

2021-2022



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COURSE CATALOG & STUDENT HANDBOOK

SAMPSON COMMUNITY COLLEGE

2021 – 2022 COURSE CATALOG & STUDENT HANDBOOK

Catalog Volume XXIV

This course catalog and student handbook is intended for informational purposes only, and statements are not to be construed as a contract between a student and this institution. Sampson Community College reserves the right to change the contents of this document including, but not limited to, courses, programs, policies, fees, calendar, administrative and academic rules, and regulations without notice. A current catalog and student handbook is maintained in the Registrar's Office. Visit the College's website at: www.sampsoncc.edu for the most updated information.

EQUAL OPPORTUNITY NONDISCRIMINATION NOTICE

The Board of Trustees, the administration, faculty, and staff of Sampson Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, 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.

The College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act, the Americans with Disabilities Act, Executive Order 11375, and their amendments.

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ABOUT

BOARD OF TRUSTEES

<i>Dr. Ted Thomas, Chair</i>	2025
<i>Ms. Larinda Haight, Vice-Chair</i>	2025
<i>Ms. Sandra Carroll</i>	2024
<i>Ms. Barbara Faison</i>	2025
<i>Mr. Chris Fann</i>	2022
<i>Ms. Joyce Herring</i>	2023
<i>Mr. R. Pat Jones</i>	2022
<i>Ms. Catherine Joyner</i>	2023
<i>Ms. Vivian Maynor</i>	2024
<i>Mr. Herb Sanderson</i>	2024
<i>Dr. Paul Viser</i>	2022
<i>Mr. C. Michael Warren</i>	2023
<i>Ms. Naomi Guadalupe Guerrero Flores, SGA President</i>	2021-22

MISSION STATEMENT

The mission of Sampson Community College is to provide accessible and affordable education, workforce training, and lifelong enrichment. The mission is accomplished through outreach, innovative and effective teaching, student support, and community partnerships.

Approved by the SCC Board of Trustees: March 12, 2019

VALUES

Accessibility	Diversity	Innovation
Collaboration	Equity	Integrity
Community	Excellence	

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. In the Spring 2019, the College began construction of a new Welding and Metal Fabrication Building with planned completion date fall semester 2019. In addition, the SCC Foundation's three-phase capital project, "Develop the East", kicked off in the Fall of 2018. The first phase includes a walking trail, improvements to campus lighting, and the addition of another campus sign. This phase was completed during the Summer of 2019.

HOURS OF OPERATION

The College provides access to the campus for students, employees, and visitors during the College's scheduled hours of operation. During the fall and spring semesters, the hours of operation are from 8:00 a.m. through 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Fridays during scheduled academic days. During the summer, these hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday, and 8:00 am to 12:00 noon on Fridays. The College's hours of operation are subject to change during non-academic days. During weekends, the College opens only those buildings housing weekend classes during class hours. Access to buildings after these hours may be requested through the administration.

SERVICE AREA

By action of the State Board of Community Colleges, the college is limited to offering classes at sites within the County of Sampson. Any classes offered at sites out of the county must be held in accordance with state policies and with the written approval of the community or technical college serving that area.

MAILING ADDRESS

Sampson Community College
P.O. Box 318
Clinton, NC 28329

PHYSICAL LOCATION

Sampson Community College
1801 Sunset Avenue
Clinton, NC 28328

PERFORMANCE MEASURES

NCCCS - Performance Measures and Standards

June 2021 Performance Summary	2019-20	Fall 2017	Fall 2017	Fall 2019	Fall 2016	2019-20	2018-19	2021 Report			
	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progress	Curr Completion Rate	Licensure Pass Rate	Transfer Perform	Met or Exceeded Excellence Level	Above College Average, Below Excellence	Above Baseline Level, Below Average	Below Baseline Level
System Excellence Level	42.5%	70.4%	54.5%	71.8%	61.3%	1.09	91.1%	Met or Exceeded Excellence Level	Above College Average, Below Excellence	Above Baseline Level, Below Average	Below Baseline Level
System Baseline	15.7%	47.1%	29.9%	56.8%	43.1%	0.75	79.4%	Met or Exceeded Excellence Level	Above College Average, Below Excellence	Above Baseline Level, Below Average	Below Baseline Level
Average College Percentage	33.5%	62.6%	46.3%	66.8%	55.3%	0.98	87.2%	Met or Exceeded Excellence Level	Above College Average, Below Excellence	Above Baseline Level, Below Average	Below Baseline Level
System Totals (All Students)	34.4%	62.0%	45.2%	66.2%	54.1%	1.00	87.8%	Met or Exceeded Excellence Level	Above College Average, Below Excellence	Above Baseline Level, Below Average	Below Baseline Level
Sampson CC	37.5%	54.9%	36.9%	73.7%	63.3%	0.84	89.7%	2	1	3	0

