nursing (LPN) to Associate Degree Nursing (ADN) Online Option

Sampson Community College follows special admission procedures for nursing programs and options offered. Applicants seeking entry to the Associate Degree Nursing (ADN), Practical Nursing (PN) programs, or the options listed above must meet additional admission requirements beyond those established for general College admission. Students who provide false information when applying to any of the program options, will be disqualified for admissions.

Students interested in enrolling in one of the nursing programs or options must complete the following admissions requirements and application process as stated.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ADN and PN PROGRAMS (Generic Students):

1. Evidence of successful completion of ALL prerequisite courses with a grade of "C" or better. Prerequisite courses are:
 - a. High school or college Chemistry (CHM 092 or higher) with respective labs.
 - b. High school or college Biology (BIO 110 or higher *excluding BIO 168 & BIO 169*) with respective labs.
 - c. Algebra (DMA 40 &50 OR MAT 070 *unless waived by placement test or multiple measures*).

Each of these should be completed within the past ten years (if high school courses, 10 years by graduation date). **For nursing students, Chemistry and Biology are required prior to enrolling in BIO 168 and BIO 169.**

2. Submit an SCC admissions application and complete an interview with an admissions counselor.
3. Applicants must have successfully completed a North Carolina approved Certified Nurse Aide I program and be currently listed on the North Carolina Nurse Aide I Registry with no substantiated findings. The Certified Nurse Aide I Training Program must include theory, lab and clinical components. If an applicant has taken the Certification in Nurse Aide I program in a state other than North Carolina, this will be considered on an individual basis if the student is listed on the North Carolina Nurse Aide I Registry with no substantiated findings. CPR must be current upon admission to the Nursing Program.
4. Current CPR Certification – American Heart Association Health Care Provider Course. No online courses are accepted. Certification card is required (no certificates are accepted). Certification in CPR must remain current throughout the nursing curriculum
5. Students who have completed courses within their program of study (Associate Degree Nursing or Practical Nursing) prior to applying must have a grade of "C" or

higher to be considered for acceptance into the Nursing Program.

6. Applicants must have a cumulative GPA of 2.00 or higher.
7. Completion of the Test of Essential Academic Skills V Test (TEAS V). Test scores are valid for three calendar years. Applicants may take the TEAS V only after all prerequisites as listed above have been met. One retake per academic year is permitted. This is true regardless of testing site. Applicants must obtain an Academic Preparedness level of Proficient, Advanced, or Exemplary to be eligible for admission.
8. A student may have two admissions into the ADN program, the PN program, the Advancement Placement option, or the LPN to ADN online option.

ADN and PN APPLICATION PROCESS (Generic Students):

Students seeking admission to the nursing program (Associate Degree Nursing or Practical Nursing) must complete the following steps by March 15 to be considered for the Fall semester. All applicants meeting the minimum stated requirements for consideration will be reviewed after March 15. *The College reserves the right to extend the application period when warranted.*

1. Students who have completed all prerequisites and achieved the required TEAS V scores must bring their TEAS V scores, TEAS V transcripts, and CPR card to the nursing department. Faxes are not accepted.
2. Complete the Admissions Requirements Checklist in the nursing department.
3. Applicants from previous years who met the minimum qualifications must submit an updated SCC admissions application and resubmit their Admissions Requirements Checklist in the nursing department.

REVIEW PROCESS FOR ADN and PN APPLICATION (Generic Students): Admission into the Nursing Programs is a competitive selection process for a limited number of students. Fully qualified students will be ranked based on a point system. Points will be awarded for the Test of Essential Academic Skills (TEAS V) and other criteria. Using a

formula that assigns numerical values to specific criteria, all applicants will be ranked. Acceptance into the ADN or PN programs will be based on the *highest cumulative scores*. In case of a tie, the earliest date of the submission of the Admissions Requirements Checklist will be used to select applicants for admission to the program.

TEAS V TESTING POLICY ADN and PN (Generic Students):

All nursing applicants must achieve a proficient, advanced or exemplary level on the TEAS V (Test of Essential Academic Skills V Test) to be eligible to apply to the nursing programs. Applicants may take the TEAS V only after the following prerequisite courses and requirements have been completed:

- High school or college Chemistry (CHM 092 or higher).
- High school or college Biology (BIO 110 or higher *excluding BIO 168 & BIO 169*) with respective labs.
- Algebra (DMA 40 & 50 OR MAT 070 *unless waived by placement test* or multiple measures).
- Each of the above courses should be completed within the past ten years (if high school courses, 10 years by graduation date) with a letter grade of C or better.
- Completion of a North Carolina approved Certified Nurse Aide I program and be currently listed on the North Carolina Nurse Aide I Registry with no substantiated findings.
- CPR certified by American Heart Association Healthcare Provider Course. The CPR card must be presented (no certificates are accepted).

The TEAS V must be completed within three years of the applicant's proposed admission. One retake per academic year is permitted. This is true regardless of testing site. When retesting, applicants must repeat all sections of the test. Scores from more than one test will not be split, mixed or combined. Once the required minimum score for eligibility is achieved, an applicant may not retest for higher scores within the same academic year. When retesting for higher scores, the most recent score will be used.

The examination is administered by Sampson Community College and payment is due prior to testing. The examination cost is set by the company. The fee is non-refundable and non-transferable. Registration and scheduling of the TEAS V must be done in person at SCC in the Student Services Division (not by phone or by mail). Applicants will not be allowed to take the TEAS V without proof of payment and photo identification.

Testing will begin in November and will end March 15 of each academic year. Students seeking admission into the nursing programs (Associate Degree Nursing or Practical Nursing) will need to complete the admission prerequisites courses and requirements by March 15 of the year in which entry is desired. The college reserves the right to extend testing after March 15. Students who lack only one of the above prerequisites or requirements may test after March 15 at the College's discretion.

POINT SYSTEM FOR ADN and PN APPLICANTS:

1. **Points for Test of Essential Academic Skills V Test (TEAS V)** - All applicants will be awarded points for admission based on the scores earned for the TEAS V.
2. **Points for College Course Work** - Applicants who have completed nine or more hours of ADN curriculum course work or six or more hours of PN curriculum course work will be awarded points for admission based upon the grades received. For purposes of this computation, the GPA will be calculated based on all co-requisite courses attempted within the curriculum.

Students will submit to criminal background checks and drug screening upon admission to the program and random drug screening, as directed by affiliated clinical agencies. The results of the background check and drug screen may determine if a student is eligible to enter clinical agencies. Students are responsible for the cost of the background check and drug screen. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program.

If a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical

components of the course; therefore, the student will be withdrawn from all NUR courses and will not be allowed to progress in the program.

The background check and drug screening must be completed by the specified date. Failure to complete the process as specified will jeopardize enrollment in the program. Applicants to the nursing program should be aware that if they have pled guilty to or have been convicted of a felony or misdemeanor (other than a minor traffic violation) the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying to practice nursing in the state of North Carolina.

ADVANCED PLACEMENT OPTION

APPLICATION PROCESS

(Transition to the Associate Degree Nursing program):

Licensed Practical Nurses may be granted advanced placement into the third semester (summer) of the Associate Degree Nursing program under the following conditions:

1. Candidates must show evidence of a current unencumbered North Carolina license to practice as an LPN. License must remain unencumbered while enrolled in the nursing program.
2. Candidates must show evidence of successful employment experience if applicable. A letter of reference or an evaluation from your current employer will be adequate.
3. Submit an SCC admissions application and complete an interview with an admissions counselor.
4. Submit official transcripts from all previous schools, including high school, to the Admissions Office.
5. Complete all first-year related course work for the Associate Degree Nursing program earning a "C" or better, with a cumulative GPA of 2.00 or above (ACA 115, BIO 168, BIO 169, PSY 150, PSY 241). Preference will be given to students who have completed all related courses with a GPA of 2.50 or better. Refer to the Associate Nursing program brochure for a list of related courses.

6. Submit the following documents to the Division Chair of Nursing by January 31st. Faxed copies will not be accepted.
 - Advanced Placement Testing Request Form – the Advanced Placement Testing Request Form may be obtained from the Nursing Division Secretary and/or SCC website.
 - Copy of American Heart Association Healthcare Provider CPR card.
7. Upon Admission to the Associate Degree Nursing Program, complete an interview with an Admissions Counselor, complete an SCC Health History form and Physical Examination form (supplied by the nursing department), including the practitioner's examination section.
8. Students will submit to criminal background checks and drug screening upon admission to the Associate Degree program and random drug screenings, as directed by affiliating clinical agencies. The results of the background and drug screen may determine if a student is eligible to enter clinical agencies. Students are responsible for the cost of the background check and drug screen. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course; therefore, the student will be withdrawn from all NUR courses and will not be allowed to progress in the program. The background check and drug screening must be completed by the specified date. Failure to complete the process as specified will jeopardize enrollment in the program.
9. Applicants to the nursing program should be aware that if they have pled guilty to or have been convicted of a felony or misdemeanor (other than a minor traffic violation), the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying to practice in the State of North Carolina.
10. **Applicants for the AP option must assume responsibility for confirming that required**

documents, official transcripts, scores, and grades have been received by the Admissions Office by the application deadline.

VALIDATION AND TRANSFER FOR ADVANCED PLACEMENT

In addition to general admission requirements, students requesting admission to the Associate Degree Nursing program will be required to validate their nursing knowledge and skills. Students must make a minimum score of 80 on the Nursing Acceleration Challenge Exam I (NACE I) to be eligible for advanced placement. The cost of the exams is the responsibility of the applicant and is set by the company. Advanced placement in the Associate Degree Nursing program is a competitive process based on available spaces in the Associate Degree Nursing program.

LPN to ADN ONLINE OPTION

The LPN to ADN option is a unique two semester online/hybrid option which includes a clinical component. Although primary instruction will be delivered via the Internet, students are required to return to campus for specified activities such as orientation and tests. It is a limited-enrollment associate's degree that traditionally accepts 10 students each fall (subject to change). Students are selected through a documentation and testing process.

1. Applicants must have 2000 hours experience in the role of a LPN in a **medical/surgical unit of an acute care hospital or skilled nursing facility** within the last 2 years. **There are NO exceptions to this requirement. Clinics, infirmaries, doctor's offices, hospice, prisons and home health care do not meet this requirement.**
2. Hold a current unrestricted **LPN license in NC (or compact state).**
3. CPR certified: American Heart Association – Healthcare Provider. Card required.
4. The LPN to ADN online option requires that **ALL** of the following ADN support classes are completed (earning a "C" or better) at a regionally accredited institution BEFORE being eligible for NACE testing and program selection:

Course Prefix	Course Title	Credit Hours
BIO 168	Anatomy & Physiology I	4
BIO 169	Anatomy & Physiology II	4
ENG 111	Expository Writing	3
ENG 114	Prof Research & Reporting	3
OR		
ENG 112	Writing/Researching in the Discipline	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
Humanities Elective	ART 111, 114, 115, MUS 110, 112, PHI 215, 240, HUM 115	3
Math Proficiency	DMA 040 – DMA 050 or MAT 070	P

Applicants without college credits in English and/or Algebra may be required to complete a placement assessment prior to acceptance.

5. Students who have not had a computer class in the last 5 years will be required to take a computer assessment test with a passing score. Due to the nature of the LPN to ADN Online Option, students must possess effective computer skills, have an active e-mail address and access to a computer meeting the minimum standards for on-line education and be willing and able to purchase and install appropriate software. SCC's hardware/software requirements can be found in the SCC Distance Learning Handbook. SCC will set the date for testing if needed.
6. Submit the following documents to the Division Chair of Nursing by January 31st. Faxed copies will not be accepted.
 - LPN to ADN Intent Form
 - Verification of Practice Form with a print out from the employer of actual hours worked within the last 2 years
 - Copy of American Heart Association Healthcare Provider CPR card.
7. Submit the SCC Application for Admission and ALL official transcripts to the Admissions Office to begin the file review process by January 31st of the year desiring admission.
8. Eligible students are selected for the program based on results from the Nursing Acceleration Challenge Exam (NACE: Foundation of Nursing Examination). A

- minimum score of 82% is required on the NACE to be considered for admission. SCC will set the date and time for the NACE.
9. Eligible applicants not accepted will not be carried over to a waiting list for the following year and must re-apply in the next LPN to ADN online cycle.
 10. Each of the two LPN to ADN courses require 144 hours of clinical practice, UNPAID, and under the supervision of an RN. This may be arranged in the student's place of residence and possibly within the current place of work, but may not be within the same unit of employment. All clinical experiences must be within North Carolina and the nursing faculty must make final approval of facilities and preceptor(s).
 11. Upon successful completion of the two semesters, the student will graduate at the end of Spring Semester with an Associate Degree in Applied Science in Nursing and be eligible to take the National Council Licensure Exam – RN.
 12. **LPN to ADN applicants must assume responsibility for confirming that required documents, official transcripts, scores, and grades have been received by the Admissions Office by the application deadline.**

RESIDENCY

The tuition charge for students who qualify as legal residents of the State of North Carolina is less than the charge for non-residents. All applicants to the College are required to provide a statement regarding the length of their residency in North Carolina. To qualify for in-state tuition, a legal resident must have maintained his or her domicile (residence) in North Carolina for at least twelve months immediately prior to his or her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve month period was for the purpose of maintaining a bona fide domicile rather than for the purpose of mere temporary residence incident to enrollment in an institution of higher education. Further (1) if the parent(s) or court-appointed legal guardian(s) of the individual seeking resident classification is (are) bona fide domiciliaries, this fact shall be prima facie evidence of

domiciliary status of the individual applicant (2) if such parents or guardians are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Regulations concerning residency classification for tuition purposes are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Each enrolled student is responsible for knowing the contents of this Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available for student inspection in the Student Services Division.

RESIDENCY CLASSIFICATION

Each prospective student is classified as a resident or non-resident of North Carolina for tuition purposes, according to the student's declaration at the time of application. When an individual who is originally classified as non-resident requests reclassification to resident status, the individual will be asked to complete a "Residency and Tuition Status Application." In addition, two types of supporting documentation must be provided to support a claim for in-state status. Additional forms may be needed if the student is not a naturalized citizen of the United States. Failure to provide the necessary documentation for residency determination may result in classification as a non-resident. The Director of Admissions will review the application, make a determination about residency status, and advise the individual in writing of the decision.

Students who believe they have been erroneously classified are permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee. Each enrolled student is responsible for knowing the controlling administrative statement of policy on this subject. **Residency requirements are established by the North Carolina State Legislature and are subject to change without notice.**

OUT OF STATE TUITION WAIVERS

Students who meet specific requirements in accordance with North Carolina General Statutes may be eligible for in-state tuition waivers under the following conditions:

1. When an employer (other than the armed services) pays the full tuition for an employee who works at a North Carolina business location to attend a community college, the employer may be charged the in-state tuition rate even when the employee does not meet the requirements for in-state tuition.
2. Out-of-state members of the armed forces and the dependent relatives of such members who are stationed at a North Carolina base are eligible to be charged the in-state tuition rate under. The student must submit appropriate documentation prior to initial enrollment and re-enrollment each successive academic year.

IN STATE TUITION FOR VETERANS

For veterans, the 12 month residency requirement for in-State tuition is waived for any veteran who meets all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill Active Duty Education Program or the Post -9/11 Educational Assistance.
- Qualifies for admission to the community college.
- Enrolls within 3 years of the veteran's discharge or release.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently.
- Provides the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12 month residency requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefits under either 38 USC Chapter 30 (Montgomery GI Bill Active Duty Education Program) or 38 USC Chapter 33 (Post -9/11 Educational Assistance).

- The person qualifies for admission and enrolls in a community college within 3 years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- The person's abode is North Carolina meaning the person must actually live in NC, whether temporarily or permanently.
- The person provides the institution of higher education with a letter of intent to establish legal residence in North Carolina.

After expiration of the three-year period, any enrolled veteran or other enrolled individual eligible for the educational benefits listed above and for whom the 12-month residency requirement was waived will continue to be eligible for the in-state tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

This applies to qualifying veterans and other individuals listed above who enroll in institutions of higher education for any academic quarter, term, or semester that begins on or after July 1, 2015. Additional questions can be directed to the Colleges' Veterans Affairs Certifying Official or local Veteran's Administration Office.

VETERANS CHOICE ACT

Under the Veterans Access, Choice, and Accountability Act of 2014 (Choice Act) as it pertains to the in-state tuition provision – Section 702, "covered individuals," as described, to include same-sex spouses and children (biological, adopted, pre-adoptive and stepchildren of same-sex spouses) will be charged in-state tuition and fees for terms that start after July 1, 2015. A covered individual is defined in the Choice Act as:

- A Veteran using Montgomery GI Bill-AD (CH30) or Post 9/11 GI Bill (CH33) who lives in NC (regardless of his/her legal state of residence) and enrolls in the school within three years of discharge from a qualifying period of active duty service of 90 days or more.
- Anyone using transferred CH33 Post-9/11 GI Bill benefits (TOE) who lives in NC (regardless of his/her legal state of

residence) and enrolls in the school within three years of the transferor's discharge from a qualifying period of active duty service of 90 days or more.

- A spouse or child using benefits under the CH33 Marine Gunnery Sergeant John David Fry Scholarship (FRY) who lives in NC (regardless of his/her legal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty, following a period of active duty service of 90 days or more.

IMPORTANT: Individuals who initially meet the requirements above will maintain “covered status” as long as they are using Post-9/11 GI Bill (CH33) or Montgomery GI Bill - Active Duty (MGIB-AD CH30) benefits and remain continuously enrolled at the SAME institution of higher learning, even if they are outside the three-year window or change programs. **NOTE: Once a student changes schools they are no longer “covered” under Section 702.**

Continuity of enrollment is not broken by regularly scheduled breaks between courses, semesters, or terms. Individuals do not have to enroll in summer sessions or terms to maintain continuous enrollment.

Active duty individuals nor their dependents using TOE while the Transferor is on active duty are considered “covered” individuals under Section 702.

FINANCES

BUSINESS OFFICE

The Business Office is responsible for the collection of all tuition, fees, fines, and other educational costs borne by the student. In addition, the Business Office distributes all financial aid and work study checks. The Business Office is located on the first floor of the North Building. The office is open to students between the hours of 8:00 a.m. and 5:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and other published periods for registration. Hours of operation in the summer are posted outside the office and may be found on the College’s website.

PAYMENT OF FEES

The North Carolina Community College System has established the following policies:

1. Tuition and fees for each semester are payable on the date of registration.
2. A student who has an outstanding balance is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina Community College System.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his or her record, nor will any information concerning his or her record be forwarded to another institution or other person so long as the delinquent account is outstanding.

TUITION

Tuition for Fall, Spring, and Summer semesters for in-state curriculum students is \$76.00 per credit hour, not to exceed \$1,216.00 per semester. Tuition for out-of-state students is \$268.00 per credit hour, not to exceed \$4,288.00 per semester. The College shall charge for each credit hour taken up to 16 credit hours. All credit hours taken during the semester that exceed 16 will be at no cost. Students enrolled for twelve (12) or more credit hours are considered full-time. All tuition and fees are due and must be paid prior to entering the first scheduled class.

NOTE: Tuition is set by North Carolina state policy and is subject to change without notice.

FEES

ACTIVITY FEE

Each curriculum student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester for a student activity fee. This fee is for the cost of student publications, social events, and other activities. This fee is refundable if the conditions for tuition refund apply. Students will pay activity fees according to the following schedule:

- 1-5 semester hours \$8.00
- 6-11 semester hours \$12.00
- 12 or more semester hours \$16.00

BREAKAGE FEE

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by a student is the responsibility of the student. The student will be required to pay for such items.

INSURANCE FEE

A student accident insurance policy designed for the students of the North Carolina Community College System is required for all curriculum students at a nominal cost per semester. For information concerning coverage and benefits, contact the Business Office. Nursing students are required to purchase professional liability insurance at an approximate cost of \$20.00 per year.

PARKING FEE

All students who operate motor vehicles on campus must register their vehicle(s) with the SCC Security Office and obtain a parking permit. A \$5.00 parking fee is charged each semester to curriculum students. Fees may be changed by action of the Board of Trustees. The College enforces parking regulations. Violations of the parking and registration regulations will result in fines, towing, or loss of parking privileges. Parking fines will be assessed at \$25.00 for each parking ticket. Students are not able to register for courses until all outstanding balances have been cleared.

SPECIAL SUPPLY AND UNIFORM COSTS

Students in some programs are required to purchase special supplies or clothing. Example of charges:

- Cosmetology Kit, plus books - \$750.00 estimated
- Nursing Uniforms - \$200.00 estimated

Students should consult with the department chair over their program of study for a list of special supplies required in their curriculum.

TECHNOLOGY FEE

Each curriculum student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester for a technology fee. Students will pay technology fees according to the following schedule:

- 1-5 semester hours \$ 8.00
- 6-11 semester hours \$12.00
- 12 or more semester hours \$16.00

Fees may be changed by action of the Board of Trustees. The maximum technology fee is set by state policy and is subject to change without notice.

TEXTBOOKS

Students are required to provide or purchase their own textbooks. The College operates a Bookstore located on the first floor of the Warren Student Center. The Bookstore stocks

the necessary books and materials for the courses currently offered by the College. The cost of books and other items varies with the program of instruction.

BOOK REFUND AND EXCHANGE POLICY

Books may be exchanged or returned for a 100 percent refund if the student officially withdraws from the class prior to or on the official 10 percent date of the semester. For classes beginning at times other than the first week (seven calendar days of the semester), a 100 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

Refunds or exchanges will not be allowed for textbooks that have been soiled, written in, or if shrink wrap has been removed. No refunds are allowed on supply items. Students must show a valid ID and a cash receipt when returning books.

REFUND POLICY

TUITION REFUNDS

The College's tuition refund policy is established by the North Carolina State Board of Community Colleges. Students who find it necessary to withdraw from a course or the College during the semester must complete the following procedures to officially withdraw from classes and be eligible for any refund of tuition and fees.

1. Obtain a withdrawal form (Registration Change Notice Form) from Student Services or from the student's academic advisor;
2. Have the form signed by the instructor(s) for the class(es) from which the student is withdrawing;
3. Submit the completed form to Student Services for final approval.

The withdrawal form should be completed within ten (10) calendar days of the first day of class and prior to or on the 10% point of the semester. Withdrawals that are not processed by these staff and subsequently signed by the student are unofficial and are not eligible for refunds.

Tuition refund for students shall not be made except under the following circumstances:

1. (A) A 100 percent refund shall be made if the student officially withdraws prior to

the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

(B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

(C) For classes beginning at times other than the first week (seven calendar days of the semester), a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the State refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

NOTE: The tuition refund policy is set by the state and is subject to change without notice

MILITARY TUITION REFUND

Upon request of the student, each College shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the State of North Carolina that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the Colleges' Bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

REFUND FOR ACTIVITY, TECHNOLOGY & PARKING FEES

A 100 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent of the semester. For classes beginning at times other than the first week (seven calendar days of the semester), a 100 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

INSURANCE FEE REFUND

A 100 percent refund shall be made under the following circumstances:

1. A student officially withdraws from class(es) or from the College prior to the first day of class(es).
2. A student is enrolled in one or more classes subject to an institutional error.
3. A student is enrolled in class(es) subsequently canceled by the College.

Otherwise, the insurance fee is non-refundable.

RETURN OF TITLE IV FUNDS

When a student withdraws during a semester, the amount of Title IV assistance (Federal Pell Grant) earned up to the date of withdrawal is determined by a formula specified by 34 CRF part 668.22. If the student received less assistance than the amount earned, a disbursement may be made after withdrawal. If the student received more assistance than earned, the excess funds must be returned.

If there are funds that must be returned, the College must return a portion equal to the lesser of institutional charges multiplied by the unearned percentage of funds or the entire amount of the excess funds. If the College is not required to return all of the excess funds, the student must return 50 percent of the remaining amount. Details of this policy are available in the Financial Aid Office.

STUDENT SERVICES

The Student Services Division of Sampson Community College is committed to supporting the academic, personal, and professional growth of all students. The objective of Student Services is to assist students with various aspects of their education from pre-admission and enrollment through graduation and career or transfer planning. Student Services staff are dedicated to helping all students achieve their goals while developing self-direction and independence.

Student Services handles admissions, placement testing, counseling, registration and records, financial aid, Veterans assistance, career counseling, disability services, transfer assistance, and coordination of student activities. Various offices within the Division are open Monday through Thursday, 8:00 a.m. to 8:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m. with the exception of scheduled breaks and holidays. Hours of operation for the summer are posted in the division and may be found on the College's website.

COUNSELING SERVICES

Counseling Services at Sampson Community College provide access to support and resources that are critical to student success. Counselors in the Student Services Division are available to provide academic, career, and personal counseling from pre-admission through graduation. Students are encouraged to meet with counselors throughout their enrollment for progress updates. Counseling is confidential and free of charge for all prospective and current students as well as graduates of the College. Appointments may be scheduled and walk-ins are welcome at any time during regular operating hours. Counseling services are also available to distance learning students. Students must use their assigned SCC e-mail account with submitting questions online.