Source: NCCCS 2021 Performance Measures for Student Success

Revised: Summer 2021

ACCREDITATION

SOUTHERN ASSOCIATION OF COLLEGES & SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools 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 (ACEN)

The Associate Degree and Practical Nursing programs at Sampson Community College located in Clinton, NC are accredited by the: Accreditation Commission for Education in Nursing (ACEN)
 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
 (404) 975-5000
 Website: www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree and Practical Nursing programs is Continuing Accreditation.

COMMISSION ON ACCREDIATION OF ALLIED HEALTH EDUCATION PROGRAMS

The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Exam Review Board. Upon completion from the Medical Assisting Program, students may be eligible to sit for the national certification exam.

Commission on Accreditation of Allied Health Education Programs
 25400 US Hwy 19 N., Suite 158
 Clearwater, FL 33763
 (727)210-2350

ACADEMIC CALENDAR

FALL 2021	
August 16 – November 23	Full Fall (14-week courses)
August 16 – October 4	Fall I (7-week courses)
October 6 – November 23	Fall II (7-week courses)
Late Registration	Wednesday & Thursday, August 11 & 12, 2021
Schedule Adjustments	Monday & Tuesday, August 16 & 17, 2021
Classes Start – Full Fall & Fall I	Monday, August 16, 2021
10% Fall I	Thursday, August 19, 2021
10% Full Fall	Tuesday, August 24, 2021
Labor Day Holiday (Campus Closed)	Monday, September 6, 2021
70% Fall I	Monday, September 20, 2021
Registration for Fall II	Tuesday, September 21, 2021
Last Day of Classes – Fall I	Monday, October 4, 2021
Grades Due – Fall I	Tuesday, October 5, 2021
Classes Start – Fall II	Wednesday, October 6, 2021
10% Fall II	Monday, October 11, 2021
70% Full Fall	Friday, October 22, 2021
70% Fall II	Monday, November 8, 2021
Veteran’s Day Holiday (Campus Closed)	Thursday, November 11, 2021
Last Day of Classes – Full Fall and Fall II	Tuesday, November 23, 2021
Thanksgiving Holiday (Campus Closed)	Wednesday – Friday, November 24 – 26, 2021
Grades Due – Full Fall and Fall II	Wednesday, December 1, 2021
SPRING & SUMMER 2022	
<p>The College continues to monitor public health information for any further COVID-related precautions that could affect the academic calendar. We anticipate the 2022 Spring and Summer academic term schedules to be published by October 2021. The updated academic calendar will be published on the College’s website, www.sampsoncc.edu.</p>	

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.

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.

PROGRAM DESCRIPTIONS & CREDENTIAL REQUIREMENTS

DIVISION OF ARTS & SCIENCES

ASSOCIATE OF ARTS

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

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

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

Program Learning Outcomes

Upon completion of the Associate in Arts program, the graduate should be able to:

- Compose documents at the college level using organized content, conventional mechanics, usage and grammar, and appropriate formatting.
- Compute and analyze data using mathematical methods to solve problems.
- Utilize computers in support of academic work and personal communication.
- Communicate effectively using speech appropriate to the audience.
- Identify and apply fundamental scientific concepts & tools.
- Demonstrate how culture and context inform our world.