ACADEMIC COUNSELING

Upon admission to the College, students meet with a counselor to select a program of study that is appropriate to each individual's aptitudes and interests. Once a program is selected, all curriculum students are assigned a faculty advisor (by program) who assists with

course planning, registration, and documenting academic progress. Progress conferences are encouraged at any time throughout the year. Academic advisors and counselors make every effort to provide effective guidance, but the student bears the final responsibility for ensuring that all academic requirements are satisfied for their chosen program.

SELECTING A PROGRAM OF STUDY

Choosing a program of study that aligns with a student's future goals and plans is critical to a good academic start. Program selection is an individual choice that should accurately reflect the student's aptitudes and interests. Counselors work with all incoming students to help them identify and select a program that is suitable for workforce training or transferability. Students are often undecided on which program would be best for them. Several assessments, including the Interest Profiler, are available through the College Foundation of North Carolina (CFNC) website. Results from these assessments provide insight on suggestions for potential majors and careers. These are important talking points for the Counselor and student to discuss during program selection.

CHANGING A PROGRAM OF STUDY

Students may find that the program they initially selected no longer fits their educational and career objectives. A Change of Program form must be completed with a Counselor in Student Services when a student changes programs. Counseling is provided on the potential impact a program change may have on a student's academic progress and financial aid. Once a new program of study is selected, students will meet with an advisor in that program to gain a full understanding of the necessary requirements and expectations. Before changing to a new program, please consider that a program change may result in one or more the following:

- Exceeding the 150% maximum timeframe for Financial Aid.
- Require additional courses.
- Take longer to complete a degree or credential.
- Delay entry into the workforce.

Changing an academic plan should be in the best interest of the student and done with careful consideration. Counselors are available to discuss potential options with students prior to starting the change of program process.

COUNSELING FOR SATISFACTORY ACADEMIC PROGRESS

All curriculum students are expected to meet institutional standards of academic progress and show evidence that they are making satisfactory progress toward the completion of their program. In addition, students receiving financial aid are required to meet standards of progress established to comply with federal regulations. When students encounter difficulty maintaining their grades and/or attendance, academic progress may be hindered. Students are encouraged to contact a Counselor to discuss issues they are experiencing prior to being placed on Academic Warning or Probation. Counselors will provide suggestions for strategies and resources to help students succeed. Referrals for tutoring through the College or outside services may also be provided.

ADMISSIONS COUNSELING

Counselors in the Student Services Division talk with prospective and incoming students about programs and services offered by the College. They also answer questions and assist students with the admissions process. All students complete an Admissions Interview, which is an informal, one-on-one meeting between the student and a Counselor. During the interview, Counselors review placement test scores and/or previous academic accomplishments to make recommendations for course placement. An academic program advisor is assigned and program requirements are also reviewed during the interview.

CAREER COUNSELING

Finding a career or specific job suited an individual's personality and aspirations can be a considerable task. Student Services Counselors offer support and resources to help students and graduates look for opportunities and transition from the educational environment to the workplace. Career counseling is available to students and graduates and is provided to help applicants identify opportunities that match their

qualifications. Other services include assistance with resume writing, job application, job search referrals, and interview preparation. Students may contact the Career Specialist or a Counselor in Student Services for additional information on Career Services.

PERSONAL COUNSELING

The College recognizes that maintaining the responsibilities of family life, work, and social interests while being a successful student can be stressful and demanding. Students are strongly encouraged to speak with a counselor before personal or social problems interfere with academic performance. Counselors are available to assist students in working through personal issues that may negatively impact their ability to succeed in the educational setting. Students may visit with a counselor at any time during the normal operating hours of the Student Services Division and by appointment. Faculty members may also refer students for counseling. Counselors provide referrals to outside agencies for students who may benefit from ongoing counseling services. Any information discussed during counseling is kept strictly confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

TRANSFER COUNSELING

Completing a degree at SCC opens the door to endless possibilities for students planning to transfer to a four-year college or university. Transfer students are encouraged to start planning with their ultimate goal in mind. Counselors help students choose a program of study that will meet their transfer goals. They also provide assistance with helping students find four-year degree options and degree requirements. Contact a counselor in Student Services to learn more about transfer options.

DISABILITY SERVICES

Disability Services at Sampson Community College is committed to creating an accessible community where all students have equal opportunity to participate in and benefit from programs and services offered by the College. The goal of Disability Services is to ensure that programs and facilities are in compliance with The Rehabilitation Act of 1973 and all provisions, as well as the Americans with Disabilities Act as amended in 2008.

The Disability Services Counselor works with students, faculty, and staff to ensure that students with disabilities receive effective and meaningful services. College policies and procedures are not discriminatory and every effort is made to provide reasonable accommodations for auxiliary aids and services as indicated by the functional limitations of a qualified disability.

TYPES OF DISABILITIES

A disability is described as a mental, or physical impairment that substantially limits a major life activity. The definition of a disability and criteria for establishing eligibility for accommodations under 504 and ADA for colleges and universities may be different than the definitions and criteria implemented in the public schools, rehabilitation programs, social security, Veterans Administration, or as covered under insurance policies. The major categories of disabilities that accommodations are provided for include, (but are not limited to) the following:

- Autism Spectrum Disorder
- Blindness/Visual Impairment
- Chronic Medical Condition (i.e., asthma, seizure disorder, neurological condition)
- Deafness/Hearing Impairment
- Psychological/Psychiatric Condition
- Learning Disabilities
- Orthopedic/Mobility Impairment
- Spinal Cord Injury
- Traumatic Brain Injury

SEIZURE DISORDERS

Students with a history of seizures should register with Disability Services in the Student Services Division and provide medical documentation to ensure appropriate procedures are followed in the event of a seizure.

ELIGIBILITY

In order to receive disability accommodations, students must complete the standard SCC admissions process. It is the student's responsibility to contact the Counselor/Coordinator of Disability Services and self-disclose his or her need for accommodations. Students are asked to give a statement regarding how their disability impacts access to programs and activities of the College. Professional documentation must

be provided for verification purposes. The documentation must include a diagnostic statement, document the functional impact of the disability, include recommendations for accommodations and state the credentials of the diagnosing professional. Eligibility is determined on a case by case basis.

Inquiries regarding appropriate documentation should be directed to the Coordinator of Disability Services. Appointments may be scheduled and walk-in appointments are welcome during regular business hours.

Once the necessary documentation is received, a counseling session is held with the student to determine the appropriate accommodations and coordinate them accordingly. Students should make periodic contact with the Coordinator of Disability Services or assigned Counselor during each term of enrollment. Accommodations cannot be provided for students who are not registered with Disability Services and accommodations are not retroactive. Please visit the Disability Services webpage for a listing of services and accommodations that may be provided to students.

CHILD CARE SERVICES

Counselors can provide students with information about subsidized child care resources and make referrals for assistance. The College also provides a limited number of awards to offset child care costs incurred while students attend college. Any student who has child care concerns should contact a Counselor in the Student Services Division. Applicants must be in good academic standing to qualify for a child care award. Priority is given to single parents, homemakers lacking job skills, and displaced homemakers. Awards are based on student need and the availability of funds.

FINANCIAL AID

The student financial aid program at Sampson Community College is designed to assist qualified students in meeting the costs of attending college. The program consists of three major types of aid: grants, scholarships, and student employment. An eligible student may receive one or more of these types of financial aid.

Sampson Community College does not participate in the Federal Stafford Loan Program.

In making award decisions, the Financial Aid Office determines the student's financial need for college attendance. The need is the difference between the resources of the student (and his or her family) and the cost of attendance. Any student who has completed the financial aid application process is considered for all types of financial aid without regard to the student's race, color, national origin, religion, sex, age, disability, or political affiliation.

A student has the right to accept, reject, or appeal the aid he or she has been offered. To maintain eligibility to receive financial aid, students are required to meet the Satisfactory Academic Progress Standards for Financial Aid Recipients as defined in this catalog.

ELIGIBILITY

All students may be eligible for some type of financial aid and all are encouraged to complete the Free Application for Federal Student Aid (FAFSA). All students are encouraged to apply for scholarships in addition to federal student aid. Both need-based and merit-based scholarships are available.

APPLICATION PROCEDURES

1. Complete and submit the SCC Admissions Application.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. IMPORTANT: Students are required to provide the same name, address, and date of birth on the FAFSA as listed on the SCC Admissions Application.
3. Enter Sampson Community College's code (007892).
4. For assistance in completing the FAFSA, or for students who do not have internet access, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).
5. The FAFSA should be completed as soon as federal tax return(s) are completed or at least eight weeks prior to enrollment.
6. An official transcript showing completion of high school or an adult high school equivalency diploma must be on file in the

SCC Admissions Office in order for financial aid to be awarded.

7. The Financial Aid Office will provide written notice of eligibility. Students may also access financial aid award information online by logging into their SCC Web Advisor account.
8. The SCC Scholarship Application is accessible on the College's website and is made available in September. Students planning to attend SCC in the fall after high school graduation may contact their high school guidance counselor about submitting a scholarship application.
9. Scholarship applications must be received by the SCC Foundation Office by April 15th.
10. Scholarships are awarded for the Fall and Spring Semesters.

TYPES OF FINANCIAL AID

1. Federal Pell Grant Program - The Pell Grant is a federal aid program which provides awards ranging from \$575 to \$5,775 per year, based on eligibility as determined by the U.S. Department of Education. *All students must apply for this grant in order to be considered for other types of financial aid.* Currently, all Associate Degree and Diploma programs offered by the College are eligible, but only certain certificate programs meet eligibility criteria. Certificates must contain at least 16 credit hours to be eligible for federal aid.
2. Federal Work-Study Program - The Federal Work-Study Program provides part-time jobs to students who demonstrate financial need. Application for Work-Study is made by completing the FAFSA and an application for Work-Study obtained from the Financial Aid Office or on the *Financial Aid Forms* page of the SCC website.
3. Federal Supplemental Opportunities Grant Program - The Federal Supplemental Opportunities Grant Program (FSEOG) is designed to provide grants to exceptionally needy students. Application for this grant is made by completing the FAFSA.
4. NC Education Lottery Scholarship - The NCEL Scholarship provides assistance for students who are not eligible for Pell Grant or only a reduced amount of the Pell Grant based on their estimated family contribution as determined by the Student

- Aid Report. The NCEL Scholarship is awarded only for the fall and spring semesters. Eligible students must be North Carolina residents enrolled for at least six (6) credit hours per semester in a curriculum program. Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is used to also qualify for Federal Pell Grant. These funds are contingent on funding from the State of North Carolina.
5. NC Community College Grant - The North Carolina Community College Grant provides funds for North Carolina residents attending a community college who qualify for limited Pell Grant funds. Eligible students must be enrolled at least six (6) credit hours per semester in an approved curriculum program. Applicants must complete the Free Application for Federal Student Aid (FAFSA). The NCCCG is awarded only for the fall and spring semesters. Availability of grant funds is contingent on funding from the state of North Carolina.
 6. Forgivable Education Loan for Service – This loan was established by the North Carolina General Assembly in 2011 and the first loans were available for the 2012-13 academic year. The loan provides financial assistance to qualified students who are committed to working in North Carolina in fields designated as critical employment shortage areas. Information regarding the application process, requirements, and eligible programs can be found online at <http://www.cfnc.org>.
 7. NC Veterans' Affairs Scholarship - The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. An eligible student should write to the NC Department of Veterans' Affairs, Raleigh, NC, for information.
 8. SCC Foundation Academic Scholarships - The SCC Foundation administers the following scholarships:
 - SCC Foundation Endowed Scholarships
 - SCC Foundation General Scholarships
 9. Emergency Loans – The Sampson Community College Foundation, Inc. provides small, short-term loans for currently enrolled students who experience emergency situations prior to receiving other financial aid. Applications for these loans are available in the SCC Foundation Office and are limited by availability of funds.
 10. Other Types of Aid - Sampson Community College coordinates with federal, state, and local agencies to offer other types of assistance. Students should check their College email throughout the semester to learn of other financial aid opportunities. For more information, contact: The SCC Financial Aid Office, Sampson County Department of Social Services, Sampson County Office of Employment and Training, Telamon Corporation, or other awarding agency.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

Federal regulations require minimum standards of satisfactory academic progress that students must meet in order to receive financial assistance from Title IV programs. The Title IV programs currently offered at Sampson Community College include: Federal Pell Grant, Federal Work-Study, and Federal Supplemental Opportunity Grant. In addition to the Title IV programs, North Carolina also offers financial assistance such as the NC Community College Grant, NC Educational Lottery Scholarship, and other special state scholarships. The same satisfactory academic progress standards apply for state funded programs.

Once final grades have been posted at the end of each semester, an evaluation will be performed to determine the student's satisfactory academic progress. To remain in good academic standing and to be eligible to receive financial aid, a student must meet the following conditions:

1. **A student must maintain a cumulative 2.0 grade point average (GPA).** All coursework completed at Sampson Community College is included in the student's cumulative GPA.

2. **A student must successfully complete a minimum of 70 percent of the cumulative attempted credit hours in the active program of study.** Attempted hours include all developmental courses, all withdrawals, incompletes, and repeated courses. See the following example:

Number of credit hours student is originally enrolled	Number of credit hours student must complete to meet 70%
15	11
11	8
6	4

3. **A student must complete degree, diploma, and certificate requirements within the maximum timeframe allowed.** The maximum timeframe is 150 percent of the credit hours required to complete a program of study. All attempted credits count toward the 150 percent even if they are not required for the student's current program of study. See the following examples:

Program of Study	Number of Credit hours to complete program	Number of Credit hours equaling 150%
Associate in Arts Degree	60	90
Information Systems Security Degree	65	98
Welding Technology Diploma	36	54
Early Childhood Education Certificate	16	24

Students will be notified when they are nearing the maximum time frame for completion of their program. Developmental courses are included in the student's attempted hours. Students may not receive federal financial aid for more than 30 credit hours of developmental coursework.

LIMITS ON FINANCIAL AID ELIGIBILITY

The Consolidated Appropriations Act of 2012 limits the receipt of a federal Pell Grant to a lifetime limit of twelve (12) semesters of full time enrollment, which is 600 percent. This is monitored by the U.S. Department of Education (DOE). Once a student has reached the 600 percent lifetime eligibility limit, they are no longer eligible to receive additional Pell Grant and other state and federal funds. There is no appeal for process for the lifetime eligibility limit in accordance with DOE regulations.

FINANCIAL AID ACADEMIC WARNING

Students who do not meet the cumulative GPA of 2.0 and/or successfully complete the minimum cumulative credit hours (70%) at the end of each semester, will receive a written notice of academic warning by e-mail and postal mail. Students on academic warning are eligible to receive financial aid for one additional semester. Students on academic warning are not permitted to preregister for the next semester until satisfactory academic progress is verified. Before students on academic warning are allowed to register for courses, they must meet with a Counselor in Student Services to review their academic progress and discuss strategies for improving academic success. Students who do not meet minimum standards for satisfactory academic progress during the next semester of enrollment may be subject to further sanctions and loss of financial aid.

FINANCIAL AID ACADEMIC PROBATION

Students who do not meet the cumulative GPA of 2.0 and/or successfully complete the minimum cumulative credit hours (70%) by the end of the academic warning period will be placed on academic probation. **Financial aid recipients on academic probation are not eligible to receive Pell Grant and other state and federal funds.** A student may appeal to have financial aid eligibility reinstated following the process for financial aid appeals.

FINANCIAL AID APPEAL PROCESS

Students who have not met the standards of academic progress for financial aid recipients may appeal their academic standing in the following ways:

1. Appeal of Unsatisfactory Academic Progress - This appeal may be filed based on unusual circumstances that negatively affected the student's academic performance. These factors may include: Death in the immediate family, Personal illness/Injury, or Special Circumstances. Appropriate documentation supporting the student's claims must be submitted with the appeal.

Students seeking to appeal unsatisfactory academic progress should submit an Unsatisfactory Progress Appeal Form to the Financial Aid Office. The form is available in Student Services and on the Financial Aid Forms page on the College's website. The Director of Financial Aid will coordinate an Appeals Committee review with the Vice President of Academic Affairs and Administration, the Dean of Student Services, and the Director of Admissions. The committee will review the appeal to make a determination regarding the student's continued eligibility. Students will be notified in writing of the outcome within ten (10) business days.

2. Maximum Timeframe Appeal - Students who have exceeded the 70 percent maximum time frame allowed to complete program requirements may appeal on the basis of having a limited number of courses remaining to complete the program of study or other special circumstances.

Students seeking to appeal must meet with their academic advisor to complete a Maximum Timeframe Appeal Form. The form is available in Student Services and on the Financial Aid Forms page on the College's website. The completed form must be signed by the student's academic advisor and reviewed with a Student Services Counselor before submitting it to the Financial Aid Office. The Director of Financial Aid will coordinate an Appeals Committee review with the Vice President of Academic Affairs and Administration, the Dean of Student Services, and the Director of Admissions. The committee will review the appeal to make a determination regarding the student's continued eligibility. Students will be notified in

writing of the outcome within ten (10) business days.

VETERANS AFFAIRS

The Veterans' Benefits Law provides financial assistance to any veteran who is eligible for benefits under the G.I. Bill. The Veterans Administration determines the eligibility of students requesting educational benefits. Veteran students may obtain more information about veteran programs and apply for veteran benefits at www.gibill.va.gov.

The Department of Veteran Affairs will notify the veteran student of eligibility of benefits. Documentation must be submitted to the Director of Financial Aid, who coordinates educational benefits from the Department of Veteran Affairs.

After completing all admissions requirements and enrolling in an approved curriculum program, the Director of Financial Aid will submit enrollment information to the Department of Veteran Affairs.

The Veterans' Access, Choice, and Accountability Act of 2014 ("Choice Act") Section 702 requires Public schools to charge the in-state rate for covered VA beneficiaries that meet the state guidelines beginning July 1, 2015.

MAINTAINING ELIGIBILITY

Students receiving veterans' educational benefits are required to maintain satisfactory academic progress. To remain in good academic standing, all students must maintain a cumulative GPA of 2.0 or higher. Recipients of veterans educational benefits whose cumulative GPA falls below 2.0 will be placed on academic warning. During the semester of warning, the student is given the opportunity to achieve a satisfactory GPA in the next term. If the cumulative GPA remains below 2.0 at the end of the warning semester, the student will not be eligible to receive veterans' educational benefits.

It is the responsibility of the student receiving VA benefits to inform the SCC VA Certification Official when any class is dropped or of any other changes. Failure to do so could result in a delay in VA educational benefit payments to the student or the suspension of the student's certification to receive VA educational benefits. Veterans withdrawing from a course

with a grade of "W" could incur an overpayment with the Veterans Administration and will be held liable for repayments.

STUDENT RECORDS

When a prospective student submits an application for admission, a student record is established and maintained in the Student Services Division. The contents of student records may include but are not limited to the following: admissions application, transcripts of previous educational records, placement test results, medical history, and other documents related to academics, or disciplinary action. This record is used to collect and retain pertinent data throughout the student's enrollment. The contents of student records are property of Sampson Community College and are maintained in accordance with FERPA regulations.

RELEASE OF INFORMATION

Sampson Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions. The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

1. That such institution must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
2. That institution must obtain the written consent of the student before releasing personally identifiable data about the student with the exception of directory information.

Directory information is defined as the student's name, program of study, enrollment status, and degrees and awards received. Student ID numbers are considered directory information for use on SCC student ID cards. Student ID numbers cannot be used to access student records and personal information except when used in combination with one or more elements that confirm the user's identity.

Any student who does not wish the College to release any or all of the information designated as directory information without the student's

written consent must notify the Registrar's Office in the Student Services Division.

TRANSCRIPTS

The College will provide an official transcript of the student's educational record upon written request. A release statement must be signed by the student before a transcript or any other non-directory information can be provided to the student, educational institution, other individuals, firms or agencies. Transcripts are provided free of charge, however, a 24-hour notice is required for preparation of official transcripts. No transcripts or student records will be released until all financial obligations to the College have been paid in full and the student's account is cleared with the Business Office. Transcript request forms are available in the Student Services Division and on the Student Services page of the College's website. Completed forms may be returned to SCC by fax or postal mail. Completed forms may be accepted by e-mail if they contain an original signature.

CHANGE OF INFORMATION

When any pertinent information such as name, address, or phone number changes, it is the student's responsibility to notify the Student Services Division in a timely manner. Any changes require valid identification and documentation verifying the current and updated information before records will be changed. Current information is required to ensure that grades or other information from the College will be received and that emergency messages can be delivered.

RETENTION OF RECORDS

Permanent records of curriculum students are maintained in the Student Services Division and are protected against fire, theft, destruction, and other hazards. Appropriate measures are taken to protect the security, confidentiality and integrity of student records. Incomplete or inactive records of students who have never enrolled at the College may be destroyed after two years.

REGISTRATION

One or more registration days are provided for students prior to the first day of classes for each semester. Pre-registration is held during the fall and spring semesters and is generally scheduled for students already in attendance

at the College. Students are requested to register during the periods designated by the College. The last day to register for each term is the schedule adjustment date listed on the academic calendar.

STUDENT LIFE

The Student Government Association (SGA) of Sampson Community College seeks to preserve an atmosphere of free discussion, inquiry, and personal enrichment. The SGA develops students' awareness of personal capabilities and leadership development. Student activities are an integral part of the total development of the individual. The SGA Constitution provides for events and activities through standing committees. The SGA Advisor assists students and oversees the coordination and planning of all events.

The objectives of the Student Government Association are:

1. To promote the welfare of the students.
2. To establish laws to govern student conduct and elections.
3. To establish an annual budget for the Activity Fee Fund.
4. To advise and work with the administration in the improvement of student life.

All curriculum students are required to pay an activity fee to the College and are members of the Student Government Association of Sampson Community College by virtue of their registration. SGA members are eligible to participate in all activities and events and vote in elections while currently enrolled. For more information about the SGA and student activities on campus, contact the SGA Advisor in the Student Services Division or visit the Student Life page on the College's website.

STUDENT CLUBS

The College has established student clubs, organizations, and societies that directly relate to the College's mission and goals and fall into one of three categories:

1. Honorary Societies - promote scholarship and leadership among students
2. Curriculum Clubs - promote student interest in the College curriculum
3. Cultural Clubs - promote interest in the diverse culture of the College's student body and community

Official student clubs and organizations are listed in the SCC Student Handbook and on the Student Life page of the College's website.

The College does not infringe upon students' freedom to organize and exercise their rights to free speech and religion. Students at the College should be free to form groups, societies, and clubs, but in so doing they act independently of the College and they shall not represent themselves as a college organization. The College will not be responsible for these organizations or their activities. These clubs, however, may use the College's facilities and resources to the same extent as the public

STUDENT HANDBOOK

The SCC Student Handbook is provided as a guide to inform students of the policies, procedures, and regulations of the College. It is the responsibility of all currently enrolled students to become familiar with the contents of the handbook and know their rights and responsibilities as students of the College.

The Student Handbook is accessible through the College's website at: www.sampsoncc.edu. Copies of the SCC Student Handbook are also available in the Student Services Division. In addition to general policies and procedures, the following information is published in the handbook:

- Campus Safety and Security Information
- Academic Policies and Procedures
- Student Code of Conduct and Due Process Information
- Title IX and Sexual Harassment Policy and Grievance Procedures
- Constitution of the Student Government Association

STUDENT NEWSLETTER

The Viking Voice is a monthly student newsletter that features items of interest to the general student body and includes information regarding special events and activities on campus. The newsletter is edited and published by the Student Activities Advisor in accordance with guidelines established by the College administration.

POLICIES AND PROCEDURES

GRIEVANCES

Any student who has a grievance related to the programs, services, or activities offered by the College may file a complaint with the Dean of Student Services. The Dean will conduct an investigation and notify the student of the outcome within five (5) business days. If a student disputes the outcome, he or she may follow the process for an appeal of non-academic sanctions described in the SCC Student Handbook.

CONDUCT

Sampson Community College reserves the right to maintain a safe and orderly educational environment. Students and visitors on campus are expected to conduct themselves in accordance with generally accepted standards of behavior. When in the judgment of College officials an individual's conduct disrupts or threatens to disrupt the order of the campus community appropriate disciplinary action will be taken.

The Student Code of Conduct applies to all currently enrolled students participating in any of the programs offered by the college. All students are expected to conduct themselves in accordance with standards of scholarship and morality while on campus and when attending college-sponsored events or field trips. The purpose of this code is not to restrict student rights but to protect the rights of individuals and to ensure the integrity of the institution's academic programs.

In the interest of all students, the College reserves the right to decline admission, reprimand, to place on probation, suspend, or to require a student's withdrawal when such action is determined to be for just cause. In all cases, the student has a right to due process. Students have a legal and moral right to know prohibited conduct and to be judged impartially if charged with violating regulations. Regulations and procedures pertaining to their enforcement are outlined in the SCC Student Handbook, which is accessible on the College's website.

INCLEMENT WEATHER & EMERGENCY CLOSINGS

The Sampson Community College President or designee is responsible for delaying classes or closing the College in the event of inclement weather or other emergency. When the campus is closed for inclement weather or other emergencies, all classes and programs offered and hosted by the college are cancelled without regard to program. This applies to curriculum and continuing education courses as well as programs offered by outside agencies.

CONTINUING EDUCATION

Instructional time that has been missed due to inclement weather or emergencies resulting in the college closing or delaying its opening will be made up on an individual basis at the discretion of the Dean of Continuing Education. The Dean of Continuing Education or designee is authorized to close Academy of Continuing Excellence site classes when inclement weather or another emergency is considered a danger to the transport of students on College vans. Class cancellations and any make-up of lost time must be documented through a change form. Make-up dates may not be scheduled on College holidays.

CURRICULUM INSTRUCTION

If the College is closed due to inclement weather or other emergencies, instruction will continue using the College's Learning Management System (LMS, e.g. Moodle). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting.

Classes with state minimum clock hour completion requirements (e.g. BLET, cosmetology) will make up missed instruction by extending class time on regularly scheduled days and/or on additional days (except College holidays) within the current semester. Adequate make up time will be jointly determined by the Instructor and Department Chair, with approval of the Division Chair. Additional class time will be documented and confirmed with the Registrar's Office to ensure that all contact hours are met.

Associate degree and practical nursing will make up missed clinical time through clinical

reassignment or through simulation activities. Missed classroom instruction will be made up through online graded assignments, case studies, and/or faculty led discussion boards using the LMS.

The Division Chair of Health Programs or designee may reschedule clinical experiences when, in the opinion of the Chair, driving conditions for faculty and students are hazardous.

Sampson County Early College High School Students (SECHS), Sampson County Schools (SCS), Clinton City Schools (CCS), and private and home school dual enrolled students are expected to follow the College's plan for inclement weather/emergency closing.

When a public or private school announces a closing due to inclement weather or other emergencies, students from these systems will be released from SCC classes without attendance penalty. (Note: SECHS is a SCS high school) When SCC is open and a public, private, or home school is closed, instruction will continue using the college's LMS. Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting.

Make-up dates for lost class time may not be on College holidays. This applies to curriculum and continuing education courses as well as programs offered by outside agencies.

Announcements regarding College closings and delays will be made through the following media outlets: WRAL-TV, WECT-TV, WRDU, and WCLN radio.

MINORS ON CAMPUS

Minor children (under the age of 18) are not allowed to accompany parents or guardians to classrooms, shops, or laboratories. Minors not enrolled in courses at Sampson Community College are not allowed to loiter in the buildings and facilities or to play on the College grounds. This policy is intended to prevent disruption to the campus and to prevent injuries to unsupervised minors. The College assumes no liability for injuries incurred by minors on campus.

PARKING PERMITS

Currently enrolled students who drive to campus must obtain a student parking permit

within the first week of class. The parking permit should be clearly displayed in the windshield of the vehicle. The permit entitles students to park in any campus lot designated for student parking.

Students who park in unauthorized areas and/or do not have a permit properly displayed may receive a parking ticket from the College. Parking fines are \$25.00 per ticket. Students who have unpaid fines will not be allowed to register for courses in subsequent semesters and may not obtain transcripts or educational records from the College until the student's account is cleared with the Business Office.

RELIGIOUS OBSERVANCE POLICY

In accordance with North Carolina Administrative Code, Sampson Community College will grant any student of the College two excused absences each academic year for religion observances required by the faith of the student. An academic year is defined as beginning on July 1 in one year and ending on June 30 in the following year. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days. The excused absences shall be taken within the absences allowed in the College's attendance policy as published in the SCC Catalog and the Student Handbook.

The student must submit a written request to the Dean of Student Services or his/her designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance. A request form may be obtained in Student Services. Appropriate faculty will be notified within 72 hours of receiving the request. Students granted an excused absence for the purpose of religious observance will be given the opportunity to make up any work or test missed due to an excused absence. No more than two tests per day may be given to a student who is making up a test or tests due to the absence(s) excused for the purpose of the religious observance. Instructors are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of student who are duly granted excused absences for religious observance.

STUDENT IDENTIFICATION CARDS

All students enrolled in courses or programs offered by the College (Curriculum, Continuing Education Basic Skills) must obtain a student identification card within the first week of classes. An ID card station is set up on curriculum registration days. Student identification cards are issued by the SGA Advisor in the Student Services Division during the rest of the semester. Students are required to have their Student ID at all times on campus and must present it for access to SCC facilities, services, and activities. Student ID cards are valid from the semester of entry until graduation, but must be validated for each semester of enrollment. A receipt showing payment of fees must be presented when an ID card is issued. Broken ID cards will be replaced at no charge when the damaged portion is presented. A replacement fee of \$5.00 must be paid to the Business Office for ID cards that are lost.

Students enrolled in Continuing Education courses are issued temporary student ID's through the Division of Continuing Education. Continuing Education students who require a standard student ID must have authorization from their instructor prior to obtaining an ID card. All other requests for Student ID cards should be directed to the SGA Advisor in the Student Services Division.

TITLE IX & SEXUAL HARASSMENT

The Board of Trustees and the Administration of Sampson Community College are fully committed to the principles and practice of equal employment and educational opportunities. The college does not practice or condone discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. The college commits itself to positive action to secure equal opportunity regardless of those characteristics.

SCC prohibits all forms of illegal discrimination and fosters a campus environment which empowers individuals to bring forth claims of illegal discrimination without fear of retaliation. No form of illegal discrimination shall be tolerated whether it arises in the employment environment or in some manner

which impedes the ability of students, employees, and others to access any service offered by the College. SCC shall place a special emphasis on providing training designed to help faculty, staff, and students recognize, intervene, prevent, and end illegal discrimination based on sex or gender, including sexual harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, or other forms of intimate partner violence.

It is the goal of the college to provide the safest educational environment possible. The college employs one full-time Director of Security and other part-time Clinton City Police Department officers as security personnel. These officers serve as representatives of the college and have full law enforcement authority to provide coverage of the main campus during the college's scheduled hours of operation.

All criminal incidents that occur at SCC sponsored off-campus activities should be reported to the college official in charge of the activity and the appropriate law enforcement agency having jurisdiction. Campus security personnel will investigate and document incidents that are reported.

GRIEVANCE PROCEDURES

Employees or students who believe they are victims of, or witnesses to, sexual harassment or discrimination, should report the matter immediately to one of the grievance officers so that appropriate corrective action may be taken. When an allegation of misconduct is made, SCC 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 an 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.

Any individual who does not feel that appropriate action has been taken as a result of a harassment or discrimination report, may appeal to the Board of Trustees. The Operating Manual of the Board of Trustees may be found on the college's web site at www.sampsoncc.edu.

For definitions of prohibited conduct and additional information regarding Title IX policies and procedures, please visit the [Title IX](#) page on College's website.

GRIEVANCE OFFICERS

- Dean of Student Services - North Building (910) 592-8084 x.2021
- Counselor - Student Services/North Building (910) 592-8084
- Frankie Sutter, Title IX Compliance Officer (910) 592-8081 x.2005
- Director of Security - Warren Student Center (910) 592-8081

If none of these grievance officers are available, employees should report such incidents through the chain of command or to the college president. Students should report such incidents to their instructor or any member of the college administration.

TOBACCO FREE POLICY

Sampson Community College is committed to providing a safe and healthy environment in which people can learn and work. As an expression of this commitment, effective August 10, 2015, the College is designated a "tobacco-free campus", defined as free of all tobacco products. The use of any tobacco product (to include electronic cigarettes or vapor devices) is prohibited in campus buildings, on campus grounds, in College vehicles, or at any College-sponsored event. The sale or distribution of these products is also prohibited.

To foster an understanding of this policy, faculty, staff, students, and visitors who violate this policy will receive reminders of the policy.

Faculty, staff or students with repeat offenses may receive sanctions as provided in the Student Code of Conduct or the Staff and Faculty Handbook. Visitors may be asked to leave the campus.

VISITORS

Sampson Community College welcomes all visitors. Campus tours may be scheduled with the Admissions Office. Upon arrival, visitors check in at the receptionist's desk in the North Building, stating their intended purpose on campus. A Visitor's ID badge must be worn for the duration of the visit and is required to use library services and other public resources on campus. Persons on campus without legitimate reasons consistent with the mission of the College are considered to be loitering which is strictly prohibited on the College campus.

ACADEMIC INFORMATION

ASSOCIATE DEGREE, DIPLOMAS, AND CERTIFICATES

Sampson Community College is authorized by the North Carolina State Board of Community Colleges to award the following degrees, diplomas, and certificates to students who have completed all program requirements consistent with the provisions of this catalog.

ASSOCIATE IN APPLIED SCIENCE DEGREE: The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs.

ASSOCIATE IN ARTS DEGREE: The Associate in Arts degree is awarded upon completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the liberal arts at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE: The Associate in Science degree is awarded upon completion of the course requirements for the college transfer associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university.

ASSOCIATE IN GENERAL EDUCATION DEGREE: The Associate in General Education Degree is awarded upon completion of the course requirements for the general education

program. This curriculum is designed for students desiring post-secondary courses in the liberal arts or occupational fields but may not desire to follow specific professional requirements.

DIPLOMAS AND CERTIFICATES: Diploma and Certificate programs consist of a series of courses that are designed to prepare an individual for employment in a specific occupation. These programs consist of a sequence of courses that generally can be completed in one year or less by a full-time student. Successful completion of these curriculum programs leads to a diploma or certificate. In some programs, students who successfully complete a minimum of 12 credit hours in a series of courses approved by the Department Chair may be issued a certificate.

GENERAL EDUCATION COMPETENCIES

Students must demonstrate:

Written Communication Skills - they can use written language to communicate complex ideas effectively.

Oral Communication Skills - they can use spoken language to communicate complex ideas effectively.

Analytical & Problem-Solving Skills - they can use rational analysis to solve complex problems.

Research Skills - they can find and use reliable information to answer complex questions.

Computer Skills - they can use computers to access online resources and to process information.

Cultural & Contextual Literacy - they understand how culture and context inform our world.

ACADEMIC ADVISING

The College's academic advising system is an essential part of the student's educational experience. It is intended to include the entire academic community in order to develop communication between students, faculty, and student services staff.

Upon admission to the College, students meet with a counselor to select a program of study that is appropriate to each individual's aptitudes and interests. Once a program is selected, all curriculum students are assigned a faculty advisor who assists with course

planning, registration, and documenting academic progress. Progress conferences may be scheduled at any time throughout the year. Academic advisors make every effort to provide effective guidance, but the student bears the final responsibility for ensuring that all academic requirements are satisfied for the selected program.

STANDARDS FOR ACADEMIC PROGRESS

All curriculum students are expected to meet institutional standards of academic progress and show evidence that they are making satisfactory progress toward the completion of their program. In addition, students receiving financial aid are required to meet standards of progress established to comply with federal regulations (See Standards of Academic Progress for Financial Aid). Students enrolled as special students are exempt from these policies.

SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, all students must maintain a cumulative GPA of 2.0 or higher. The total number of hours transferred from another institution or transferred within the College will be considered in determining the required GPA for meeting minimum standards to remain in good academic standing.

ACADEMIC WARNING

Students who do not meet the required GPA may continue their enrollment at the College but will receive a notice of academic warning. This warning indicates the student is not making adequate academic progress and may be subject to further academic sanctions if he or she fails to achieve a satisfactory GPA in the next term of enrollment.

ACADEMIC PROBATION

If the required minimum GPA is not achieved by the end of the academic warning term, the student will be on academic probation and will be referred to Student Services to determine available alternatives. These alternatives may include a reduction in course load, a change of program, or a continuation of full-time status with approval of the department chair, the division chair, and the Vice President of Academic Affairs. If a program change is determined to be the best alternative and the student is eligible, he or she will enroll under

academic warning and will be required to meet the minimum GPA at the end of the probationary term.

ACADEMIC SUSPENSION

Students who fail to meet the cumulative grade point average requirements after one term of academic probation will be academically suspended. After one semester of suspension, students may apply for readmission and, if admitted, take courses approved by their advisor. Readmitted suspended students are placed on probation during the semester in which they re-enroll. Failure of readmitted suspended students to demonstrate substantial academic improvement in the semester in which they re-enroll will result in suspension from the curriculum.

APPEAL OF ACADEMIC SUSPENSION

Students who have a legitimate reason for not meeting one or all of the academic standards may submit a written appeal to the VP of Academic Affairs. The VP of Academic Affairs will appoint an Appeals Committee to review the appeal and provide a decision. Students will be notified of the outcome in writing within ten (10) business days of the decision.

Waiver of academic standards may be granted for death of an immediate relative of the student, injury or illness of the student, or other special circumstances. Appropriate documentation must accompany the appeal. Upon approval of an appeal, a student is considered to be maintaining satisfactory progress for enrollment purposes.

ACADEMIC HONORS

DEAN'S LIST

The Dean's List, issued each semester, includes students who attain a minimum grade point average of 3.50 with no letter grade below "C" while earning 12 or more credit hours in a degree or diploma program.

PRESIDENT'S LIST

The President's List is issued each semester and includes students who attain a grade point average of 4.00 while earning 12 or more credit hours in a degree or diploma program.

GRADUATION WITH HONORS

A graduating student who has earned a grade point average of 3.50 in a degree or diploma program with no letter grade below "C" will be

graduated with Honors. Graduates in a degree or diploma program who have earned a GPA of 4.00 will be graduated with High Honors. Recognition of these candidates will be made by attaching an Honors seal or High Honors seal as appropriate to the diploma or degree.

GRADING SYSTEM

The following categories of institutional grades and corresponding symbols are used to indicate that students have met minimum course requirements:

A	Superior academic performance.
B	Good academic performance.
C	Average academic performance.
D	Passing - below average academic performance.
S	Satisfactory completion of course requirements in select lab courses.
P	Satisfactory completion of developmental coursework.
AC	Articulated Credit earned through the K-12 articulation agreement with North Carolina public schools.
AU	Participation as an auditor of a course for no grade or credit.
CE	Credit earned by examination procedures of the College.
EC	Credit earned under the experiential learning policy of the College.
TD	Credit for developmental coursework successfully completed at other accredited educational institutions.
TR	Credit for courses successfully completed with a grade of 'C' or higher at other accredited educational institutions.
NC	Indicates non-course credit awarded when students place out of developmental education courses/modules.

The following categories of institutional grades and corresponding symbols are used to indicate that students have not met minimum course requirements:

F	Failure to meet course requirements - student performance is judged to require repetition of the course. Used to indicate withdrawal from a course after the 70% date of the semester.
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I	Incomplete - used when the instructor determines that minimum course requirements may be met during the next consecutive semester without repeating the course.
NG	No grade - indicates a student failed to enter/attend a class.
R	Repeat – unsatisfactory completion of developmental coursework. Student performance is judged to require repetition of the course/module.
U	Unsatisfactory completion of course requirements in selected lab courses. Student performance is judged to require repetition of the course.
W	Withdrawal from a course prior to the 70% date of the semester.

GRADE POINT AVERAGES (GPA)

Cumulative grade point averages and program grade point averages are computed for students enrolled in a degree, diploma, or certificate program. A student's program GPA is calculated based only on courses included in their declared program of study. Program grade point averages are used for determining satisfactory academic progress and for graduation readiness. A student's cumulative GPA includes all college-level courses attempted in which grades of A, B, C, D, and F are assigned. Grades for developmental coursework are not included in the program GPA or cumulative GPA. Grade point averages are based on quality points assigned as follows:

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0

GRADING SCALES

Individual faculty members are responsible for grading students' course work. Academic departments have adopted standardized grading scales within curriculum programs. Curriculum courses at Sampson Community College use a standard 10-point grading scale with the exception of courses that are graded on a 7-point scale to meet state and institutional standards.

Standard	Nursing/Health Programs
A = 90 - 100	A = 93 - 100
B = 80 - 89	B = 85 - 92
C = 70 - 79	C = 80 - 84
D = 60 - 69	D = 70 - 79.99
F = 0 - 59	F = 69.99 and below

DISTANCE LEARNING

The Distance Learning program provides access to quality education and instruction for both traditional and non-traditional students through various distance learning methods.

Distance Learning typically refers to the delivery of instruction in a non-traditional format in which the instructor and student are separated by physical distance. Sampson Community College students have the option to take full-credit college courses without the typical restrictions of time and location. Online courses provide educational opportunities that mitigate conflicts with work, child-care, and/or transportation.

Traditional courses meet in a classroom, face-to-face setting for 100 percent of the scheduled classroom hours. Most traditional curriculum courses are supported by Moodle, which is the learning management system used at Sampson Community College for web-assisted, hybrid, and online courses. This is widely accepted as commonplace and does not generally constitute special consideration regarding distance learning course offerings.

Distance learning students have access to the same quality of instruction and support services as traditional students. Registration for distance learning courses takes place during normal registration periods. Students taking distance courses pay tuition and fees and may apply for financial aid for distance learning courses offered by the College.

NCVIP COURSES

NCVIP courses are traditional in the sense that they meet at a specific time and physical location. NCVIP classrooms are equipped with cameras, video monitors, microphones, and speakers that allow for live, real-time interaction with instructors and students at one or more remote locations. NCVIP courses transmitted to the College from a remote site allow students to view the lecture live on video monitors in the classroom. NCVIP courses that

are broadcast from Sampson Community College to one or more locations are similar to traditional classes. The instructor is present in the classroom, but the class involves interaction with other students at one or more sites receiving the course. Students enrolled in NCVIP courses are oriented to classroom procedures and guidelines on the first day of class and trained personnel facilitate all NCVIP courses.

WEB ASSISTED COURSES

Web-assisted courses primarily involve face-to-face instruction with a portion of the course content offered online. Students will spend the majority of their time in the classroom. The remaining portion of lab work or course assignments are completed online.

HYBRID COURSES

Hybrid courses combine face-to-face instruction with other distance learning delivery methods. A hybrid course provides increased scheduling flexibility coupled with personal interaction in the classroom. Students enrolled in hybrid courses meet on campus at scheduled times. Additional assignments and activities are completed online. Hybrid courses may also combine other distance learning delivery methods such as class meetings in an NCVIP format.

ONLINE COURSES

Online courses provide access to both college credit and non-credit courses via the Internet. Online students interact and communicate with the instructor and classmates through e-mail, discussion forums, and chat rooms as well as other traditional methods (telephone, postal mail). Online course materials are posted in Moodle, the learning management system (LMS) that provides students direct access to course content, communication tools, and numerous other resources. Course content is typically presented in a text-based format; online courses are reading intensive and require self-motivation from the student. Class assignments are due at specific times, but coursework can be completed at the student's convenience wherever Internet access is available.

Students taking online and hybrid courses should have regular access to a personal computer with a minimum 56K modem

connection to the Internet. Broadband Internet connectivity is preferred. Google Chrome is the recommended as the most compatible browser for performing online work in Moodle. Microsoft Word is required for all online and hybrid courses offered at Sampson Community College. Documents saved in other formats are incompatible with Moodle and are inaccessible by faculty teaching online or hybrid courses. Microsoft Suite is a requirement for all online courses at SCC. Software versions and requirements are periodically subject to change. All online courses at Sampson Community College are password protected ensuring that all personal information is secure.

All students enrolled in online classes must complete the following steps to access course content and avoid being dropped from the course:

1. Read the Online Course Participation Expectations for Students statement before being able to proceed in the online course.
2. Students who are new to Moodle: Go to the SCC Moodle Orientation site. Enter the site using an enrollment key that will be provided and watch tutorial videos on the basics of Moodle.
3. Read the course syllabus in its entirety. The syllabus is a course contract that outlines course requirements and makes students aware of their responsibilities. Students will need to refer to the course syllabus before taking their Mandatory Online Course Assessment.
4. Complete the Mandatory Online Course Assessment (MOCA). **This is required for all online classes taken each semester with no exceptions or exemptions.** The MOCA must be completed by the ten percent point of the semester to avoid being dropped from the online class. The ten percent point of the semester will be calculated for all online courses beginning on the first day of campus curriculum scheduled courses.

Once students have completed the Mandatory Online Course Assessment and received a grade, the online course will be made available to them.

STUDENT EMAIL ACCOUNTS

All currently enrolled students are issued Office 365 e-mail accounts. Students are strongly encouraged to log into Office 365 on the first day of classes, and daily thereafter, in order to keep up to date on important course and College-related information. Students will use their Office 365 e-mail accounts to communicate with instructors and classmates. Students also receive important information from Financial Aid, Student Services, the SCC Bookstore, the Student Government Association, and the Sampson Community College Library.

DISTANCE LEARNING SUPPORT

A distance learning help desk dlhelpdesk@sampsoncc.edu is available to assist students with Moodle, Office 365, or anything else related to distance learning. Students may also call Sampson Community College at (910) 592-8081 between 8:00 a.m. and 5:00 p.m. and ask for Distance Learning to speak directly with a staff member.

Additionally, an online support center is available on Sampson Community College's Moodle login to provide the following assistance with Moodle:

1. Browse or search the knowledge base for a wide variety of solutions.
2. Submit a ticket to an experienced Moodle service representative. The status of a ticket can be tracked in My Support.
3. Contact a Moodle service representative by telephone. SCC's dedicated toll free number is 1-855-671-6896.
4. Live Chat with an experienced Moodle service representative over the web.

Specific distance learning guidelines and policies are available in both the printed Distance Learning Handbook and online at the College's website under [Distance Learning](#).

CONTINUING EDUCATION

SCC provides diverse training opportunities through the Division of Continuing Education. Course offerings open the door to education, training, and retraining for employment prospects in Sampson County and beyond. Opportunities include basic skills and literacy education, occupational and customized industry training, and lifelong learning programs which improve overall quality of life.

Instruction is offered on the College's main campus and at numerous instructional sites throughout Sampson County. For information concerning current class offerings and locations, call the Continuing Education Division at (910) 592-7176, visit the office, or the College web site at www.sampsoncc.edu. The Continuing Education Division is located in the East Building on the College's main campus and is open Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m. The office is open for additional evening hours as needed.

ADMISSION REQUIREMENTS

Admission to Continuing Education programs and courses is open to all individuals without regard to race, color, national origin, religion, sex, age, disability, or political affiliation. Generally, any person who is 16 years of age or older, or whose high school class has graduated, is eligible for admission.

Applicants are admitted on a first-come, first-serve basis. Some classes have specific admission requirements and prerequisite requirements such as age and/or educational attainment. In such cases, this will be indicated along with the course description so that applicants are properly notified. A high school diploma is not required for registration in most classes.

COURSE FEES

Fees for continuing education courses are as follows:

Classes from 1 to 24 hours:	\$70.00
Classes from 25 to 50 hours:	\$125.00
Classes from 51 hours or more:	\$180.00

REFUNDS

The Refund Policy has been established by the NC General Assembly for all NC community colleges. For any classes cancelled by SCC, a full refund will be given. A full refund for a class which was not canceled by the College may be given if students submit a signed refund request prior to the beginning date of the class. A 75% refund is given when signed requests, made in writing, are received before the 10% period of the classes (usually the first or second class meeting). Typically refunds are issued within four to six weeks of the date which the request was submitted.

ACADEMIC CREDIT

Most Continuing Education courses do not award curriculum course credit. Students who successfully complete courses may receive Continuing Education Units (CEU's) and a certificate designating completion of the course. A CEU is equivalent to ten (10) clock hours of instruction. In some instances, competencies gained in continuing education courses may be recognized in curriculum programs under provisions in the College's credit by examination policy.

CLASS SCHEDULES AND ENROLLMENT

Class dates, meeting times, and locations are determined based on demand and the availability of suitable facilities and equipment. Classes usually meet once or twice a week from two to three hours each session. The College reserves the right to cancel or discontinue a class if enrollment/attendance fall below an acceptable level.

ATTENDANCE

Students are encouraged to attend all classes to gain mastery of the content and skills that are presented in each course. To qualify for the receipt of a course certificate, a student must attend at least 85 percent of the classes, as well as successfully complete the prescribed course work. Depending upon the nature of the class and the requirements established for certification or licensing, some classes may have more strict attendance requirements. In these instances, the instructor will notify students of the attendance requirements.

TRANSCRIPTS

A student may obtain a transcript containing a record of all completed continuing education classes by submitting a written request to the Continuing Education Office. The number of hours, CEU's, titles of classes, and grades are indicated on each transcript.

PROGRAMS

Occupational training programs include fire and technical rescue, allied health, law enforcement, truck driver training, and computer technology.

The Small Business Center (SBC) is available to individuals seeking to start or expand a business. The SBC provides free, one-on-one consulting services as well as valuable seminars that provide training and tools for success.

Specialized training to Sampson County businesses and industries is provided through the Customized Training program.

Butler Basic Skills offers programs that enable adults to refresh fundamental math and reading skills, complete a high school equivalency diploma, or learn English as a second language. Students with intellectual disabilities are also served through the Academy of Continuing Excellence.

Continuing Education also provides an array of opportunities for adults to satisfy personal fulfillment and interests which contribute to the community's overall enhancement.

SELF-SUPPORTING PROGRAMS

The College offers a limited number of courses and activities on a self-supporting basis. Self-supported classes may be recreational or occupational, in areas of public interest as approved by the Dean of Continuing Education. Creative Art, Cake Decorating, Digital Photography, are among the regularly offered self-supporting classes.

The Defensive Driving class is also offered as a self-supporting class. Completion of the class may prevent assessment of insurance points or premium surcharges on an auto insurance policy and/or points on a North Carolina driver's license for individuals charged with minor traffic violations.

This course is made available through Sampson Community College and the Safety and Health Council of North Carolina to train motorists in the principles and practices of safe driving. The concern for public safety is addressed in three different programs:

- 4 Hour Defensive Driving
- 8 Hour Defensive Driving
- Alive@25 (aimed at reducing teenage driving-related accidents and deaths)

BASIC SKILLS EDUCATION

The Butler Basic Skills Department is located on the second floor of the Warren Student Center on the College's main campus. Programs are provided to assist adult students eighteen years of age or older in attaining fundamental educational skills. Basic Skills Education is designed to increase the level of adult literacy within the community and to assist adults in obtaining their adult high school equivalency

diploma. The program provides students with the foundational skills that will enable them to enter the work force, skills training programs, or post-secondary education. The curriculum emphasizes the personal and academic development of each student stressing individual awareness of abilities and opportunities.

The College offers two programs designed for adults who have not completed high school: the Adult Basic Education (ABE) program and the High School Equivalency Diploma (HSE) program. These programs provide instruction ranging from courses to meet the needs of individuals requiring basic literacy instruction to those designed to improve the skills of high school graduates. The college also offers English as a Second Language (ESL) for non-English speaking students to learn English. These courses are offered on the college's main campus and throughout the county. No registration fee is charged for these classes. In addition to structured classes, Basic Skills provides learning labs and computer-assisted instruction for students. There are no fees charged for use of these resources.

ENROLLMENT OF MINORS

Basic Skills Education programs are designed to serve adults. A student must be at least 18 years old to participate in any component of the program. Upon receipt of written recommendation of the superintendent and principal of the last school attended, a student between the ages of 16 and 18 years of age may be admitted, provided that the following criteria are met:

- The referral and/or enrollment form for minors must be completed, signed and dated.
- Minors must also submit a school transcript and disciplinary report from the last public school attended.
- Minor students and a parent/guardian must meet with the director or coordinator of the program before enrolling in the mandatory orientation program.

REGISTRATION AND PLACEMENT

Individuals may enroll on the main campus during registration periods published on the College's academic calendar and in various

College announcements. Department staff can provide information concerning class sites, times, and registration dates.

All students enrolling in these programs are required to take an orientation class and placement tests. The tests are used to determine the level at which a student will enter the curriculum. There are no specific score requirements for enrollment in Basic Skills programs. Structured classes at the appropriate level for each student are recommended by the student's advisor. Student progress is monitored periodically to determine course planning for the next enrollment period and to document progress.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Sampson Community is an official high school equivalency diploma test center. The Butler Basic Skills Department offers three nationally recognized tests: Pearson Vue, HiSET, and TASC and offers free classes for students who need remediation to successfully complete one of the high school equivalency tests. There are fees for each of the tests which differ for each test. The subjects tested are English/Writing, Reading, Mathematics, Social Studies, and Science. For more information call 910-592-8081, ext. 3507 or the Basic Skills Department.

NC DRIVER'S LICENSE LAW

Effective August 1, 1998, a statewide coordinated effort to motivate and encourage minors to complete high school was voted into law. This law requires that students under the age of 18 who have not completed high school remain in school, making adequate progress toward their diploma or equivalency or lose their driving permit or license. Sampson Community College is mandated to assist in the enforcement of this law.

Minors who are under the jurisdiction of the law (having been granted a license or permit on or after December 1, 1997) will be required to attend a minimum of 60 hours per month for six consecutive months and progress in the program according to the definition of progress set forth by the State Board of Community Colleges. Progress will be evaluated at the end of each six-month period. For additional information, please contact the Director of Basic Skills at 910-592-8081.

ACADEMIC POLICIES

ACADEMIC FORGIVENESS POLICY

Students may apply for the removal of grades earned (or transfer credit awarded) at Sampson Community College under the provision of the College's Academic Forgiveness Policy. Although the courses will not be removed from the student's cumulative record, the grades no longer will be calculated into the student's major or cumulative grade point average and no longer will apply toward the fulfillment of any College requirement. The following conditions apply:

1. Academic forgiveness must be initiated by the student.
2. The student must be currently enrolled and have a minimum of 12 semester hours of required course credit (developmental hours can be included) in the chosen program of study within the previous year, and have achieved an overall grade-point average of 2.0 or above in those courses.
3. Academic forgiveness applies to all courses taken by the student at Sampson Community College and/or for which transfer credit was awarded by the College more than 5 years prior to the date of application for academic forgiveness.
 - a. All credit earned more than 5 calendar years before the date of application for academic forgiveness will be removed from consideration for credit in fulfillment of general education or major course requirements or for grade point average or for any other purpose or requirement. The 5 years will be calculated from the semester preceding the date the application is received in the Registrar's Office. Summer term is considered one semester.
 - b. All credit earned within 5 years prior to the date of application for academic forgiveness will not be eligible.
4. Academic forgiveness will be granted exactly once and, when granted, is irrevocable.

Students should contact their advisor or a Counselor in Student Services for more information about Academic Forgiveness.

*Note: Academic forgiveness cannot be used to waive satisfactory academic progress standards for financial aid.

ATTENDANCE POLICY

All students are expected to attend every scheduled class and to report to class on time. Attendance is computed beginning with the first scheduled class meeting. If an emergency prevents a student from attending class, the student should notify the instructor as soon as possible.

In the event that a student does not attend at least 85 percent of all scheduled contact hours, the instructor may drop the student. If there are extenuating circumstances, the instructor has the authority to make an exception to the Attendance Policy. Specific guidelines regarding attendance and tardiness are referenced in course syllabi.

CHANGE OF PROGRAM

Students are permitted to change curriculum programs in response to changes in their educational and career objectives. Students seeking to change programs must meet with a College Counselor concerning their educational plans and to secure approval for the program change from the Department Chair of the receiving program.

Students may change from their initial program of study to a second program without restriction provided appropriate consultation with a counselor is completed. Students who seek subsequent changes in their program must have a minimum cumulative grade point average of 2.0 to be eligible for any further program changes.

All requests for program changes should be initiated at least four weeks prior to the date of registration. Previous curriculum course work will be evaluated for transfer credit to the student's new program of study. Previously earned credit hours approved for transfer are granted toward completion of the graduation requirements for the new program of study.

Students are admitted into a program of study under the requirements of the College catalog current at the time of admission. Students who fail to complete any course credits for a calendar year or longer after admission must complete program requirements current at the

time of reenrollment or readmission. No student may remain under any catalog for more than five years.

COURSE AUDITS

Students who wish to audit courses must follow regular registration procedures and indicate their intention to audit the class when registering. Students auditing a course receive no credit but are encouraged to attend classes regularly and participate in all class activities. Students auditing will be charged the same tuition and fees as students taking the course for credit.

Students with a recorded "AU" for a course may repeat the course one time on an audit basis. Students desiring to change from "Credit" to "Audit" or from "Audit" to "Credit" must do so during the schedule adjustment period.

COURSE LOAD

The normal student course load is 12-15 credit hours each semester. To be considered full-time, a student must register for 12 credit hours during the Fall and Spring semesters and for 9 hours during the Summer semester. The normal maximum course load is 18 credit hours.

A student seeking to enroll in more than 18 credit hours during a semester must receive approval from the appropriate Division Chair. This also applies to a student attending more than one college during the same semester. Any student enrolled in two or more colleges concurrently will provide complete enrollment information including the name of each college the student attends, number of credit hours enrolled, class schedules, and other relevant information.

Students may enroll only in the courses approved by their academic advisor. Students on academic probation may be required to register for a reduced course load according to limitations imposed by the advisor.

COURSE PREREQUISITES

Certain courses offered by the College may require pre-requisite or co-requisite courses to ensure that students are adequately prepared for higher level course work. Course prerequisites and co-requisites are listed in course descriptions in the College catalog and

are consistent with the Combined Course Library of the North Carolina Community College System.

Prior to enrolling in courses, all students must successfully complete pre-requisites and co-requisites. Students who have not satisfied all requirements through prior course credit or other equivalency may be administratively withdrawn from the course. Students are advised to review course pre-requisites and co-requisites carefully before enrolling to avoid course withdrawal. The following stipulations apply:

1. All STATE pre-requisites must be honored and cannot be waived.
2. LOCAL pre-requisites may be waived with the recommendation of the Division Chair and must be submitted to the Vice President of Academic Affairs for approval.
3. SAT scores (Writing 500, Critical Reading 500, Math 500) or ACT scores (Reading 22, English 18, Math 22) may satisfy any developmental pre-requisite.
4. A developmental pre-requisite may be satisfied if the student meets benchmark criteria for an approved entry assessment (NC-DAP, ACCUPLACER, ASSET, COMPASS). Official test scores may be transferred from other colleges. The College does not recognize test scores more than five years old.
5. When proficiency is demonstrated by test scores, non-course credit "NC" is assigned for all developmental courses that meet pre-requisites for higher level courses.
6. Completed curriculum courses may be used to satisfy the prerequisite requirement for lower level courses in the same discipline. For example, a student who places into developmental math (DMA 010-040) but has successfully completed a higher level course (MAT 140), may have the pre-requisite waived for this course only.
7. Credit by Examination "CE" may be used to award credit for approved pre-requisite courses.
8. Developmental coursework may be transferred from other colleges. A Transfer Developmental "TD" designation will be assigned to each developmental course transferred.

9. Dual enrolled high school students are considered native students and must meet all course pre-requisites.

Official transcripts, test scores, and any other appropriate documentation supporting a waiver of pre-requisites must be submitted to the Vice President of Academic Affairs and filed with the Registrar's office.

COURSE REPETITION

A student who has successfully completed a course and received credit may repeat the course to earn a higher grade or to add to their mastery of course content. Financial Aid cannot be used for a student to repeat a curriculum course more than two times in order to earn a passing grade. Students may repeat developmental courses until sufficient mastery of course content has been achieved. Financial Aid cannot be used for more than 30 hours of developmental course work. A passing grade is defined as a grade of "C" or better for courses within the Associate Degree Nursing and Practical Nursing Education programs and a grade of "P" (Pass) for developmental courses.

COURSE SUBSTITUTIONS

Substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause when such actions do not compromise the attainment of the educational objectives of a student's program of study. Substitutions must be recommended by the Department Chair and have the approval of the appropriate Division Chair and the Vice President of Academic Affairs. All substitution approvals must be filed with the Registrar's Office.

CREDIT BY EXAMINATION

Approved standardized and challenge examination programs may allow students to receive credit (in lieu of course work) toward the completion of a certificate, diploma, or degree. These examination programs are subject to the following conditions:

1. Credit will not be awarded when equivalent degree credit has been granted for regular course work.
2. Credit by examination may not be attempted if the student has acceptable college credit for more advanced courses

or for courses that include material similar to a course for which college credit has already been received.

3. No more than 25 percent of coursework required for completion of a selected program may be earned by examinations.
4. Students successfully completing a standardized examination will have a grade of "CE" recorded on the official transcript. This designation does not earn grade points, but earns credit hours toward program completion.
5. The course(s) must be a curriculum course on record with the Registrar's Office as a course approved for credit by examination.
6. Credit by Exam must be approved by the Vice President of Academic Affairs and kept on file in the Registrar's office.

STANDARDIZED EXAMINATIONS

Sampson Community College participates in the advanced placement programs of the College Entrance Examination Board. An entering student who scores 3 or above on the Advanced Placement (AP) test will receive appropriate course credit. Students taking Advanced Placement tests should have the score reports sent to the Admissions Office for evaluation concerning placement and credit.

Students may also receive course credit by achieving a passing score on one of the College-Level Examination Program (CLEP) tests. Students interested in receiving further information concerning these examinations, required minimum scores, course equivalents, and credits awarded should contact the Director of Admissions.

CHALLENGE EXAMINATIONS

The College recognizes that some students, may already have achieved the objectives of certain courses in a selected curriculum by means of special studies or experiences. Students may petition to receive credit in selected courses by special examinations referred to as challenge examinations developed by College faculty.

Students interested in this opportunity must submit a request to their department chair and schedule the examination. A student may challenge a course only once. Unsuccessful attempts are not recorded on the transcript. Approved challenge examinations must be on

record in the Registrar's Office before credit will be awarded.

DEVELOPMENTAL EDUCATION

Developmental Studies is an instructional program designed to provide students with the opportunity to strengthen skills in reading, English, math, and chemistry. Placement in developmental courses is based on placement testing policies and procedures which are outlined in the Placement and Assessment section of this catalog.

The time required for completion of developmental courses varies based on individual proficiency levels. Developmental Education courses are offered to promote student success and to meet specific course prerequisite requirements. Developmental courses do not offer college credit, but are available to all students who plan to enter diploma or degree programs. Financial Aid cannot be used for more than 30 hours of developmental course work.

EXIT CRITERIA

In compliance with the state redesign of developmental education, developmental studies mathematics and reading/English courses have a minimum passing grade of 80%. Students achieving at or above this level of mastery will receive a grade of "P". Those who do not reach the 80% level of mastery will receive a grade of "R" and will be required to retake the module until mastery is demonstrated.

Criteria for course exit is defined by the North Carolina Community College System. The grade required to pass all other developmental courses is specified in the following chart:

DMA/DRE & *MAT 001	
P =	80 - 100
R =	0 - 79
CC =	Completion credit for each DMA module within a shell.
NR =	DMA module student did not reach within a shell.
DMA/DRE grades based on exit exam score MAT 001 grade based on final course average	

*MAT 001 - optional course for students enrolled in MAT 171

ALL OTHER DEVELOPMENTAL COURSES

A = 93 - 100

B = 85 - 92

C = 77 - 84

F = 0 - 76

*State standards require grade of 77 or higher for proficiency in developmental courses.

EXPERIENTIAL LEARNING POLICY

When a student's experience through employment, training, and/or certifications provided by non-collegiate institutions (e.g. public and/or military services) parallels course work in the student's program of study, he or she may request experiential learning credit. SCC will evaluate and award credits for prior experiential learning when sufficient documentation demonstrates the student has achieved all outcomes for specific courses in a degree program. No more than 25 percent of credits toward graduation may be awarded for experiential learning. The Experiential Learning Policy is subject to change. Students may receive experiential learning credit toward degree completion under the following conditions:

1. The student must submit a written request to the appropriate Department Chair. The request must include specific courses and sufficient justification for each course for which experiential credit is requested. Copies of certificates, licenses, job descriptions, letters from supervisors and/or former employers, and any other documentation deemed appropriate must support the request.
2. The Department Chair will meet with the student (if necessary) to review the request and all supporting documents. Documentation will be compared with the course description and the course's syllabus and competencies. If credit for experiential learning is recommended, the Department Chair will forward his or her rationale for awarding credit to the Division Chair and then to the Vice President of Academic Affairs for further review.
3. If experiential learning credit is approved, the Vice President of Academic Affairs will submit a statement of approval documenting the basis for awarding credit

to the Registrar. A grade of "EC" (experiential credit) will be posted to the student's record.

4. If credit for experiential learning is not approved, an explanation of the reason(s) for disapproval and supporting documents will be returned to the student and submitted to the Registrar for filing.
5. Experiential credit awarded does not earn quality points. Grades of "EC" will count only toward meeting curriculum completion requirements for graduation. Grades of "EC" awarded in one curriculum may not be transferred to another curriculum, unless recommended by the Department Chair and approved by the Vice President of Academic Affairs. Upon request from another institution, a copy of the Vice President's statement of approval can be released to substantiate the "EC" grade. Copies of supporting documentation will not be sent to another institution without the student's written consent.

GRADUATION REQUIREMENTS

Graduation exercises are conducted once a year at the conclusion of the Spring semester. Students who anticipate completing all requirements in their program of study must file an application for graduation with the Registrar's Office. Students completing the requirements for a diploma or degree are eligible for award of the highest academic credential completed at that time. Separate certificates, diplomas, and/or degrees in one curriculum program will not be issued unless earned in a progressive manner (i.e. the student completes the requirements for a certificate, then diploma, then degree).

Students in continuous enrollment (defined as enrolling Fall and Spring semesters) in the same program may elect to complete the requirements of that curriculum as stated in the catalog at the time of their admission. Students who interrupt their study or are suspended from a program or the College are required to complete the program requirements effective at the time of readmission.

The College attempts to ensure the relevance of each program through ongoing revision in

course offerings and curriculum requirements. In addition, the College may alter programs through actions taken by the North Carolina State Board of Community Colleges. When an educational program has been revised or replaced by a new curriculum or degree program, students may elect to complete the program requirements as stated in the catalog in effect at the time of admission. Students admitted after the adoption of a revised program are eligible for graduation from only the revised program.

Students who anticipate completing degree requirements in the summer may participate in the College's graduation ceremony at the conclusion of the spring semester provided that all degree requirements will be completed at the conclusion of the summer term following graduation. Official transcripts and any other necessary documentation must be submitted with a completed application for graduation before a degree or diploma can be awarded.

The following institutional requirements for graduation must be met:

1. All course requirements for the student's selected curriculum must be successfully completed with at least 25 percent of the curriculum requirements completed through Sampson Community College.
2. No more than 25 percent of the curriculum course requirements must be gained through proficiency examinations or experiential learning credit.
3. A GPA of 2.00 ("C") must be attained for courses with the student's program of study.
4. All financial obligations and Library obligations at the College must be met.

INDEPENDENT STUDY

Under unusual circumstances a student may have a need to enroll in a course on an independent study basis under the guidance of an instructor. Students who wish to register for a course under this policy should contact their advisor and complete an application for independent study. All requests for independent study must be approved by the Vice President of Academic Affairs and filed with the Registrar's Office. Students receiving federal financial aid including veterans'

benefits are not eligible for courses delivered under this policy.

ORIENTATION COURSES

All new students enrolled in diploma or degree programs are required to complete ACA 115 – Success and Study Skills or ACA 122 - College Transfer Success (for transfer students). The orientation course is designed to assist students in establishing and successfully meeting academic goals. Areas addressed include College information, study skills, research skills, test taking skills, interpersonal skills, and time management.

The objectives of the orientation course are to:

1. Acquaint students with the physical, academic, and social environment of the College.
2. Present College policies, regulations, and procedures to students.
3. Assist the student in taking full advantage of the opportunities offered by the College.
4. ACA 122: Prepare the student to transition successfully to a four year college.

Students should enroll in orientation courses during their first semester of enrollment at the College.

REMOVAL OF INCOMPLETE GRADES

When a student experiences extenuating circumstances that prevent completion of course requirements, faculty members may assign a grade of “I” (incomplete) when, in the judgment of the faculty member, the student is making satisfactory progress at the end of the semester. When an incomplete is granted, the student must satisfactorily complete all course work by the end of the following semester. At that time, the incomplete will be changed to the appropriate letter grade by the instructor of record or, when necessary, by the faculty member’s department chair. Students who fail to complete all course work by the end of the following semester will be assigned the letter grade of “F” for the course. Students who receive an “I” during the Spring semester and are not enrolled during the following Summer term will have until the end of the next Fall semester to remove the incomplete.

SEMESTER SYSTEM AND CREDIT HOURS

Beginning with the summer of 1997, all credits in the North Carolina Community College

System are earned in semester hours. Students who have attended Sampson Community College or another North Carolina community college under the quarter system should have their transcript evaluated for conversion of quarter credits to the semester system under the most recent crosswalk. The latest revised quarter-to-semester crosswalk will be used for transcript evaluations. The College’s academic year is comprised of one fall semester one spring semester and a summer session.

TRANSCRIPTS AND GRADE REPORTING

Records of progress are maintained by the College on all students. These records are confidential and are released only upon written request from the student or for academic advising. All student obligations to the College must be completed before a transcript is released.

Grade reports will be mailed to the student’s most recent address of record at the end of each semester. Final grades will be withheld until all student obligations to the College are met.

TRANSFER CREDIT POLICY

Sampson Community College may award transfer credit for comparable coursework or programs completed at other accredited institutions. Credits for course work completed (with a grade of “C” or better) within ten (10) years prior to a student’s enrollment in a certificate, degree, or diploma program at SCC, will be eligible for transfer toward graduation. Transfer credits from non-regionally accredited institutions will be evaluated by the appropriate Department Chair, Division Chair, and the Vice President of Academic Affairs. Transfer credit will be approved or disapproved on the basis of level, content, quality, comparability, and degree of program relevance. All approved transfer credits must be filed with the Registrar’s Office for posting to the student’s transcript.

TIME LIMIT ON TRANSFERABILITY

Certain courses have a time limit on transferability. Credit for course work completed (with a grade of “C” or better) more than ten (10) years prior to admission must be evaluated by the Department Chair and approved by the Division Chair and the Vice President of Academic Affairs. A student may

be required to repeat courses in their program's major area of concentration when changes in technology and/or current practices indicate new competencies must be acquired.

Transfer credit is not calculated in the student's curriculum grade point average. Students transferring from other institutions are admitted in good academic standing. However, the total number of hours transferred from other institutions will be considered in determining the required GPA for meeting minimum standards for satisfactory academic progress. At least 25 percent of the curriculum requirements must be completed through SCC.

TRANSFER CREDITS WITHIN THE COLLEGE

When a student transfers from one curriculum program to another, applicable courses with grades of "C" or better taken within ten (10) years, may be transferred to the new program and included in the calculation of the student's GPA. Credit for coursework with a grade of "D" may be awarded with the recommendation of the Department Chair when a student transfers from one level to another (Diploma to Degree) within the same program. Acceptance of courses completed beyond the ten-year period must be evaluated by the Department Chair and approved by the Division Chair, and the Vice President of Academic Affairs.

TRANSFER CREDITS FROM THE COLLEGE

Credits earned at Sampson Community College may be transferred to other North Carolina Community Colleges and other senior institutions. Counselors in Student Services guide students seeking to transfer to another institution. Faculty advisors assist transfer students with course planning.

It is the student's responsibility to indicate the intent to transfer and to initiate contact with the counselor and faculty advisor. Students should obtain a current catalog and application from their selected institution for guidance in selecting courses. Students must complete and submit a transcript request form to Student Services for an official transcript to be forwarded to another college or university.

WITHDRAWAL FROM THE COLLEGE

Students may withdraw from a course(s) or the College up to the 70 percent date of the semester and receive a grade(s) of "W". After the published 70 percent point of the

semester, a student will receive a grade of "F". Students who stop participating in a class will be withdrawn administratively when the student violates the attendance policy. For nontraditional courses, including but not limited to internet-based courses, the withdrawal date for the course will be the date the student last completed an academic-related activity verifiable by the instructor.

Students who register but fail to attend class(es) will receive a grade of "NG". A student who registers and withdraws during the registration period will receive no grade indication. Students with extenuating circumstances may request approval from the Vice President of Academic Affairs to withdraw with a grade of "W" after the 70 percent date.

ACADEMIC PROGRAMS

ASSOCIATE IN ARTS (A10100)

The Associate in Arts degree is designed for students who intend to transfer courses or the entire degree to a four-year college or university in pursuit of a Bachelor of Arts degree. This program includes 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) and the Independent Comprehensive Articulation Agreement (ICAA). Graduates must earn a grade of "C" or better in each course and an overall GPA of at least 2.0 in order to transfer to a member institution of the University of North Carolina System or private NC college/university with junior status. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACADEMIC TRANSITIONS (Required)			
ACA 122 College Transfer Success	0	2	1
GENERAL EDUCATION (45 SHC Required)			

Class Title	Class Hours	Lab Hours	Credit Hours
Universal General Education Transfer Component (UGETC)			
English Composition (6 SHC) The following English composition courses are required.			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Res. In the Disciplines	3	0	3
Humanities/Fine Arts (9 SHC) Select <i>three</i> courses from the following disciplines. COM 231 and ENG 231 OR 232 are required			
COM 231 Public Speaking	3	0	3
ENG 231 American Lit. I	3	0	3
ENG 232 American Literature II	3	0	3
Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
MUS 110 Music Appreciation	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Intro. to Ethics	3	0	3
Social/Behavioral Sciences (9 SHC Required) Select <i>three</i> courses from at least <i>two</i> different disciplines. <i>One course must be a history course.</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civ. I	3	0	3
HIS 112 World Civ. II	3	0	3
HIS 131 Amer. History I	3	0	3
HIS 132 Amer. History II	3	0	3
POL 120 American Gov.	3	0	3
PSY 150 Gen. Psychology	3	0	3
SOC 210 Intro to Sociology	3	0	3
Mathematics (3-4 SHC Required) Select <i>one</i> course from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Pre-calculus Algebra	3	2	4
Natural Sciences (4 SHC Required) Select <i>one</i> course, including accompanying lab from the following:			
BIO 110 Prin. of Biology	3	3	4
BIO 111 Gen. Biology I	3	3	4
CHM 151 General Chemistry I	3	3	4

Class Title	Class Hours	Lab Hours	Credit Hours
ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC Required) Select <i>13-14 hours</i> from the following courses or any UGETC courses not used to meet minimum requirements. Courses should be selected based on the intended transfer university/major.			
BIO 112 Gen. Biology II	3	3	4
BIO 140 Environmental Biology	3	0	3
BIO 140A Environ. Biology Lab	0	3	1
CHM 152 General Chemistry II	3	3	4
CIS 110 Intro to Computers	2	2	3
CIS 115 Intro to Programming and Logic	2	3	3
COM 110 Introduction to Communications	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
ENG 241 British Lit. I	3	0	3
ENG 242 British Lit. II	3	0	3
GEO 111 World Regional Geography	3	0	3
History 121 Western Civilization I	3	0	3
History 122 Western Civilization II	3	0	3
HUM 115 Critical Thinking	3	0	3
HUM 211 Humanities I	3	0	3
HUM 212 Humanities II	3	0	3
MAT 172 Pre-calculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
POL 110 Intro to Political Science	3	0	3
PSY 241 Dev. Psychology	3	0	3
PSY 281 Abnormal Psych	3	0	3
REL 110 World Religions	3	0	3
REL 211 Intro to Old Testament	3	0	3
REL 212 Intro to New Testament	3	0	3
REL 221 Religion in America	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
SPA 111 Elem. Spanish I	3	0	3
SPA 112 Elem. Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
TOTAL GENERAL EDUCATION HOURS REQUIRED			45

Class Title	Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED HOURS – PRE-MAJOR ELECTIVES (14 SHC Required) Hours may be selected from the following courses or any UGETC courses (not used to meet minimum requirements), or Additional General Education courses for the Associate in Arts degree. Courses should be selected based on the intended transfer university/major.			
ACC 120 Prin. of Financial Accounting	3	2	4
ACC 121 Prin. of Managerial Accounting	3	2	4
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II	3	3	4
BIO 275 Microbiology	3	3	4
BUS 110 Intro to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
HEA 110 Personal Health & Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HIS 221 African American History	3	0	3
PED 110 Fit and Well for Life	1	2	2
PED 111 Phys. Fitness I	0	3	1
PED 117 Weight Train. I	0	3	1
TOTAL SEMESTER CREDIT HOURS	60-61		
APPROVED FOR AWARDING	AA		
<i>*One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.</i>			
<i>Students must meet the receiving institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.</i>			

ASSOCIATE IN GENERAL EDUCATION (A10300)

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.

Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Courses must be at the 110-199 or 210-299 level. This program includes opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Diplomas and certificates are not allowed under this degree program. *Official program description registered with the NC Community College System*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACADEMIC TRANSITIONS (Required) Select <i>one</i> of the following:			
ACA 115 Success & Study Skills	0	2	1
ACA 122 College Transfer Success	0	2	1
GENERAL EDUCATION (18 SHC Required)			
English Composition (6 SHC) The following English 111 is required.			
ENG 111 Writing & Inquiry	3	0	3
<i>Select one of the following English courses:</i>			
ENG 112 Writing/Res. In the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
Communications (3 SHC) Select <i>one</i> course from the following:			
COM 110 Introduction to Communications	3	0	3
COM 231 Public Speaking	3	0	3
Humanities/Fine Arts (3 SHC Required) Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
ENG 231 American Lit. I	3	0	3
ENG 232 American Lit. II	3	0	3
MUS 110 Music Appreciation	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Intro. to Ethics	3	0	3
Social/Behavioral Sciences (3 SHC Required) Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Social/Behavioral Sciences (Continued)			
HIS 111 World Civ. I	3	0	3
HIS 112 World Civ. II	3	0	3
HIS 131 Amer. History I	3	0	3
HIS 132 Amer. History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
Natural Science or Mathematics (3-4 SHC Required) <i>Select one course from the following:</i>			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Pre-calculus Algebra	3	2	4
Natural Sciences (4 SHC Required) <i>Select one course, including accompanying lab from the following:</i>			
BIO 110 Prin. of Biology	3	3	4
BIO 111 Gen. Biology I	3	3	4
BIO 112 Gen. Biology II	3	3	4
CHM 151 General Chemistry I	3	3	4
CHM 152 General Chemistry II	3	3	4
MAT 143 Quant. Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Pre-calculus Algebra	3	2	4
MAT 172 Pre-calculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
OTHER REQUIRED HOURS – ELECTIVE CREDITS (45-46 SHC Required) <i>Hours may be selected from general education and professional courses from any of the College's approved programs of study. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included.</i>			
TOTAL SEMESTER CREDIT HOURS	64-65		
APPROVED FOR AWARDING	AGE		

ASSOCIATE IN SCIENCE (A10400)

The Associate in Science degree is granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. This program includes 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) and the Independent Comprehensive Articulation Agreement (ICAA). Graduates must earn a grade of "C" or better in each course and an overall GPA of at least 2.0 in order to transfer to a member institution of the University of North Carolina System or private NC college/university with junior status. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACADEMIC TRANSITIONS (Required)			
ACA 122 College Transfer Success	0	2	1
GENERAL EDUCATION (45 SHC Required)			
Universal General Education Transfer Component (UGETC)			
English Composition (6 SHC) The following English composition courses are required.			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Res. In the Disciplines	3	0	3
Humanities/Fine Arts (6 SHC) <i>Select two courses from the following: COM 231 is required</i>			
COM 231 Public Speaking	3	0	3
<i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
ENG 231 American Lit. I	3	0	3
ENG 232 American Lit. II	3	0	3
MUS 110 Music Appreciation	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 240 Intro. to Ethics	3	0	3
Social/Behavioral Sciences (6 SHC Required) <i>Select two courses from at least two different disciplines.</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civ. I	3	0	3
HIS 112 World Civ. II	3	0	3
HIS 131 Amer. History I	3	0	3
HIS 132 Amer. History II	3	0	3
POL 120 American Govt.	3	0	3
PSY 150 Gen. Psychology	3	0	3
SOC 210 Intro to Sociology	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Mathematics (8 SHC Required) Select two courses from the following:			
MAT 171 Pre-calculus Algebra	3	2	4
MAT 172 Pre-calculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
Natural Sciences (8 SHC Required) Select two-course sequence from the following:			
BIO 111 Gen. Biology I	3	3	4
BIO 112 Gen. Biology II	3	3	4
OR			
CHM 151 General Chemistry I	3	3	4
CHM 152 General Chemistry II	3	3	4
ADDITIONAL GENERAL EDUCATION HOURS (11 SHC Required) Hours may be selected from the following courses or any UGETC courses not used to meet minimum requirements. Courses should be selected based on the intended transfer university/major.			
BIO 140 Environ. Biology	3	0	3
BIO 140A Environ. Biology Lab	0	3	1
CHM 152 General Chemistry II	3	3	4
CIS 110 Intro to Computers	2	2	3
CIS 115 Intro to Programming and Logic	2	3	3
COM 110 Introduction to Communications	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
ENG 241 British Lit. I	3	0	3
ENG 242 British Lit. II	3	0	3
GEO 111 World Regional Geography	3	0	3
History 121 Western Civilization I	3	0	3
History 122 Western Civilization II	3	0	3
HUM 115 Critical Thinking	3	0	3
HUM 211 Humanities I	3	0	3
HUM 212 Humanities II	3	0	3
MAT 143 Quant. Literacy	2	2	3
MAT 152 Stat. Methods I	3	2	4
POL 110 Intro to Political Science	3	0	3
PSY 241 Dev. Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
REL 211 Intro to Old Testament	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Additional General Education Hours (Continued)			
REL 212 Intro to New Testament	3	0	3
REL 221 Religion in America	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
SPA 111 Elem. Spanish I	3	0	3
SPA 112 Elem. Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
TOTAL GENERAL EDUCATION HOURS REQUIRED			45
OTHER REQUIRED HOURS – PRE-MAJOR ELECTIVES (14 SHC Required) Hours may be selected from the following courses or any UGETC courses (not used to meet minimum requirements) or Additional General Education courses for the Associate in Science degree. Courses should be selected based on the intended transfer university/major.			
ACC 120 Prin. of Financial Accounting	3	2	4
ACC 121 Prin. of Managerial Accounting	3	2	4
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II	3	3	4
BIO 275 Microbiology	3	3	4
BUS 110 Intro to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
HEA 110 Pers. Health & Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HIS 221 African American History	3	0	3
PED 110 Fit/Well for Life	1	2	2
PED 111 Phys. Fitness I	0	3	1
PED 117 Weight Train. I	0	3	1
TOTAL SEMESTER CREDIT HOURS			60-61
APPROVED FOR AWARDING			AS
*One semester hour of credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.			
Students must meet the receiving institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.			

ACCOUNTING (A25100)

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

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

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

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities Elective (Choose One)			
ART 111, 114, 115 ENG 231, 232, 241, 242, 261, 262, 274, HUM 115, 211, 212, MUS 110; PHI 215, 240, REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281 SOC 210, 213, 220	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR CORE COURSES (24 SHC Required)			
ACC120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 131 Federal Income Tax	2	2	3
ACC 220 Intermediate Accounting I	3	2	4
BUS 115 Business Law I	3	0	3
CIS 110 Introduction to Computers	2	2	3
Economics (Choose One) ECO 151, 251, or 252	3	0	3
OTHER MAJOR COURSES (16 SHC Required)			
ACC 140 Payroll Accounting	1	2	2
ACC 150 Accounting Software Applications	1	2	2
ACC 226 Advanced Managerial Accounting	3	0	3
BUS 110 Introduction to Business	3	0	3
BUS 137 Principles of Management	3	0	3
CTS 130 Spreadsheets	3	0	3
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (9 SHC Required) Select courses from the following:			
Computer Information Technology Courses: CIS 111, 115, CTS 120, 130; DBA 110; WEB 110			
Criminal Justice Technology Courses: CJC 111, 112, 113, 121, 131, 132, 141, 212, 215, 221, 222, 225, 231			
Office Admin. & Medical Office Admin. Courses: OST 131, 132, 133, 134, 136, 137, 141, 142, 148, 149, 164, 181, 184, 223, 233, 236, 243, 284, 286, 289			
Business & Accounting Courses: ACC 115; BUS 116, 121, 152, 153, 193, 240, 260, ECO 151, 251, 252			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

PAYROLL CLERK CERTIFICATE (C25100PC)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
ACC120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 140 Payroll Accounting	1	2	2
BUS 121 Business Math	2	2	3
TOTAL SEMESTER CREDIT HOURS			13
APPROVED FOR AWARDING			Certificate

APPLIED ANIMAL SCIENCE TECHNOLOGY (A15280)

This curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock and poultry and their products according to scientific principles essential to efficient and profitable operation. Students should learn skills necessary for the operation of efficient and profitable livestock enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates are qualified for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, and buyers of poultry and livestock. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

GENERAL EDUCATION COURSES (15 SHC Required)			
Class Title	Class Hours	Lab Hours	Credit Hours
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities Elective (Choose One)			
ART 111, 114, 115 ENG 231, 232, 241, 242, 261, 262, 274, HUM 115, 211, 212, MUS 110 PHI 215, 240, REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111, HIS 111, 112, 121, 122, 131, 132, 221, 229 POL 110, 120 PSY 150, 241, 281 SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (18 SHC Required)			
ANS 110 Animal Science	3	0	3
ANS 115 Animal Feeds and Nutrition	2	2	3
ANS 120 Beef Production	2	2	3
ANS 130 Poultry Production	3	2	3

Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR CORE COURSES (Continued)			
ANS 140 Swine Production	2	2	3
ANS 150 Animal Health Management	3	0	3
OTHER MAJOR COURSES (11 SHC Required)			
ANS 193 Selected Topics Animal Science	2	2	3
ANS 210 Livestock Production Issues	3	0	3
ANS 141 Swine Herd Management	2	0	2
ANS 213 Animal Reproduction	2	2	3
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (21 SHC Required) Select courses from the following:			
Animal Science/Agriculture Courses: ANS 116, 160, 170, 212; AGR110, 150, 226			
Business Course: BUS 137			
Computer Information Technology Course: CIS 110			
Spanish Course: SPA 120			
TOTAL SEMESTER CREDIT HOURS			66-67
APPROVED FOR AWARDING			AAS

APPLIED ANIMAL SCIENCE TECHNOLOGY DIPLOMA (D15280)

GENERAL EDUCATION COURSES (6 SHC Required)			
Class Title	Class Hours	Lab Hours	Credit Hours
Communications Elective			
ENG 111 Writing & Inquiry	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
PROGRAM MAJOR COURSES (18 SHC Required)			
ANS 110 Animal Science	3	0	3
ANS 115 Animal Feeds and Nutrition	2	2	3
ANS 120 Beef Production	2	2	3
ANS 130 Poultry Production	3	2	3
ANS 140 Swine Production	2	2	3
ANS 150 Animal Health Management	3	0	3
OTHER MAJOR COURSES (12 SHC Required)			
Agriculture Elective (Choose One)			
AGR 110, 150, 226			

Animal Science Electives (Choose Three)			
ANS 116, 141, 160, 170, 193, 212			
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			37-38
APPROVED FOR AWARDING			Diploma

ANIMAL SCIENCE CERTIFICATE (C15280)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
SELECT COURSES FROM THE FOLLOWING: (6 SHC Required)			
ANS 110 Animal Science	3	0	3
ANS 115 Animal Feeds and Nutrition	2	2	3
ANS 120 Beef Production	2	2	3
Class Title	Class Hours	Lab Hours	Credit Hours
ANS 130 Poultry Production	3	2	3
ANS 140 Swine Production	2	2	3
ANS 150 Animal Health Management	3	0	3
ANS 210 Livestock Production Issues	3	0	3
ANS 213 Animal Reproduction	2	2	3
SELECT COURSES FROM THE FOLLOWING LIST (6 SHC Required)			
AGR 110 Agriculture Economics	3	0	3
AGR 150 Animal Health Management	3	0	3
AGR 226 Maint. and Service of Production Facilities	2	2	3
ANS 116 Introduction to Equine Industry	3	0	3
ANS 141 Swine Herd Management	2	0	2
ANS 160 Animal Waste Management	3	0	3
ANS 170 Sheep and Goat Production	2	2	3
ANS 212 Livestock Records & Analysis	3	0	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDING			Certificate

ASSOCIATE DEGREE NURSING (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. *Official program description registered with the NC Community College System.*

The Associate Degree Nursing and Licensed Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326. Phone: 404-975-5000; Fax: 404-975-5020, www.acenursing.org

ASSOCIATE DEGREE NURSING (Generic & Advanced Placement) COURSE & HOUR REQUIREMENTS

GENERAL EDUCATION COURSES (12 SHC Required)				
CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
ENG 111 Writing & Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disciplines	3	0	0	3
OR				
ENG 114 Prof. Research & Rep.	3	0	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts Elective (Choose One)				
ART 111, 114, 115; HUM 115, MUS 110, 112, PHI 215, 240	3	0	0	3
MAJOR CORE COURSES (43 SHC Required)				
NUR 111 Intro to Health Concepts	4	6	6	8
NUR 112 Health Illness Concepts	3	0	6	5

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
MAJOR CORE COURSES (Continued)				
NUR 113 Family Health Concepts	3	0	6	5
NUR 114 Holistic Health Care Con.	3	0	6	5
NUR 211 Health Care Concepts	3	0	6	5
NUR 212 Health System Concepts	3	0	6	5
NUR 213 Complex Health Concepts	4	3	15	10
OTHER MAJOR COURSES (11 SHC Required)				
BIO 168 Anatomy & Physiology I	3	3	0	4
BIO 169 Anatomy & Physiology II	3	3	3	4
PSY 241 Developmental Psychology	3	0	0	3
OTHER REQUIRED COURSES (1 SHC Required)				
ACA 115 Success & Study Skills	0	2	0	1
TOTAL SEMESTER CREDIT HOURS				67
APPROVED FOR AWARDING				AAS

LPN TO ADN ONLINE/HYBRID OPTION (A451100L)

The LPN to ADN On-line/Hybrid Option is a unique on-line/hybrid which includes a clinical component. *Students are selected through a documentation and testing process.

Upon successful completion, the student will graduate with an Associate Degree in Applied Science in Nursing and be eligible to take the National Council Licensure Examination for Registered Nurses.

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
GENERAL EDUCATION COURSES (12 SHC Required)				
ENG 111 Writing & Inquiry	3	0	0	3
ENG 112 Writing/ Research in the Disciplines	3	0	0	3
OR				
ENG 114 Prof. Research & Rep.	3	0	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts Elective (Choose One)				
ART 111, 114, 115; HUM 115, MUS 110, 112, PHI 215, 240	3	0	0	3

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
MAJOR CORE COURSES (46 SHC Required)				
NUR 111 Intro to Health Concepts	4	6	6	8
NUR 112 Health Illness Concepts	3	0	6	5
NUR 113 Family Health Concepts	3	0	6	5
NUR 114 Holistic Health Care Concepts	3	0	6	5
NUR 211 Health Care Concepts	3	0	6	5
NUR 221 LPN to ADN Concepts I	6	0	9	9
NUR 223 LPN TO ADN Concepts II	6	0	9	9
OTHER MAJOR COURSES (11 SHC Required)				
BIO 168 Anatomy & Physiology I	3	3	0	4
BIO 169 Anatomy & Physiology II	3	3	3	4
PSY 241 Developmental Psychology	3	0	0	3
TOTAL SEMESTER CREDIT HOURS				69
APPROVED FOR AWARDING				AAS

* Admissions criteria and the application process for this program can be found under Program Specific Admissions Requirements in this catalog.

PRACTICAL NURSING (D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/ long term care/home health facilities, clinics, and physician's offices. *Official program description registered with the NC Community College System.*

DIPLOMA COURSE & HOUR REQUIREMENTS

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
GENERAL EDUCATION COURSES (6 SHC Required)				
ENG 111 Writing & Inquiry	3	0	0	3
PSY 150 General Psychology	3	0	0	3

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
MAJOR CORE COURSES (30 SHC Required)				
NUR 101 Practical Nursing I	7	6	6	11
NUR 102 Practical Nursing II	7	0	9	10
NUR 103 Practical Nursing III	6	0	9	9
BIO 168 Anat. & Physiology I	3	3	0	4
BIO 169 Anat. & Physiology II	3	3	3	4
OTHER REQUIRED COURSES (1 SHC Required)				
ACA 115 Success & Study Skills	0	2	0	1
TOTAL SEMESTER CREDIT HOURS				45
APPROVED FOR AWARDING				Diploma

NURSE AIDE CERTIFICATE (C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study. *Official program description registered with the NC Community College System.*

COURSE AND HOUR REQUIREMENTS				
Class Title	Class Hours	Lab Hours	Clinical Hours	Credit Hours
MAJOR CORE COURSES (12 SHC Required)				
NAS 101 Nurse Aide I	3	4	3	6
NAS 102 Nurse Aide II	3	2	6	6
TOTAL SEMESTER CREDIT HOURS				12
APPROVED FOR AWARDING				Certificate

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG 113, ENG114	3	0	3
Humanities Elective (Choose One)			
ART 111, 114, 115 ENG 231, 232, 241, 242, 261, 262, 274, HUM 115, 211, 212, MUS 110; PHI 215, 240, REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281 SOC 210, 213, 220	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
TECHNICAL CORE COURSES (12 SHC Required)			
BPR 130 Print Reading - Construction	3	0	3
CMT 120 Codes and Inspections	3	0	3
CST 241 Planning/Estimating I	2	2	3
SST 140 Green Building & Design Concepts	3	0	3
PROGRAM MAJOR COURSES (12 SHC Required)			
CAR 111 Carpentry I	3	15	8
CST 221 Statics & Structures	3	3	4
OTHER MAJOR COURSES (26 SHC Required)			
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (16 SHC Required) Select courses from the following:			
Business & Accounting Courses: ACC 120, 140, 150; BUS 121, 137, 240; ECO 151, 251, 252			
Computer Information Technology Courses: CIS 110, 111, 115			
Construction/Drafting Courses: AHR 110, 120; BPR 111, 115; CAR 110, 112, 113, 114, 131 DFT 117, 119			
Industrial Systems Courses: ELC 111, 113; HYD 110; ISC 112, MEC 111, 112, 130; PLU 111			
ELECTIVES (9 SHC Required) Select courses from the following:			
Welding Courses: WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 145, 151, 215, 221, 261, 262			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			65
APPROVED FOR AWARDDING			AAS

BUILDING CONSTRUCTION TECHNOLOGY DIPLOMA (D35140)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
ENG 111 Writing & Inquiry	3	0	3
Mathematics Elective (Choose One)			
MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
TECHNICAL CORE COURSES (Choose One)			
BPR 130 Print Reading - Construction	3	0	3
CMT 120 Codes and Inspections	3	0	3
CST 241 Planning/Estimating I	2	2	3
SST 140 Green Building & Design Concepts	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
PROGRAM MAJOR COURSES (8 SHC Required)			
CAR 111 Carpentry I	3	15	8
OTHER MAJOR COURSES (20 SHC Required)			
ELECTIVES (19 SHC Required) Select courses from the following:			
Business & Accounting Courses: ACC 120, 140, 150; BUS 121, 137, 240; ECO 151, 251, 252			
Computer Information Technology Courses: CIS 110, 111, 115			
Construction/Drafting Courses: AHR 110, 120; BPR 111, 115; CAR 110, 112, 113, 114, 131 DFT 117, 119			
Industrial Systems Courses: ELC 111, 113; HYD 110; ISC 112, MEC 111, 112, 130; PLU 111			
Welding Courses: WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 145, 151, 215, 221, 261, 262			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			37-38
APPROVED FOR AWARDDING			Diploma

CARPENTRY CERTIFICATE (C35140CA)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
CAR 111 Carpentry I	3	15	8
BPR 130 Print Reading - Construction	3	0	3
CAR 110 Introduction to Carpentry	2	0	2
TOTAL SEMESTER CREDIT HOURS			13
APPROVED FOR AWARDDING			Certificate

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE (C35140CT)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BPR 130 Print Reading - Construction	3	0	3
CMT 120 Codes and Inspections	3	0	3
CST 241 Planning/Estimating I	2	2	3
SST 140 Green Build. & Design Concepts	3	0	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDDING			Certificate

**GENERAL CONTRACTOR'S LICENSE
PREPARATION CERTIFICATE (C35140GC)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BPR 130 Print Reading - Construction	3	0	3
CMT 120 Codes and Inspections	3	0	3
CST 241 Planning/Estimating I	2	2	3
ELECTIVES (5 SHC Required)			
CAR 110 Introduction to Carpentry	2	0	2
CST 131 OSHA/Safety /Certification	2	2	3
TOTAL SEMESTER CREDIT HOURS			14
APPROVED FOR AWARDING			Certificate

BUSINESS ADMINISTRATION (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. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180; CHM 131, 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (34 SHC Required)			
ACC120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 121 Business Math	2	2	3
BUS 137 Principles of Management	3	0	3
BUS 153 Human Resource Management	3	0	3
BUS 240 Business Ethics	3	0	3
MKT 120 Principles of Marketing	3	0	3
Computer Applications (Choose One)			
CIS 110 Introduction to Computers	2	2	3
OST 137 Office Software Applications	2	2	3
Economics (Choose One)			
ECO 151 Survey of Economics	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
OTHER MAJOR COURSES (16 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (15 SHC Required) Select courses from the following:			
Computer Info. Technology Courses: CIS 110, 111, 115; CTS 130, 285, 289; DBA 110; WEB 110			
Office Administration & Med Office Admin. Courses: OST 131, 132, 133, 134, 136, 137, 141, 142, 148, 149, 164, 181, 184, 223, 233, 236, 243, 284, 286, 289			
Business & Accounting Courses: ACC 115, 121, 131, 140, 150, 220; BUS 152, 260; ECO 151, 251, 252			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

**HUMAN RESOURCES MANAGER
CERTIFICATE (C25120HR)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
ACC120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 137 Principles of Management	3	0	3
BUS 153 Human Resource Management	3	0	3
CIS 110 Intro to Computers	2	2	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

**OFFICE MANAGER CERTIFICATE
(C25120OM)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
ACC120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 121 Business Math	2	2	3
CIS 110 Intro to Computers	2	2	3
Other Requirements (Choose One)			
BUS 137 Principles of Management	3	0	3
BUS 153 Human Resource Management	3	0	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

**COMMUNITY SPANISH INTERPRETER
(A55370)**

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Coursework includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 140; CHM 151, 152; MAT 110, 143, 152, 171, 172, 263	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR REQUIREMENTS (48 SHC Required)			
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 120 Spanish for the Workplace	3	0	3
SPA 141 Culture and Civilization	3	0	3
SPA 161 Cultural Immersion	2	3	3
SPA 181 Spanish Lab 1	0	2	1
SPA 182 Spanish Lab 2	0	2	1
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
SPA 215 Spanish Phonics/Structure	3	0	3
SPA 221 Spanish Conversation	3	0	3
SPA 231 Reading and Composition	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR REQUIREMENTS (Continued)			
SPA 281 Spanish Lab 3	0	2	1
SPA 282 Spanish Lab 4	0	2	1
SPI 113 Intro to Spanish Inter.	3	0	3
SPI 114 Analytical Skills Spanish Inter.	3	0	3
SPI 213 Review of Grammar	3	0	3
SPI 214 Intro to Translation	3	0	3
WBL 115 Work-Based Seminar I	1	0	1
Required Major Hours (Choose One)			
WBL 111 Work-Based Learning I	0	10	1
WBL 111 Work-Based Learning I	0	20	2
OTHER REQUIRED COURSES			
ACA 115 (required) Success & Study Skills	0	2	1
CIS 110 Introduction to Computers	2	2	3
TOTAL SEMESTER CREDIT HOURS			67-68
APPROVED FOR AWARDING			AAS

COMMUNITY SPANISH INTERPRETER DIPLOMA (D55370)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
MAJOR REQUIREMENTS (30 SHC Required)			
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
SPA 221 Spanish Conversation	3	0	3
SPA 231 Reading and Composition	3	0	3
SPI 113 Intro to Spanish Inter.	3	0	3
SPI 114 Analytical Skills Spanish Inter.	3	0	3
SPI 213 Review of Grammar	3	0	3
SPI 214 Intro to Translation	3	0	3

OTHER REQUIRED COURSES			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			37
APPROVED FOR AWARDING			Diploma

COMMUNITY SPANISH INTERPRETER CERTIFICATE (C55370SI)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPI 113 Intro to Spanish Inter.	3	0	3
SPI 114 Analytical Skills Spanish Inter.	3	0	3
TOTAL SEMESTER CREDIT HOURS			15
APPROVED FOR AWARDING			Certificate

FACILITATOR FOR NATIVE SPANISH SPEAKERS CERTIFICATE (C55370NS)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
SPI 113 Intro to Spanish Inter.	3	0	3
SPI 114 Analytical Skills Spanish Inter.	3	0	3
SPI 213 Review of Grammar	3	0	3
SPI 214 Intro to Translation	3	0	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDING			Certificate

COMPUTER INFORMATION TECHNOLOGY (A25260)

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

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

systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180; CHM 131, 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (36 SHC Required)			
BUS110 Introduction to Business	3	0	3
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
CTS 120 Hardware/ Software Support	2	3	3
CTS 285 Systems Analysis & Design	3	0	3
CTS 289 Systems Support Project	1	4	3
DBA 110 Database Concepts	2	3	3
NET 125 Net. Basics	1	4	3
NOS 110 Operating System Concepts	2	3	3
NOS 130 Windows Single User	2	2	3

Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR CORE COURSES (Continued)			
NOS 230 Windows Admin I	2	2	3
SEC 110 Security Concepts	2	2	3
OTHER MAJOR COURSES (14 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
Electives (13 SHC Required) Select courses from the following:			
Computer Information Technology Courses: NET 126, 225, 226; NOS 120; SEC 150, 160, 210; WEB 110			
Office Admin. & Med Office Administration Courses: OST 136, 137, 164; WBL 110			
Business & Accounting Courses: ACC 120, 140, 150; BUS 115, 116, 121, 137 152, 153, 240, 260; CTS 130; ECO 151, 251, 252			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

PC REPAIR CERTIFICATE (C25260PC)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
CIS 110 Introduction to Computers	2	2	3
CTS 120 Hardware/ Software Support	2	3	3
NOS 110 Operating System Concepts	2	3	3
NOS 130 Windows Single User	2	2	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDING			Certificate

WEB DEVELOPMENT CERTIFICATE (C25260WD)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
CTS 285 Systems Analysis & Design	3	0	3
DBA 110 Database Concepts	2	3	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDING			Certificate

COSMETOLOGY (A55140)

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. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; COM 110, 231; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 140; CHM 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (41 SHC Required)			
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	0	24	8
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 117 Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	0	21	7
Other Required Courses (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			48
APPROVED FOR AWARDING			Diploma

Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR CORE COURSES (Continued)			
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 117 Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	0	21	7
COS 223 Contemporary Hair Coloring	1	3	2
COS 240 Contemporary Design	1	3	2
Electives (4 SHC Required) Select courses from the following:			
Business & Accounting Courses: ACC 115, 120, 121, 131, 140, 150, 220, 226; BUS 115, 116, 121, 137 152, 153, 193, 240, 260; CTS 120, 130, 285, 289			
Computer Information Technology Courses: CIS 110			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
Other Required Courses (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

COSMETOLOGY DIPLOMA (D55140)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (41 SHC Required)			
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	0	24	8
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 117 Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	0	21	7
Other Required Courses (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			48
APPROVED FOR AWARDING			Diploma

COSMETOLOGY CERTIFICATE (C55140)

After successfully completing the following required courses, graduates will qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued an apprentice license. A six-month apprenticeship in a licensed beauty salon or re-enrollment in Cosmetology for an additional 300 hours is required.

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR REQUIREMENTS (32 SHC Required)			
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	0	24	8
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
Other Major Requirements (Choose One)			
COS 223 Contemporary Hair Coloring	1	3	2
COS 240 Contemporary Design	1	3	2
TOTAL SEMESTER CREDIT HOURS			34**
APPROVED FOR AWARDING			Certificate*

**This program meets the requirements for a certificate through SCC and the North Carolina State Board of Cosmetic Arts.*

***Students must attend at least 1200 contact hours to meet the requirements for a certificate through SCC and the North Carolina State Board of Cosmetic Arts.*

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. *Official program*

description registered with the NC Community College System.

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
COS 271 Instructor Concepts I	5	0	5
COS 272 Instructor Practicum I	0	21	7
COS 273 Instructor Concepts II	5	0	5
COS 274 Instructor Practicum II	0	21	7
TOTAL SEMESTER CREDIT HOURS			24*
APPROVED FOR AWARDING			Certificate**

**This program meets the requirements for a certificate through SCC and the North Carolina State Board of Cosmetic Arts.*

***Students must have a two year degree or be completing the last semester required for a two year degree in cosmetology.*

MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
COS 121 Manicure/Nail Technology I	4	6	6
COS 222 Manicure/Nail Technology II	4	6	6
TOTAL SEMESTER CREDIT HOURS			12*
APPROVED FOR AWARDING			Certificate

**North Carolina State Board of Cosmetic Arts requirement for a Manicuring/Nail Technology certificate.*

CRIMINAL JUSTICE TECHNOLOGY (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. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 140; CHM 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR REQUIREMENTS (37 SHC Required)			
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 112 Criminology	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 121 Law Enforce. Operations	3	0	3
CJC 131 Criminal Law*	3	0	3
CJC 132 Court Proc. & Evidence*	3	0	3
CJC 141 Corrections	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
CJC 215 Organization and Administration	3	0	3
CJC 221 Investigative Principles*	3	2	4
CJC 225 Crisis Intervention*	3	0	3
CJC 231 Const. Law*	3	0	3
OTHER REQUIRED COURSES (7 SHC Required)			
ACA 115 Success & Study Skills	0	2	1

Class Title	Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (Continued)			
CIS 110 Introduction to Computers	2	2	3
HEA 110 Personal Health/Wellness	3	0	3
Social Science Electives (6 SHC Required)			
PSY 150 General Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
POL 110 Introduction to Political Science	3	0	3
POL 120 American Government	3	0	3
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

*Courses that may be credited for Basic Law Enforcement Training (BLET) completion.

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA (D55180)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (3 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Social Science Elective (Choose One)			
ECO 151, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR REQUIREMENTS (22 SHC Required)			
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 112 Criminology	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 131 Criminal Law*	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
CJC 221 Investigative Principles*	3	2	4
CJC 231 Constitutional Law*	3	0	3
Other Major Requirements (9 SHC Required)			
CIS 110 Introduction to Computers	2	2	3

Class Title	Class Hours	Lab Hours	Credit Hours
Other Major Requirements (Continued)			
CJC 132 Court Procedures & Evidence*	3	0	3
CJC 141 Corrections	3	0	3
OTHER REQUIRED COURSES (1 SHC Required))			
ACA 115 Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			38
APPROVED FOR AWARDING		Diploma	

*Courses that may be credited for Basic Law Enforcement Training (BLET) completion.

CRIMINAL JUSTICE TECHNOLOGY CERTIFICATE (C55180)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
CJC 131 Criminal Law*	3	0	3
CJC 132 Court Procedures & Evidence*	3	0	3
CJC 221 Investigative Principles*	3	2	4
CJC 231 Constitutional Law*	3	0	3
CJC 225 Crisis Intervention*	3	0	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

BASIC LAW ENFORCEMENT TRAINING (C55180)

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

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

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

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
CJC 100 Basic Law Enforcement Training	9	30	19
TOTAL SEMESTER CREDIT HOURS			19
APPROVED FOR AWARDING		Certificate	

EARLY CHILDHOOD EDUCATION (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. *Official program description registered with the NC Community College System.*

EARLY CHILDHOOD EDUCATION DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
ENG 112 Writing/ Res. in the Disciplines	3	0	3
OR			
ENG 114 Professional Research & Reporting	3	0	3
Class Title	Class Hours	Lab Hours	Credit Hours
Humanities/Fine Arts (Choose One)			
ART 111, 114, 115; ENG 231, 232; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Mathematics (Choose One)			
MAT 110 Math Measurement & Lit.	2	2	3
MAT 171 Pre-calculus Algebra	3	2	4
Social/Behavioral Science			
PSY 150 General Psychology	3	0	3
MAJOR REQUIREMENTS (38 SHC Required)			
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 131 Child, Family, & Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activities	3	0	3
EDU 153 Health, Safety & Nutrition	3	0	3
EDU 221 Children With Exceptionalities	3	0	3
EDU 234 Infants, Toddlers, & Twos	3	0	3
EDU 271 Educational Technology	2	2	3
EDU 280 Language & Literacy Experiences	3	0	3
EDU 284 Early Child Capstone Practicum	1	9	4
OTHER MAJOR REQUIREMENTS (11 SHC Required)			
EDU 235 School-Age Dev & Program	3	0	3
EDU 162 Observe & Assess in Ece	3	0	3
Choose One (3 SHC Required)			
EDU 259 Curriculum Planning	3	0	3
EDU 261 Early Childhood Admin I	3	0	3
Choose One (2 SHC Required)			
EDU 262 Early Childhood Admin II	3	0	3
EDU 188 Issues in Early Child Education	2	0	2
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

EARLY CHILDHOOD EDUCATION DIPLOMA (D55220)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
ENG 111 (required) Writing & Inquiry	3	0	3
ENG 112 Writing/Res. in the Disciplines	3	0	3
OR			
ENG 114 Professional Research & Reporting	3	0	3
MAJOR REQUIREMENTS (32 SHC Required)			
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 131 Child, Family, & Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activities	3	0	3
EDU 153 Health, Safety & Nutrition	3	0	3
EDU 221 Children With Exceptionalities	3	0	3
EDU 271 Educational Technology	2	2	3
EDU 284 Early Child Capstone Practicum	1	9	4
OTHER MAJOR REQUIREMENTS (11 SHC Required)			
EDU 235 School-Age Dev & Program	3	0	3
EDU 162 Observe & Assess in Ece	3	0	3
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			45
APPROVED FOR AWARDING		Diploma	

EARLY CHILDHOOD EDUCATION CERTIFICATE (C55220CC)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activ.	3	0	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

**INFANT/TODDLER CARE CERTIFICATE
(C55220IT)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 131 Child, Family, & Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 153 Health, Safety & Nutrition	3	0	3
EDU 234 Infants, Toddlers, & Twos	3	0	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

SCHOOL-AGE CERTIFICATE (C55220SA)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activities	3	0	3
EDU 235 School-Age Dev. & Program	3	0	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

**SCHOOL-AGE EDUCATION DEGREE
(A55440)**

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment

opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (16 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
ENG 112 Writing/Res. in the Disciplines	3	0	3
OR			
ENG 114 Professional Research & Reporting	3	0	3
Humanities/Fine Arts (Choose One)			
ART 111, 114, 115; ENG 231, 232; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Mathematics			
MAT 171 Pre-calculus Algebra	3	2	4
Social/Behavioral Science			
PSY 150 General Psych.	3	0	3
MAJOR REQUIREMENTS (28 SHC Required)			
EDU 131 Child, Family, & Community	3	0	3
EDU 144 Child Dev. I	3	0	3
EDU 145 Child Dev. II	3	0	3
EDU 163 Classroom Mgmt. & Instruction	3	0	3
EDU 216 Foundations of Education	4	0	4
EDU 221 Children With Exceptionalities	3	0	3
EDU 271 Educational Technology	2	2	3
EDU 285 Internship Exp.-School Age	1	9	4
EDU 289 Adv. Issues/School Age	2	0	2
OTHER MAJOR REQUIREMENTS (21 SHC Required)			
EDU 158 Healthy Lifestyles-Youth	3	0	3
EDU 235 School-Age Dev & Program	3	0	3
EDU 281 Instruc. Strat/ Reading & Writing	2	2	3
COM 231 Public Speaking	3	0	3
PED 110 Fit & Well for Life	1	2	2

Class Title	Class Hours	Lab Hours	Credit Hours
Choose One (3 SHC Required)			
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
Choose One (2 SHC Required)			
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
OTHER REQUIRED COURSES (Choose One)			
ACA 115 Success & Study Skills	0	2	1
ACA 122 College Transfer Success	0	2	1
TOTAL SEMESTER CREDIT HOURS			66
APPROVED FOR AWARDING			AAS

HUMAN SERVICES TECHNOLOGY (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. *Official program description registered with the NC Community College System.*

HUMAN SERVICES TECHNOLOGY DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
ENG 114 Professional Research & Reporting	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Humanities/Fine Arts (Choose One)			
ART 111, 114, 115; ENG 231, 232; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Sciences/Mathematics (Choose One)			
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
CHM 151 General Chemistry I	3	3	4
MAT 110 Math Measurement & Lit.	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Pre-calculus Algebra	3	2	4
Social/Behavioral Science			
SOC 210 Introduction to Sociology	3	0	3
MAJOR REQUIREMENTS (25 SHC Required)			
HSE 110 Intro to Human Services	2	2	3
HSE 112 Group Process I	1	2	2
HSE 123 Interviewing Techniques	2	2	3
HSE 125 Counseling	2	2	3
HSE 210 Human Services Issues	2	0	2
HSE 225 Crisis Intervention	3	0	3
PSY 150 General Psychology	3	0	3
Choose One (3 SHC Required)			
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
Choose One (3 SHC Required)			
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
OTHER MAJOR REQUIREMENTS (24 SHC Required)			
CIS 110 Introduction to Computers	2	2	3
HEA 110 Personal Health/Wellness	3	0	3
HSE 120 Interpersonal Relations	3	0	3
HSE 220 Case Management	2	2	3
SAB 110 Substance Abuse Overview	3	0	3
SPA 111 Elementary Spanish I	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
OTHER MAJOR REQUIREMENTS (Continued)			
SWK 113 Working With Diversity	3	0	3
OST 181 Intro to Office Systems	2	2	3
OTHER REQUIRED COURSES (1SHC)			
ACA 115 Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM 110, 231; ENG112, 113, 114	3	0	3
Humanities Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261 262, 274	3	0	3
HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111, HIS 111, 112, 121, 122, 131, 132, 221, 229 POL 110, 120 PSY 150, 241, 281 SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (17 SHC Required)			
MNT 110 Intro to Maint. Procedures	1	3	2
WLD 112 Basic Welding Processes	1	3	2
HYD 110 Hydraulics/Pneumatics	2	3	3
ELC 111 Introduction to Electricity	2	2	3
BPR 111 Print Reading	1	2	2
MEC 111 Machine Processes I	1	4	3
ISC 112 Ind. Safety	2	0	2
ELC 113 Residential Wiring	2	6	4
ELC 117 Motors and Controls	2	6	4
MEC 130 Mechanisms	2	2	3
MNT 111 Maintenance Practices	2	2	3
OTHER MAJOR COURSES (18 SHC Required)			
AHR 110 Intro to Refrigeration	2	6	5
DFT 119 Basic CAD	1	2	2
Electives (11 SHC Required) Select courses from the following:			
Computer Information Technology Courses: CIS 110, 111; NET 125, 126, 225			
Construction/Drafting Courses: BPR 115; DFT 117; SST 140			
Industrial Systems Courses: AGR 226; AHR 120; ELC 113, 117, 128; MEC 112, 128; MNT 111, 150, 220, 230; PLU 111			
Welding Courses: WLD 110, 115, 116, 121, 122, 131, 141, 145, 151, 215, 221, 261, 262			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

**INDUSTRIAL SYSTEMS TECHNOLOGY
DIPLOMA (D50240)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
ENG 111 Writing & Inquiry	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
MAJOR CORE COURSES (17 SHC Required)			
MNT 110 Intro to Maint. Procedures	1	3	2
WLD 112 Basic Welding Processes	1	3	2
HYD 110 Hydraulics/Pneumatics	2	3	3
ELC 111 Introduction to Electricity	2	2	3
BPR 111 Print Reading	1	2	2
MEC 111 Machine Processes I	1	4	3
ISC 112 Industrial Safety	2	0	2
OTHER MAJOR COURSES (13 SHC Required)			
AHR 110 Intro to Refrigeration	2	6	5
DFT 119 Basic CAD	1	2	2
Electives (6 SHC Required) Select courses from the following:			
Computer Information Technology Courses: CIS 110, 111; NET 125, 126, 225			
Construction/Drafting Courses: BPR 115; DFT 117; SST 140			
Industrial Systems Courses: AGR 226; AHR 120; ELC 113, 117, 128; MEC 112, 128; MNT 111, 150, 220, 230; PLU 111			
Welding Courses: WLD 110, 115, 116, 121, 122, 131, 141, 145, 151, 215, 221, 261, 262			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			37
APPROVED FOR AWARDING		Diploma	

**AGRICULTURAL BUILDING MAINTENANCE
CERTIFICATE (C50240AB)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
AGR 226 Maint. & Svc. of Production Facilities	2	2	3
ELC 113 Residential Wiring	2	6	4
ISC 112 Industrial Safety	2	0	2
MNT 110 Intro to Maint. Procedures	1	3	2
WLD 112 Basic Welding Processes	1	3	2
TOTAL SEMESTER CREDIT HOURS			13
APPROVED FOR AWARDING		Certificate	

**COMMERCIAL BUILDING MAINTENANCE
CERTIFICATE (C50240CB)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
AHR 120 HVACR Maintenance	1	3	2
BPR 111 Print Reading	1	2	2
ELC 113 Residential Wiring	2	6	4
ISC 112 Industrial Safety	2	0	2
MNT 150 Basic Building Maintenance	1	3	2
PLU 111 Intro to Basic Plumbing	1	3	2
TOTAL SEMESTER CREDIT HOURS			14
APPROVED FOR AWARDING		Certificate	

ELECTRICAL CERTIFICATE (C50240EL)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BPR 115 Elc./Fluid Power Diagrams	1	2	2
ELC 111 Introduction to Electricity	2	2	3
ELC 113 Residential Wiring	2	6	4
ELC 117 Motors and Controls	2	6	4
ELC 128 Intro to PLC	2	3	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING		Certificate	

**INDUSTRIAL MAINTENANCE CERTIFICATE
(C50240IM)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BPR 115 Elc./Fluid Power Diagrams	1	2	2
ELC 111 Introduction to Electricity	2	2	3
HYD 110 Hydraulics/Pneumatics	2	3	3
ISC 112 Industrial Safety	2	0	2
MEC 111 Machine Processes I	1	4	3
WLD 131 GTAW (TIG) Plate	2	6	4
TOTAL SEMESTER CREDIT HOURS			17
APPROVED FOR AWARDING		Certificate	

**MACHINE OPERATOR CERTIFICATE
(C50240MA)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BPR 111 Print Reading	1	2	2
DFT 119 Basic CAD	1	2	2
MEC 111 Machine Processes I	1	4	3
MEC 112 Machine Processes II	2	3	3
MEC 128 CNC Machining Processes	2	4	4
TOTAL SEMESTER CREDIT HOURS			14
APPROVED FOR AWARDING		Certificate	

**MAINTENANCE OPERATIONS CERTIFICATE
(C50240MT)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BPR 111 Print Reading	1	2	2
ISC 112 Industrial Safety	2	0	2
MNT 110 Intro to Maint. Procedures	1	3	2
MNT 111 Maintenance Practices	2	2	3
MNT 150 Basic Building Maintenance	1	3	2
MNT 220 Rigging and Moving	1	3	2
TOTAL SEMESTER CREDIT HOURS			13
APPROVED FOR AWARDING		Certificate	

**INFORMATION SYSTEMS SECURITY
(A25270)**

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communication.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications. *Official program description registered with the NC Community College System.*

**INFORMATION SYSTEMS SECURITY DEGREE
COURSE & HOUR REQUIREMENTS**

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180; CHM 131, 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (45 SHC Required)			
BUS110 Introduction to Business	3	0	3
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3

Class Title	Class Hours	Lab Hours	Credit Hours
MAJOR CORE COURSES (Continued)			
DBA 110 Database Concepts	2	3	3
NET 125 Networking Basics	1	4	3
NET 126 Routing Basics	1	4	3
NOS 110 Operating System Concepts	2	3	3
NOS 130 Windows Single User	2	2	3
NOS 230 Windows Admin I	2	2	3
SEC 110 Security Concepts	2	2	3
SEC 150 Secure Communications	2	2	3
SEC 160 Secure Admin I	2	2	3
SEC 210 Intrusion Detection	2	2	3
SEC 220 Defense-In-Depth	2	2	3
SEC 289 Security Capstone Project	1	4	3
OTHER MAJOR COURSES (5 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
Electives (4 SHC Required) Select courses from the following:			
Computer Information Technology Courses: CTS 120, 285, 289; NET 225, 226; NOS 120; WEB 110			
Office Administration & Medical Office Administration Courses: OST 136, 137, 164; WBL 110			
Business & Accounting Courses: ACC 120, 140, 150; BUS 115, 116, 121, 137 152, 153, 240, 260; CTS 130			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

NETWORK INFRASTRUCTURE CERTIFICATE (C25270NI)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
NET 125 Networking Basics	1	4	3
NET 126 Routing Basics	1	4	3
NET 225 Routing & Switching I	1	4	3
NET 226 Routing & Switching II	1	4	3
SEC 110 Security Concepts	2	2	3
TOTAL SEMESTER CREDIT HOURS			15
APPROVED FOR AWARDING			Certificate

NETWORK SECURITY CERTIFICATE (C25270NS)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
NET 125 Networking Basics	1	4	3
NOS 110 Operating System Concepts	2	3	3
NOS 130 Windows Single User	2	2	3
SEC 110 Security Concepts	2	2	3
SEC 150 Secure Communications	2	2	3
TOTAL SEMESTER CREDIT HOURS			15
APPROVED FOR AWARDING			Certificate

INFORMATION SYSTEMS SECURITY CERTIFICATE (C25270NT)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
NET 125 Networking Basics	1	4	3
NET 126 Routing Basics	1	4	3
NOS 110 Operating System Concepts	2	3	3
NOS 130 Windows Single User	2	2	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDING			Certificate

MEDICAL OFFICE ADMINISTRATION (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. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180; CHM 131, 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (29 SHC Required)			
OST 132 Keyboard Skill Building	1	2	2
OST 136 Word Processing	2	2	3
OST 137 Office Software Applications	2	2	3
OST 141 Medical Terminology I	3	0	3
OST 142 Medical Terminology II	3	0	3
OST 148 Med Coding, Billing, Insurance	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 164 Text Editing Applications	3	0	3
MAJOR CORE COURSES (Continued):			
OST 243 Medical Office Simulation	2	2	3
OST 289 Administrative Office Management.	2	2	3
OTHER MAJOR COURSES (21 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (20 SHC Required) Select courses from the following:			
Business & Accounting Courses: ACC 120, 150; BUS 110, 121, 260; ECO 151, 251, 252			
College Transfer Course: BIO 168			
Computer Information Technology Courses: CIS 110, 111, 115; CTS 120, 130, 285; DBA 110; NET 125, 126, 225; WEB 110			

ELECTIVES (Continued)	
Office Administration & Medical Office Administration Courses: OST 131, 133, 134, 181, 184, 223, 233, 236, 247, 248, 284, 286	
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.	
TOTAL SEMESTER CREDIT HOURS	65-66
APPROVED FOR AWARDING	AAS

MEDICAL OFFICE ADMINISTRATION DIPLOMA (D25310)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM 110, 231, ENG 112, ENG 114	3	0	3
MAJOR CORE COURSES (29 SHC Required)			
OST 132 Keyboard Skill Building	1	2	2
OST 136 Word Process.	2	2	3
OST 137 Office Software Applications	2	2	3
OST 141 Medical Terminology I	3	0	3
OST 142 Medical Terminology II	3	0	3
OST 148 Med Coding, Billing, Insurance	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 164 Text Editing Applications	3	0	3
OST 243 Medical Office Simulation	2	2	3
OST 289 Administrative Office Management.	2	2	3
OTHER MAJOR COURSES (4 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (3 SHC Required) Select courses from the following:			
Business & Accounting Courses: ACC 120, 150; BUS 110, 121, 260; ECO 151, 251, 252			
College Transfer Courses: BIO 168; SPA 111			
Computer Information Technology Courses: CIS 110, 111, 115; CTS 120, 130, 285; DBA 110; NET 125, 126, 225; WEB 110			
Office Administration & Medical Office Administration Courses: OST 131, 133, 134, 181, 184, 223, 233, 236, 247, 248, 284, 286			
TOTAL SEMESTER CREDIT HOURS	39		
APPROVED FOR AWARDING	Diploma		

**MEDICAL ADMINISTRATIVE SPECIALIST
CERTIFICATE (C25310MA)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
OST 132 Keyboard Skill Building	1	2	2
OST 141 Medical Terminology I	3	0	3
OST 142 Medical Terminology II	3	0	3
OST 148 Med Coding, Billing, Insurance	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 243 Medical Office Simulation	2	2	3
TOTAL SEMESTER CREDIT HOURS			17
APPROVED FOR AWARDING			Certificate

**MEDICAL CODING CERTIFICATE
(C25310MC)**

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
BIO 168 Anatomy & Physiology I	3	3	4
OST 141 Medical Terminology I	3	0	3
OST 142 Medical Terminology II	3	0	3
OST 148 Med Coding, Billing, Insurance	3	0	3
OST 247 Procedure Coding	1	2	2
OST 248 Diagnostic Coding	1	2	2
TOTAL SEMESTER CREDIT HOURS			17
APPROVED FOR AWARDING			Certificate

OFFICE ADMINISTRATION (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. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274; HUM 115, 211, 212, MUS 110; PHI 215, 240; REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180; CHM 131, 151, 152; MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281; SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (15 SHC Required)			
OST 134 Text Entry & Formatting	2	2	3
OST 137 Office Software Applications	2	2	3
OST 164 Text Editing Applications	3	0	3
MAJOR CORE COURSES (Continued):			
OST 184 Records Management	2	2	3
OST 289 Administrative Office Management.	2	2	3
OTHER MAJOR COURSES (35 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (34 SHC Required) Select courses from the following:			
Business & Accounting Courses: ACC 120, 150; BUS 110, 121, 260; ECO 151, 251, 252			
Computer Information Technology Courses: CIS 110, 111, 115; CTS 120, 130, 285; DBA 110; NET 125, 126, 225; WEB 110			
Office Administration & Medical Office Admin. Courses: OST 131, 132, 133, 136, 141, 142, 148, 149, 181, 223, 233, 236, 243, 247, 248, 284, 286			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			65-66
APPROVED FOR AWARDING			AAS

OFFICE ADMINISTRATION DIPLOMA
(D25370)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
ENG 111 (required) Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG114	3	0	3
MAJOR CORE COURSES (15 SHC Required)			
OST 134 Text Entry & Formatting	2	2	3
OST 137 Office Software Applications	2	2	3
OST 164 Text Editing Applications	3	0	3
OST 184 Records Management	2	2	3
OST 289 Administrative Office Management.	2	2	3
OTHER MAJOR COURSES (16 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
ELECTIVES (15 SHC Required) Select from the following courses:			
Business & Accounting Courses: ACC 120, 150; BUS 110, 121, 260; ECO 151, 251, 252			
Computer Information Technology Courses: CIS 110, 111, 115; CTS 120, 130, 285; DBA 110; NET 125, 126, 225; WEB 110			
Office Administration & Medical Office Admin. Courses: OST 131, 132, 133, 136, 141, 142, 148, 149, 181, 223, 233, 236, 243, 247, 248, 284, 286			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			
TOTAL SEMESTER CREDIT HOURS			37
APPROVED FOR AWARDING			Diploma

OFFICE ADMINISTRATION CERTIFICATE
(C253700A)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
CTS 130 Spreadsheets	2	2	3
OST 136 Word Processing	2	2	3
OST 137 Office Software Applications	2	2	3
OST 286 Professional Development	3	0	3
TOTAL SEMESTER CREDIT HOURS			16
APPROVED FOR AWARDING			Certificate

MEDICAL TRANSCRIPTION CERTIFICATE
(C25370MT)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
OST 136 Word Processing	2	2	3
OST 141 Medical Terminology I	3	0	3
OST 142 Medical Terminology II	3	0	3
OST 164 Text Editing Applications	3	0	3
OST 223 Admin. Office Transcription I	2	2	3
TOTAL SEMESTER CREDIT HOURS			15
APPROVED FOR AWARDING			Certificate

WELDING TECHNOLOGY (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 metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metal working industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment. *Official program description registered with the NC Community College System.*

DEGREE COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (15 SHC Required)			
ENG 111 Writing & Inquiry	3	0	3
Communications Elective (Choose One)			
COM110, COM231, ENG112, ENG 113, ENG114	3	0	3

Class Title	Class Hours	Lab Hours	Credit Hours
Humanities/Fine Arts Elective (Choose One)			
ART 111, 114, 115; ENG 231, 232, 241, 242, 261, 262, 274, HUM 115, 211, 212, MUS 110; PHI 215, 240, REL 110, 211, 212, 221	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
Social/Behavioral Science Elective (Choose One)			
ANT 221; ECO 151, 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132, 221, 229; POL 110, 120; PSY 150, 241, 281 SOC 210, 213, 220	3	0	3
MAJOR CORE COURSES (18 SHC Required)			
WLD 110 Cutting Proc.	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
WLD 131 GTAW (TIG) Plate	2	6	4
WLD 141 Symbols and Specifications	2	2	3
OTHER MAJOR COURSES (34 SHC Required)			
ISC 112 Ind. Safety	2	0	2
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 122 GMAW (MIG) Plate/Pipe	1	6	3
WLD 132 GTAW (TIG) Plate/Pipe	1	6	3
WLD 145 Thermoplastic Welding	1	3	2
WLD 151 Fabrication I	2	6	4
WLD 215 SMAW (Stick) Pipe	1	9	4
WLD 221 GMAW (MIG) Pipe	1	6	3
WLD 261 Certification Practices	1	3	2
WLD 262 Inspection and Testing	2	2	3
Electives (3 SHC Required) Select from the following:			
Business Courses: BUS 115, 116, 121, 137, 152, 153, 240, 260			
Computer Info. Technology Courses: CIS 110, 111, 115			
Const./Drafting: BPR 111, 115, 130 DFT 117, 119			
Industrial Systems Courses: ELC 111, 113, 117, 128; MEC 111, 112, 130			
*Up to three semester hour credits may be selected from SPA 111 as Other Major Course Electives.			

Class Title	Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			67-68
APPROVED FOR AWARDING			AAS

WELDING TECHNOLOGY DIPLOMA (D50420)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 SHC Required)			
ENG 111 Writing & Inquiry	3	0	3
Natural Science/Mathematics Elective (Choose One)			
BIO 110, 111, 112, 120, 130, 140, 173, 180, CHM 131, 151, 152, MAT 110, 143, 152, 171, 172, 263, 271	3 or 4	---	3 or 4
MAJOR CORE COURSES (18 SHC Required)			
WLD 110 Cutting Proc.	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
WLD 131 GTAW (TIG) Plate	2	6	4
WLD 141 Symbols and Specifications	2	2	3
OTHER MAJOR COURSES (11 SHC Required)			
ISC 112 Industrial Safety	2	0	2
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 261 Certification Practices	1	3	2
WLD 262 Inspection and Testing	2	2	3
OTHER REQUIRED COURSES (1 SHC Required)			
ACA 115 (required) Success & Study Skills	0	2	1
TOTAL SEMESTER CREDIT HOURS			36
APPROVED FOR AWARDING			Diploma

MIG CERTIFICATE (C250420MG)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
WLD 122 GMAW (MIG) Plate/Pipe	1	6	3
TOTAL SEMESTER CREDIT HOURS			14
APPROVED FOR AWARDING			Certificate

TIG CERTIFICATE (C250420TG)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 131 GTAW (TIG) Plate	2	6	4
WLD 132 GTAW (TIG) Plate/Pipe	1	6	3
TOTAL SEMESTER CREDIT HOURS			14
APPROVED FOR AWARDING			Certificate

SMAW (Stick) CERTIFICATE (C250420SK)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 215 SMAW (Stick) Pipe	1	9	4
TOTAL SEMESTER CREDIT HOURS			15
APPROVED FOR AWARDING			Certificate

SYMBOLS & SPECIFICATIONS CERTIFICATE (C250420SS)

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
ISC 112 Industrial Safety	2	0	2
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 141 Symbols and Specifications	2	2	3
TOTAL SEMESTER CREDIT HOURS			12
APPROVED FOR AWARDING			Certificate

CURRICULUM COURSE DESCRIPTIONS

ACADEMIC RELATED (ACA)

Class Title:	ACA 115 Success & Study Skills		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
0	2	0	1

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.

Class Title:	ACA 122 College Transfer Success		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
0	2	0	1

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. **AA/AS Required Course**

ACCOUNTING (ACC)

Class Title:	ACC 115 College Accounting		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. *This course is intended for those who have not received credit for ACC 120.*

Class Title:	ACC 120 Principles of Financial Accounting		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *Pre-major/Elective, AA/AS*

Class Title:	ACC 121 Principles of Managerial Accounting		
Prerequisites:	ACC 120		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *Pre-major/Elective, AA/AS*

Class Title:	ACC 131 Federal Income Taxes		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	3

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 of 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.

Class Title:	ACC 140 Payroll Accounting		
Prerequisites:	ACC 115 or ACC 120		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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.

Class Title:	ACC 150 Accounting Software Applications		
Prerequisites:	ACC 115 or ACC 120		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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.

Class Title:	ACC 220 Intermediate Accounting I		
Prerequisites:	ACC 120		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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.

Class Title:	ACC 226 Advanced Managerial Accounting		
Prerequisites:	ACC 121		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

AGRICULTURE (AGR)

Class Title:	AGR 110 Agricultural Economics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

Class Title:	AGR 150 Ag-O-Metrics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

Class Title:	AGR 226 Maintenance & Service of Production Facilities		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course provides a detailed look at maintaining and servicing of production facilities. Emphasis is placed on maintaining electrical equipment, plumbing systems, mechanical equipment, and basic welding and cutting practices. Upon completion, students should be able to troubleshoot and repair ventilation equipment, pumps and plumbing, feed lines, curtain controls, and basic electrical controls.

AIR CONDITIONING, HEATING AND REFRIGERATION (AHR)

Class Title:	AHR 110 Intro to Refrigeration		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	6	0	5

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	AHR 120 HVACR Maintenance		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	3	0	2

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.

ANIMAL SCIENCE

Class Title:	ANS 110 Animal Science		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ANS 115 Animal Feeds & Nutrition		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices

of farm animals. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ANS 116 Intro to the Equine Industry		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course provides an introduction to the equine industry. Topics include history, breeds, disciplines, economic impact, and career opportunities within the industry. Upon completion, students should be able to demonstrate a basic understanding of the equine industry and as it relates to animal science, production, and management.

Class Title:	ANS 120 Beef Production		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management (including sustainable practices). Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic and environmental impact of the beef cattle industry locally, regionally, state-wide, and internationally. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ANS 130 Poultry Production		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ANS 140 Swine Production		
Prerequisites:	ANS 110		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ANS 141 Swine Herd Management		
Prerequisites:	ANS 140		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	0	0	2

This course is designed to expand topics covered in ANS 140. Emphasis is placed on management techniques as they relate to breeding, farrowing, nursery, and grower/finisher. Upon completion, students should be able to analyze and respond to management and production problems as they occur on the farm.

Class Title:	ANS 150 Animal Health Mgmt.		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ANS 160 Animal Waste Mgmt.		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces proper animal waste management. Emphasis is placed on waste management practices, environmental laws and issues relating to animal waste, soil and

water conservation, and dead animal disposal. Upon completion, students should be able to calculate proper application rates, apply best management practices, and identify methods of animal waste collection, storage, and utilization.

Class Title:		ANS 170 Sheep & Goat Production		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
2	2	0	3	

This course provides an introduction to sheep and goat production. Topics include reproduction, marketing, and production practices specific to each species. Upon completion, students should be able to demonstrate a basic understanding of sheep and goat production practices and the economic impact of each.

Class Title:		ANS 193 Selected Topics in Animal Science		
Prerequisites:		Department Chair Approval		
Corequisites:		None		
Class	Lab	Clinical	Credit	
2	2	0	3	

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Class Title:		ANS 210 Livestock Production Issues		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
3	0	0	3	

This course explores areas associated with livestock production. Emphasis is placed on monthly work schedules; qualities of a successful manager; and recruiting, motivating, and retaining employees. Upon completion, students should be able to prepare a livestock management program, write a resume, complete an interview, and identify ways to improve community relations.

Class Title:		ANS 212 Livestock Records & Analys.		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
3	0	0	3	

This course introduces records and record keeping systems utilized in the livestock industry. Topics include heritability, cattle

performance data, swine performance data, and poultry production. Upon completion, students should be able to select animals based on performance records, evaluate performance of operations, and complete production records.

Class Title:		ANS 213 Animal Reproduction		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
2	2	0	3	

This course covers principles of reproductive physiology and their practical farm applications. Emphasis is placed on cattle and swine reproduction. Upon completion, students should be able to recognize reproductive anatomy, describe hormone function, and be able to breed animals naturally and artificially.

ART (ART)

Class Title:		ART 111 Art Appreciation		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
3	0	0	3	

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. **UGETC: Humanities/Fine Arts, AA/AS**

Class Title:		ART 114 Art History Survey I		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
3	0	0	3	

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. **UGETC: Humanities/Fine Arts, AA/AS**

Class Title:		ART 115 Art History Survey II		
Prerequisites:		None		
Corequisites:		None		
Class	Lab	Clinical	Credit	
3	0	0	3	

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. **UGETC: Humanities/Fine Arts, AA/AS**

BIOLOGY (BIO)

Class Title: BIO 110 Principles of Biology			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 3	Clinical 0	Credit 4

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. **UGETC: Natural Sciences, AA**

Class Title: BIO 111 General Biology I			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 3	Clinical 0	Credit 4

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. **UGETC: Natural Sciences, AA/AS**

Class Title: BIO 112 General Biology II			
Prerequisites: BIO 111			
Corequisites: None			
Class 3	Lab 3	Clinical 0	Credit 4

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. **UGETC: Natural Sciences, AS; Gen Ed: Natural Sciences, AA**

Class Title: BIO 140 Environmental Biology			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 3

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. **Gen Ed: Natural Sciences, AA/AS**

Class Title: BIO 140A Environmental Biology Lab			
Prerequisites: None			
Corequisites: BIO 140			
Class 0	Lab 3	Clinical 0	Credit 1

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. **Gen Ed: Natural Sciences, AA/AS**

Class Title: BIO 168 Anatomy and Physiology I			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 3	Clinical 0	Credit 4

***NOTE: Pre-Nursing and Nursing students should refer to page 43 for Additional Admissions Requirements for Nursing Programs.**

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 interrelationship. **Pre-major/Elective, AA/AS**

Class Title: BIO 169 Anatomy and Physiology II			
Prerequisites: BIO 168			
Corequisites: None			
Class 3	Lab 3	Clinical 0	Credit 4

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.

Pre-major/Elective, AA/AS

Class Title:	BIO 275 Microbiology		
Prerequisites:	BIO 110 or BIO 111 or BIO 168		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	3	0	4

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. **Pre-major/Elective, AA/AS**

BLUEPRINT READING (BPR)

Class Title:	BPR 111 Blueprint Reading		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	BPR 115 Electrical/Fluid Diagrams		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry.

Class Title:	BPR 130 Print Reading-Construction		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

BUSINESS (BUS)

Class Title:	BUS 110 Introduction to Business		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **Pre-major/Elective, AA/AS**

Class Title:	BUS 115 Business Law I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	BUS 116 Business Law II		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	BUS 121 Business Math		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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.

Class Title:	BUS 137 Principles of Management		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *Pre-major/Elective, AA/AS*

Class Title:	BUS 152 Human Relations		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

Class Title:	BUS 153 Human Resource Mgmt.		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	BUS 193 Selected Topics in Business Administration		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Class Title:	BUS 240 Business Ethics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Class Title:	BUS 260 Business Communication		
Prerequisites:	ENG 110 or ENG 111		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CARPENTRY (CAR)

Class Title:	CAR 110 Introduction to Carpentry		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	0	0	2

This course introduces the student to the carpentry trade. Topics include duties of a

carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

Class Title:		CAR 111 Carpentry I	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	15	0	8

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.

Class Title:		CAR 112 Carpentry II	
Prerequisites:		CAR 111	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	15	0	8

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.

Class Title:		CAR 113 Carpentry III	
Prerequisites:		CAR 111	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	9	0	6

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.

Class Title:		CAR 114 Residential Building. Codes	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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.

CHEMISTRY (CHM)

Class Title:		CHM 092 Fundamentals of Chem.	
Prerequisites:		DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	2	0	4

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college level science courses.

Class Title:		CHM 151 General Chemistry I	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	3	0	4

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. **UGETC: Natural Sciences, AA/AS**

Class Title:		CHM 152 General Chemistry II	
Prerequisites:		CHM 151	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	3	0	4

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. **UGETC: Natural Sciences, AS; Gen Ed: Natural Sciences, AA**

COMPUTER INFORMATION SYSTEMS (CIS)

Class Title:	CIS 110 Introduction to Computers		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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 completions, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. **Gen Ed: Mathematics, AA/AS** Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.

Class Title:	CIS 111 Basic PC Literacy		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

Class Title:	CIS 115 Intro to Program. & Logic		
Prerequisites:	DMA-010, DMA-020, DMA-030, and DMA-040 or MAT 121 or MAT 171		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	3	0	3

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

solutions in a programming language. **Gen Ed: Mathematics, AA/AS**

COMPUTER INFORMATION TECHNOLOGY (CTS)

Class Title:	CTS 120 Hardware/Software Supp.		
Prerequisites:	CIS 110 or CIS 111		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	3	0	3

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	CTS 130 Spreadsheet		
Prerequisites:	CIS 110 or CIS 111 or OST 137		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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.

Class Title:	CTS 285 Systems Analysis & Design		
Prerequisites:	CIS 115		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Class Title:	CTS 289 System Support Project		
Prerequisites:	CTS 285		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 3

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CRIMINAL JUSTICE (CJC)

Class Title:	CJC 100 Basic Law Enforcement Training		
Prerequisites:	None		
Corequisites:	None		
Class 9	Lab 30	Clinical 0	Credit 19

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

Class Title:	CJC 111 Intro to Criminal Justice		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

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. ***Pre-major/Elective, AA/AS***

Class Title:	CJC 112 Criminology		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

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.

Class Title:	CJC 113 Juvenile Justice		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

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.

Class Title:	CJC 121 Law Enforcement Operations		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

This course introduces fundamental law enforcement operations. Topics include the contemporary evaluation of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. ***Pre-major/Elective, AA/AS***

Class Title:	CJC 131 Criminal Law		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

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.

Class Title:	CJC 132 Court Procedure & Evidence		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	CJC 141 Corrections		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *Pre-major/Elective, AA/AS*

Class Title:	CJC 212 Ethics & Community Relations		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	CJC 215 Organization & Administration		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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

Class Title:	CJC 221 Investigative Principles		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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.

Class Title:	CJC 222 Criminalistics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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

Class Title:	CJC 225 Crisis Intervention		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	CJC 231 Constitutional Law		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

COMMUNICATION (COM)

Class Title:	COM 110 Intro to Communication		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *Gen Ed: Communications, AA/AS*

Class Title:	COM 231 Public Speaking		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *Gen Ed: Communications, AA/AS*

COSMETOLOGY (COS)

Class Title:	COS 111 Cosmetology Concepts I		
Prerequisites:	None		
Corequisites:	COS 112		
Class	Lab	Clinical	Credit
4	0	0	4

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.

Class Title:	COS 112 Salon I		
Prerequisites:	None		
Corequisites:	COS 111		
Class	Lab	Clinical	Credit
0	24	0	8

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.

Class Title:	COS 113 Cosmetology Concepts II		
Prerequisites:	None		
Corequisites:	COS 114		
Class	Lab	Clinical	Credit
4	0	0	4

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.

Class Title:	COS 114 Salon II		
Prerequisites:	None		
Corequisites:	COS 113		
Class	Lab	Clinical	Credit
0	24	0	8

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.

Class Title:	COS 115 Cosmetology Concepts III		
Prerequisites:	None		
Corequisites:	COS 116		
Class	Lab	Clinical	Credit
4	0	0	4

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.

Class Title:	COS 116 Salon III		
Prerequisites:	None		
Corequisites:	COS 115		
Class	Lab	Clinical	Credit
0	12	0	4

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.

Class Title:	COS 117 Cosmetology Concepts IV		
Prerequisites:	None		
Corequisites:	COS 118		
Class	Lab	Clinical	Credit
2	0	0	2

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.

Class Title:	COS 118 Salon IV		
Prerequisites:	None		
Corequisites:	COS 117		
Class	Lab	Clinical	Credit
0	21	0	7

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.

Class Title:	COS 121 Manicure/Nail Technology I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
4	6	0	6

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

Class Title:	COS 222 Manicure/Nail Tech II		
Prerequisites:	None		
Corequisites:	COS 121		
Class	Lab	Clinical	Credit
4	6	0	6

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Class Title:	COS 223 Contemporary Hair Coloring		
Prerequisites:	COS 111 and COS 112		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	3	0	2

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.

Class Title:	COS 240 Contemporary Design		
Prerequisites:	COS 111 and COS 112		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	3	0	2

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

Class Title:	COS 271 Instructor Concepts I		
Prerequisites:	Cosmetology license and 6 months exp. as licensed cosmetologist		
Corequisites:	COS 272		
Class	Lab	Clinical	Credit
50	0	0	5

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.

Class Title:	COS 272 Instructor Practicum I		
Prerequisites:	Cosmetology license and 6 months exp. as licensed cosmetologist		
Corequisites:	COS 271		
Class	Lab	Clinical	Credit
0	21	0	7

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.

Class Title:	COS 273 Instructor Concepts II		
Prerequisites:	COS 271 and COS 272		
Corequisites:	COS 274		
Class	Lab	Clinical	Credit
5	0	0	5

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.

Class Title:	COS 274 Instructor Practicum II		
Prerequisites:	COS 271 and COS 272		
Corequisites:	COS 273		
Class	Lab	Clinical	Credit
0	21	0	7

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.

CONSTRUCTION (CST)

Class Title:	CST 131 OSHA/Safety/Certification		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

Class Title:	CST 221 Statics/Structures		
Prerequisites:	Take One Set:		
	Set 1: MAT-121 and ARC-112		
	Set 2: MAT-121 and CAR-112		
	Set 3: MAT-121 and CST-112		
	Set 4: MAT-171 and ARC-112		
	Set 5: MAT-171 and CAR-112		
Corequisites:	None		
	Class 3	Lab 3	Clinical 0

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

Class Title:	CST 241 Planning/Estimating I		
Prerequisites:	Take One:		
	BPR 130, MAT 121, or MAT 171		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

DATABASE MANAGEMENT (DBA)

Class Title:	DBA 110 Database Concepts		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3

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.

DEVELOPMENTAL MATHEMATICS (DMA)

Class Title:	DMA 010 Operations with Integers		
Prerequisites:	None		
Corequisites:	None		
Class 0.75	Lab 0.50	Clinical 0	Credit 1

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean Theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 020 Fractions and Decimals		
Prerequisites:	DMA 010		
Corequisites:	None		
Class 0.75	Lab 0.50	Clinical 0	Credit 1

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 030		
	Proportion/Ratio/Rate/Percent		
Prerequisites:	DMA 010 and DMA 020		
Corequisites:	None		
Class 0.75	Lab 0.50	Clinical 0	Credit 1

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 040 Expressions/Linear Equations/Inequalities		
Prerequisites:	DMA 010, DMA 020, and DMA 030		
Corequisites:	None		
Class	Lab	Clinical	Credit
0.75	0.50	0	1

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 050 Graphs/Equations of Lines		
Prerequisites:	DMA 010, DMA 020, DMA 030, and DMA 040		
Corequisites:	None		
Class	Lab	Clinical	Credit
0.75	0.50	0	1

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 060 Polynomial/Quadratic Applications		
Prerequisites:	DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050		
Corequisites:	None		
Class	Lab	Clinical	Credit
0.75	0.50	0	1

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 065 Algebra for Precalculus		
Prerequisites:	DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050		
Corequisites:	None		
Class	Lab	Clinical	Credit
1.5	1	0	2

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 070 Rational Expressions/Equations		
Prerequisites:	DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA 060		
Corequisites:	None		
Class	Lab	Clinical	Credit
0.75	0.50	0	1

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	DMA 080 Radical Expressions/Equations		
Prerequisites:	DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA 060, and DMA-070		
Corequisites:	None		
Class	Lab	Clinical	Credit
0.75	0.50	0	1

This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems

with radical applications. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

DEVELOPMENTAL READING/ENGLISH (DRE)

Class Title:	DRE 096 Integrated Writing		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2.5	1	0	3

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile™ range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.* ™ = Registered Trademark

Class Title:	DRE 097 Integrated Reading and Writing II		
Prerequisites:	DRE 096		
Corequisites:	None		
Class	Lab	Clinical	Credit
2.5	1	0	3

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing and processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile™ range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.* ™ = Registered Trademark

Class Title:	DRE 098 Integrated Reading and Writing III		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
2.5	1	0	3

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile™ range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.* ™ = Registered Trademark

DRAFTING (DFT)

Class Title:	DFT 117 Technical Drafting		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

Class Title:	DFT 119 Basic CAD		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

ECONOMICS (ECO)

Class Title:	ECO 151 Survey of Economics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	ECO 251 Principles of Microeconomics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Social/Behavioral Sciences, AA/AS**

Class Title:	ECO 252 Principles of Macroeconomics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Social/Behavioral Sciences, AA/AS**

EDUCATION (EDU)

Class Title:	EDU 119 Intro to Early Childhood Education		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
4	0	0	4

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism

and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

Class Title:	EDU 131 Child, Family & Community		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

Class Title:	EDU 144 Child Development I		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

Class Title:	EDU 145 Child Development II		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

Class Title:	EDU 146 Child Guidance		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

Class Title:	EDU 151 Creative Activities		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create,

adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

Class Title:	EDU 153 Health, Safety, & Nutrition		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

Class Title:	EDU 158 Healthy Lifestyles – Youth		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.

Class Title:	EDU 162 Observe & Assess in ECE		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate

learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

Class Title:	EDU 163 Classroom Management & Instruction		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

Class Title:	EDU 188 Issues in Early Childhood Education		
Prerequisites:	DRE 097		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	0	0	2

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

Class Title:	EDU 216 Foundations of Education		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
4	0	0	4

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

Class Title:	EDU 221 Children with Exceptionalities		
Prerequisites:	DRE 098, EDU 144 and EDU 145		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

Class Title:	EDU 234 Infants, Toddlers & Twos		
Prerequisites:	DRE 098, EDU 119		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

Class Title:	EDU 235 School-Age Dev. & Program		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally appropriate activities.

Class Title:	EDU 259 Curriculum Planning		
Prerequisites:	DRE 098, EDU 119		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

Class Title:	EDU 261 Early Childhood Admin I		
Prerequisites:	DRE 098		
Corequisites:	EDU 119		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

Class Title:	EDU 262 Early Childhood Admin II		
Prerequisites:	DRE 098, EDU 261		
Corequisites:	EDU 119		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	EDU 271 Educational Technology		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

Class Title:	EDU 280 Language & Literacy Exp.		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

Class Title:	EDU 281 Instructional Strategies/ Reading & Writing		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

Class Title:	EDU 284 Early Childhood Capstone Prac.		
Prerequisites:	DRE 098, EDU 119, EDU 144 EDU 145, EDU 146, EDU 151		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	9	0	4

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Class Title:	EDU 285 Internship Expo-School Age		
Prerequisites:	DRE 098, EDU 144, EDU 145 EDU 163, EDU 216		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	9	0	4

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Class Title:	EDU 289 Adv. Issues/School Age		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	0	0	2

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics

and issues surrounding school-aged populations.

ELECTRICAL (ELC)

Class Title:	ELC 111 Intro to Electricity		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

Class Title:	ELC 113 Basic Wiring I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	6	0	4

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	ELC 117 Motors and Controls		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	6	0	4

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System*

Class Title:	ELC 128 Into to PLC		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	3	0	3

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

ENGLISH (ENG)

Class Title:	ENG 111 Writing and Inquiry		
Prerequisites:	DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: English Composition, AA/AS**

Class Title:	ENG 112 Writing/Research in the Disciplines		
Prerequisites:	ENG 111		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: English Composition, AA/AS**

Class Title:	ENG 114 Professional Research & Reporting		
Prerequisites:	ENG 111		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. **Gen Ed: English Composition, AA/AS**

Class Title:	ENG 231 American Literature I		
Prerequisites:	ENG 112, ENG 113, or ENG 114		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Humanities/Fine Arts, AA/AS**

Class Title:	ENG 232 American Literature II		
Prerequisites:	ENG 112, ENG 113, or ENG 114		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Humanities/Fine Arts, AA/AS**

Class Title:	ENG 241 British Literature I		
Prerequisites:	ENG 112, ENG 113, or ENG 114		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Gen Ed: Humanities/Fine Arts, AA/AS

Class Title: ENG 242 British Literature II			
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
Class	Lab	Clinical	Credit
3	0	0	3

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.

Gen Ed: Humanities/Fine Arts, AA/AS

GEOGRAPHY (GEO)

Class Title: GEO 111 World Regional Geography			
Prerequisites: None			
Corequisites: None			
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

Gen Ed: Social/Behavioral Sciences, AA/AS

HEALTH (HEA)

Class Title: HEA 110 Personal Health/Wellness			
Prerequisites: None			
Corequisites: None			
Class	Lab	Clinical	Credit
3	0	0	3

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.

Pre-major/Elective, AA/AS

Class Title: HEA 112 First Aid & CPR			
Prerequisites: None			
Corequisites: None			
Class	Lab	Clinical	Credit
1	2	0	2

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.

Pre-major/Elective, AA/AS

HISTORY (HIS)

Class Title: HIS 111 World Civilizations I			
Prerequisites: None			
Corequisites: None			
Class	Lab	Clinical	Credit
3	0	0	3

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.

UGETC: Social/Behavioral Sciences, AA/AS

Class Title: HIS 112 World Civilizations II			
Prerequisites: None			
Corequisites: None			
Class	Lab	Clinical	Credit
3	0	0	3

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.

UGETC: Social/Behavioral Sciences, AA/AS

Class Title: HIS 121 Western Civilization I			
Prerequisites: None			
Corequisites: None			
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in Western Europe. Upon completion, students should be able to analyze significant political,

socioeconomic, and cultural developments in early western civilization. **Gen Ed: Social/Behavioral Sciences, AA/AS**

Class Title:		HIS 122 Western Civilization II	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. **Gen Ed: Social/Behavioral Sciences, AA/AS**

Class Title:		HIS 131 American History I	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Social/Behavioral Sciences, AA/AS**

Class Title:		HIS 132 American History II	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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, socio-economic, and cultural developments in American history since the Civil War. **UGETC: Social/Behavioral Sciences, AA/AS**

Class Title:		HIS 221 African-American History	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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. **Pre-major/Elective, AA/AS**

HUMANITIES (HUM)

Class Title:		HUM 115 Critical Thinking	
Prerequisites:		DRE 098	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the use of 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. **Gen Ed: Humanities/Fine Arts, AA/AS**

Class Title:		HUM 211 Humanities I	
Prerequisites:		ENG 111	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of completion; students should be able to identify significant figures and cultural contributions of the periods studied. **Gen Ed: Humanities/Fine Arts, AA/AS**

Class Title:		HUM 212 Humanities II	
Prerequisites:		ENG 111	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. **Gen Ed: Humanities/Fine Arts, AA/AS**

HYDRAULICS (HYD)

Class Title:	HYD 110		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	3	0	3

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

INDUSTRIAL SCIENCE (ISC)

Class Title:	ISC 112 Industrial Safety		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	0	0	2

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

INFORMATION SYSTEMS SECURITY (SEC)

Class Title:	SEC 110 Security Concepts		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Class Title:	SEC 150 Secure Communication		
Prerequisites:	Set 1: SEC-110 and NET-110 OR Set 2: SEC-110 and NET-125		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

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.

Class Title:	SEC 160 Security Administration I		
Prerequisites:	Set 1: SEC-110 and NET-110 OR Set 2: SEC-110 and NET-125		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

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.

Class Title:	SEC 210 Intrusion Detection		
Prerequisites:	SEC 160		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

Class Title:	SEC 220 Defense-In-Depth		
Prerequisites:	SEC 160		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course introduces students to the concepts of defense-in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses,

backup systems, and disaster recovery procedures.

Class Title:	SEC 289 Security Capstone Project		
Prerequisites:	SEC 220		
Corequisites:	None		
Class	Lab	Work	Credit
1	4	0	3

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

MATHEMATICS (MAT)

Class Title:	MAT 001 Math Skills Support		
Prerequisites:	None		
Corequisites:	MAT 171		
Class	Lab	Clinical	Credit
0	2	0	1

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

Class Title:	MAT 050 Basic Math Skills		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

Class Title:	MAT 143 Quantitative Literacy		
Prerequisites:	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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. *UGETC: Mathematics, AA; Gen Ed: Mathematics, AS*

Class Title:	MAT 152 Statistical Methods I		
Prerequisites:	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *UGETC: Mathematics, AA; Gen Ed: Mathematics, AS*

Class Title:	MAT 171 Precalculus Algebra		
Prerequisites:	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 DMA 060, DMA 070, and DMA 080		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *UGETC: Mathematics, AA/AS*

Class Title:	MAT 172 Precalculus Trigonometry		
Prerequisites:	MAT 171		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *UGETC: Mathematics, AS; Gen Ed: Mathematics, AA*

Class Title:	MAT 263 Brief Calculus		
Prerequisites:	MAT 171		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *UGETC: Mathematics, AS; Gen Ed: Mathematics, AA*

Class Title:	MAT 271 Calculus I		
Prerequisites:	MAT 172		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	0	4

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. *UGETC: Mathematics, AS; Gen Ed: Mathematics, AA*

MECHANICAL (MEC)

Class Title:	MEC 111 Machine Processes I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	4	0	3

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

Class Title:	MEC 112 Machine Processes II		
Prerequisites:	MEC 111		
Corequisites:	None		
Class	Lab	Work	Credit
2	3	0	3

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

Class Title:	MEC 130 Mechanisms		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

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.

MEDICAL ASSISTING (MED)

Class Title:	MED 120		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	0	0	2

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MARKETING AND RETAILING (MKT)

Class Title:	MKT 120 Principles of Marketing		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MAINTENANCE (MNT)

Class Title:	MNT 110 Intro to Maint Procedures		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	MNT 111 Maintenance Practices		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and

techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

Class Title:	MNT 150 Basic Building Maintenance		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, students should be able to perform basic carpentry and masonry skills in a maintenance setting.

Class Title:	MNT 220 Rigging and Moving		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

Class Title:	MNT 230 Pumps & Piping Systems		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MUSIC (MUS)

Class Title:	MUS 110 Music Appreciation		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

The 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. **UGETC: Humanities/Fine Arts, AA/AS**

NETWORKING TECHNOLOGY (NET)

Class Title:	NET 125 Networking Basics		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	4	0	3

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Class Title:	NET 126 Routing Basics		
Prerequisites:	NET 125		
Corequisites:	None		
Class	Lab	Work	Credit
1	4	0	3

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.

Class Title:	NET 225 Routing & Switching I		
Prerequisites:	NET 126		
Corequisites:	None		
Class	Lab	Work	Credit
1	4	0	3

This course focuses on advanced IP addressing techniques, intermediate routing protocols,

command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Class Title:	NET 226 Routing & Switching II		
Prerequisites:	NET 225		
Corequisites:	None		
Class	Lab	Work	Credit
1	4	0	3

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NETWORK OPERATING SYSTEMS (NOS)

Class Title:	NOS 110 Operating Systems Concepts		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	3	0	3

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.

Class Title:	NOS 120 Linux/UNIX Single User		
Prerequisites:	NOS 110		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

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.

Class Title:	NOS 130 Windows Single User		
Prerequisites:	NOS 110		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

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

Class Title:	NOS 230 Windows Administration I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NURSING ASSISTANT (NAS)

Class Title:	NAS 101 Nurse Aide I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	4	3	6

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

Class Title:	NAS 102 Nurse Aide II		
Prerequisites:	NAS 101		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	2	6	6

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NURSING (NUR)

Class Title:	NUR 101 Practical Nursing I		
Prerequisites:	Admission to PN Diploma Program		
Corequisites:	BIO 168, PSY 150, ACA 115		
Class	Lab	Clinical	Credit
7	6	6	11

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.

Class Title:	NUR 102 Practical Nursing II		
Prerequisites:	NUR 101		
Corequisites:	BIO 169, ENG 111		
Class	Lab	Clinical	Credit
7	0	9	10

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.

Class Title:	NUR 103 Practical Nursing III		
Prerequisites:	NUR 102		
Corequisites:	None		
Class	Lab	Clinical	Credit
6	0	9	9

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.

Class Title:	NUR 111 Intro to Health Concepts		
Prerequisites:	Admission to ADN Degree Program		
Corequisites:	BIO 168, PSY 150, ACA 115		
Class	Lab	Clinical	Credit
4	6	6	8

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.

Class Title:	NUR 112 Health-Illness Concepts		
Prerequisites:	NUR 111, NUR 113		
Corequisites:	BIO 169, PSY 241		
Class	Lab	Clinical	Credit
3	0	6	5

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.

Class Title:	NUR 113 Family Health Concepts		
Prerequisites:	NUR 111		
Corequisites:	BIO 169, PSY 241		
Class	Lab	Clinical	Credit
3	0	6	5

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.

Class Title:	NUR 114 Holistic Health Concepts		
Prerequisites:	NUR 111, 112, 113, 211		
Corequisites:	ENG 111		
Class	Lab	Clinical	Credit
3	0	6	5

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.

Class Title:	NUR 211 Health Care Concepts		
Prerequisites:	NUR 111, 112, 113		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	6	5

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.

Class Title:	NUR 212 Health System Concepts		
Prerequisites:	NUR 111, 112, 113, 114, 211		
Corequisites:	ENG 111		
Class	Lab	Clinical	Credit
3	0	6	5

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

Class Title:	NUR 213 Complex Health Concepts		
Prerequisites:	NUR 111, 112, 113, 114, 211, 212		
Corequisites:	ENG 112 or 114, HUM/FA Elective		
Class	Lab	Clinical	Credit
4	3	15	10

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.

OFFICE SYSTEMS TECHNOLOGY (OST)

Class Title:	OST 080 Keyboarding Literacy		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

Class Title:	OST 131 Keyboarding		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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.

Class Title:	OST 132 Keyboard Skill Building		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

Class Title:	OST 133 Advanced Keyboard Skill Building		
Prerequisites:	OST 132		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.

Class Title:	OST 134 Text Entry & Formatting		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

Class Title:	OST 136 Word Processing		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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.

Class Title:	OST 137 Office Software Application		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

Class Title:	OST 141 Med Terms I – Med Office		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	OST 142 Med Terms II – Med Office		
Prerequisites:	OST 141		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	OST 148 Medical Coding, Billing, and Insurance		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts,

and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Class Title:	OST 149 Medical Legal Issues		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	OST 164 Text Editing Applications		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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.

Class Title:	OST 181 Intro to Office Systems		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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.

Class Title:	OST 184 Records Management		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

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.

Class Title:	OST 223 Admin Office Transcript I		
Prerequisites:	Set 1: OST-134 and OST-164 OR Set 2: OST-136 and OST-164		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

Class Title:	OST 233 Office Publications Design		
Prerequisites:	OST 136		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

Class Title:	OST 236 Adv. Word/Information Processing		
Prerequisites:	OST 136		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

Class Title:	OST 243 Medical Office Simulation		
Prerequisites:	OST 148		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the

computer accurately to schedule, bill, update, and make corrections.

Class Title:	OST 247 Procedure Coding		
Prerequisites:	MED 121 OR OST 141		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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.

Class Title:	OST 248 Diagnostic Coding		
Prerequisites:	MED 121 OR OST 141		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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.

Class Title:	OST 284 Emerging Technologies		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

Class Title:	OST 286 Professional Development		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

Class Title:	OST 289 Administrative Office Mgt.		
Prerequisites:	Set 1: OST-134 and OST-164 OR Set 2: OST-136 and OST-164		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PHYSICAL EDUCATION (PED)

Class Title:	PED 110 Fit and Well for Life		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
1	2	0	2

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. *Pre-major/Elective, AA/AS*

Class Title:	PED 111 Physical Fitness I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
0	3	0	1

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *Pre-major/Elective, AA/AS*

Class Title:	PED 117 Weight Training I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
0	3	0	1

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. *Pre-major/Elective, AA/AS*

PHILOSOPHY (PHI)

Class Title:	PHI 215 Philosophical Issues I		
Prerequisites:	ENG 111		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *UGETC: Humanities/Fine Arts, AA/AS*

Class Title:	PHI 240 Introduction to Ethics		
Prerequisites:	ENG 111		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. *UGETC: Humanities/Fine Arts, AA/AS*

PLUMBING (PLU)

Class Title:	PLU 111 Intro to Basic Plumbing		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE (POL)

Class Title:	POL 110 Intro to Political Science		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. **Gen Ed: Social/Behavioral Sciences, AA/AS**

Class Title:	POL 120 American Government		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Social/Behavioral Sciences, AA/AS**

PSYCHOLOGY (PSY)

Class Title:	PSY 150 General Psychology		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Social/Behavioral Sciences, AA/AS**

Class Title:	PSY 241 Developmental Psychology		
Prerequisites:	PSY 150		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **Gen Ed: Social/Behavioral Sciences, AA/AS**

Class Title:	PSY 281 Abnormal Psychology		
Prerequisites:	PSY 150		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **Gen Ed: Social/Behavioral Sciences, AA/AS**

RELIGION (REL)

Class Title:	REL 110 World Religions		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **Gen Ed: Humanities/Fine Arts, AA/AS**

Class Title:	REL 211 Intro to Old Testament		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
3	0	0	3

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. **Gen Ed: Humanities/Fine Arts, AA/AS**

Class Title:		REL 212 Into to New Testament	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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. **Gen Ed: Humanities/Fine Arts, AA/AS**

Class Title:		REL 221 Religion in America	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. **Gen Ed: Humanities/Fine Arts, AA/AS**

SOCIOLOGY (SOC)

Class Title:		SOC 210 Introduction to Sociology	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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. **UGETC: Social/Behavioral Sciences, AA/AS**

Class Title:		SOC 213 Sociology of the Family	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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 social forces which influence its development and change. **Gen Ed: Social/Behavioral Sciences, AA/AS**

Class Title:		SOC 220 Social Problems	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Clinical	Credit
3	0	0	3

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. **Gen Ed: Social/Behavioral Sciences, AA/AS**

SPANISH (SPA)

Class Title:		SPA 111 Elementary Spanish I	
Prerequisites:		None	
Corequisites:		None	
Class	Lab	Work	Credit
3	0	0	3

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 law awareness. **Gen Ed: Humanities/Fine Arts, AA/AS**

Class Title:		SPA 112 Elementary Spanish II	
Prerequisites:		SPA 111	
Corequisites:		None	
Class	Lab	Work	Credit
3	0	0	3

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. *Gen Ed: Humanities/Fine Arts, AA/AS*

Class Title: SPA 120 Spanish for the Workplace			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Work 0	Credit 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

Class Title: SPA 141 Culture and Civilization			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Work 0	Credit 3

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

Class Title: SPA 161 Cultural Immersion			
Prerequisites: SPA 111			
Corequisites: None			
Class 2	Lab 3	Work 0	Credit 3

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

Class Title: SPA 181 Spanish Lab 1			
Prerequisites: None			
Corequisites: None			
Class 0	Lab 2	Work 0	Credit 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

Class Title: SPA 182 Spanish Lab 2			
Prerequisites: SPA 111			
Corequisites: None			
Class 0	Lab 2	Work 0	Credit 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.

Class Title: SPA 211 Intermediate Spanish I			
Prerequisites: SPA 112			
Corequisites: None			
Class 3	Lab 0	Work 0	Credit 3

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. *Gen Ed: Humanities/Fine Arts, AA/AS*

Class Title: SPA 212 Intermediate Spanish II			
Prerequisites: SPA 211			
Corequisites: None			
Class 3	Lab 0	Work 0	Credit 3

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.

Class Title:	SPA 215 Spanish Phonetics/Structure		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

Class Title:	SPA 221 Spanish Conversation		
Prerequisites:	SPA 212		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

Class Title:	SPA 231 Reading and Composition		
Prerequisites:	SPA 212		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings.

Class Title:	SPA 281 Spanish Lab 3		
Prerequisites:	SPA 182		
Corequisites:	None		
Class	Lab	Work	Credit
0	2	0	1

This course provides an opportunity to enhance the 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 through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

Class Title:	SPA 282 Spanish Lab 4		
Prerequisites:	SPA 282		
Corequisites:	None		
Class	Lab	Work	Credit
0	2	0	1

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

SPANISH INTERPRETER (SPI)

Class Title:	SPI 113 Intro to Spanish Interpreting		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

Class Title:	SPI 114 Ana. Skills Spanish Inter.		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion,

students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

Class Title:	SPI 213 Review of Grammar		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

Class Title:	SPI 214 Intro to Translation		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
3	0	0	3

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

WEB TECHNOLOGIES (WEB)

Class Title:	WEB 110 Internet/Web Fundamentals		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WELDING (WLD)

Class Title:	WLD 110 Cutting Processes		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	WLD 112 Basic Welding Processes		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Class Title:	WLD 115 SMAW (Stick) Plate		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	9	0	5

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	WLD 116 SMAW (Stick) Plate/Pipe		
Prerequisites:	WLD 115		
Corequisites:	None		
Class	Lab	Work	Credit
1	9	0	4

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.

Class Title:	WLD 121 GMAW (MIG) FCAW/Plate		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	6	0	4

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	WLD 122 GMAW (MIG) Plate/Pipe		
Prerequisites:	WLD 121		
Corequisites:	None		
Class	Lab	Work	Credit
1	6	0	3

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.

Class Title:	WLD 131 GTAW (TIG) Plate		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	6	0	4

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	WLD 132 GTAW (TIG) Plate/Pipe		
Prerequisites:	WLD 131		
Corequisites:	None		
Class	Lab	Work	Credit
1	6	0	3

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on

manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

Class Title:	WLD 141 Symbols & Specifications		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	2	0	3

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. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

Class Title:	WLD 145 Thermoplastic Welding		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

This course introduces the thermoplastic welding processes and materials identification. Topics include filler material selection, identification, joint design, and equipment setup with emphasis on bead types and applications. Upon completion, students should be able to perform fillet and groove welds using thermoplastic materials.

Class Title:	WLD 151 Fabrication I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
2	6	0	4

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

Class Title:	WLD 215 SMAW (Stick) Pipe		
Prerequisites:	WLD 115 OR WLD 116		
Corequisites:	None		
Class	Lab	Work	Credit
1	9	0	4

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with

emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

Class Title:	WLD 221 GMAW (MIG) Pipe		
Prerequisites:	WLD 122		
Corequisites:	None		
Class	Lab	Work	Credit
1	6	0	3

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

Class Title:	WLD 261 Certification Practices		
Prerequisites:	WLD 115, WLD 121, WLD 131		
Corequisites:	None		
Class	Lab	Work	Credit
1	3	0	2

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.

Class Title:	WLD 262 Inspection & Testing		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Clinical	Credit
2	2	0	3

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

WORK-BASED LEARNING (WBL)

Class Title:	WBL 110 World of Work		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
1	0	0	1

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.

Class Title:	WBL 112 Work-Based Learning I		
Prerequisites:	None		
Corequisites:	None		
Class	Lab	Work	Credit
0	0	20	2

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.

Class Title:	WBL 115 Work-Based Learning Seminar I		
Prerequisites:	None		
Corequisites:	Take One: WBL-111, WBL-112, WBL-113 OR WBL-114		
Class	Lab	Work	Credit
1	0	0	1

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