Fall Semester I		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
ACA 122	College Transfer Success	0	2	1
ENG 111	Writing and Inquiry	3	0	3
Humanities/Fine Arts UGETC elective courses:				
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
Social/Behavioral Sciences UGETC elective courses:				
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
MAT 143 or MAT 152 or MAT 171	Quantitative Literacy or Statistical Methods I or Precalculus Algebra	2 3 3	2 2 2	3 4 4
Total Credit Hours				13-14
Spring Semester I		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
ENG 112	Writing/Research in the Disciplines	3	0	3
BIO 111 or CHM 151	General Biology I or General Chemistry I	3 3	3 3	4 4

Humanities/Fine Arts UGETC elective courses:			
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.	3	0	3
Social/Behavioral Science UGETC elective courses:			
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.	3	0	3
Total Credit Hours			13

UGETC Courses: ART 111, ART 114, ART 115, BIO 111 (4), CHM 151 (4), COM 120, COM 231, DRA 111, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MAT 152 (4), MAT 171 (4), MUS 110, PHI 240, POL 120, PSY 150, or SOC 210.

General Education Elective Courses: BIO 112 (4), CHM 152 (4), CIS 110, CIS 115, COM 110, ENG 114, MAT 172 (4), MAT 263 (4), MAT 271 (4), MAT 272 (4), PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 220, SOC 225, SPA 111, SPA 112, SPA 211, or SPA 212.

Fall Semester II		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
Humanities/Fine Arts UGETC elective courses:				
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.				
		3	0	3
UGETC or General Education elective courses: <i>Choose five courses from either of the two lists above.</i>				
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
Total Credit Hours				18

Pre-Major Electives: ACC 120 (4), ACC 121 (4), ART 131, ART 240, BIO 168 (4), BIO 169 (4), BIO 275 (4), BUS 110, BUS 115, BUS 137, CJC 111, CJC 121, CJC 141, CJC 212, CSC 120, CSC 130, CSC 134, CSC 139, CSC 151, CSC 239, CSC 249, CSC 251, CTS 115, DRA 130, DRA 140, EDU 131, EDU 144, EDU 145, EDU 216, EDU 221, HEA 110, HEA 112 (2), PED 110 (2), PED 111 (1).

Spring Semester II		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
Social/Behavioral Sciences UGETC elective courses:				
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.				
		3	0	3
Pre-Major elective courses: <i>Choose five courses from ANY of the three lists above.</i>				
	UGETC, General Education, or Pre-Major course	3	0	3
	UGETC, General Education, or Pre-Major course	3	0	3
	UGETC, General Education, or Pre-Major course	3	0	3
	UGETC, General Education, or Pre-Major course	3	0	3
(Suggested) PED 110 or PED 111	(Suggested) Fit and Well for Life or Physical Fitness I	1 - 0	2 - 3	2 - 1
Total Credit Hours				16-17
Cumulative Total Credit Hours:				60-61

*Degree = (ACA 122) 1 hr. + (UGETC/GEN ED. CORE) 45 hrs. + (PRE-MAJOR ELECTIVES) + 14 hrs. = 60

ASSOCIATE IN SCIENCE

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

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

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

Program Learning Outcomes

Upon completion of the Associate in Science program, the graduate should be able to:

- Compose documents at the college level using organized content, conventional mechanics, usage and grammar, and appropriate formatting.
- Compute and analyze data using mathematical methods to solve problems.
- Utilize computers in support of academic work and personal communication.
- Communicate effectively using speech appropriate to the audience.
- Identify and apply fundamental scientific concepts & tools.
- Demonstrate how culture and context inform our world.

Fall Semester I		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
ACA 122	College Transfer Success	0	2	1
ENG 111	Writing and Inquiry	3	0	3
Humanities/Fine Arts UGETC elective courses:				
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
BIO 111 or CHM 151	General Biology I or General Chemistry I	3	3	4
MAT 171 or MAT 271	Pre-calculus Algebra or Calculus I	3	2	4
Total Credit Hours				15
Spring Semester I		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
ENG 112	Writing/Research in the Disciplines	3	0	3
Social/Behavioral Sciences UGETC elective courses:				
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
Humanities/Fine Arts UGETC elective courses:				
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
BIO 112 or	General Biology II or	3	3	4

CHM 152	General Chemistry II	3	3	4
MAT 172 or MAT 263 Or MAT 271	Precalculus Trigonometry or Brief Calculus or MAT 272 - Calculus II	3 3	3 2	4 4
Total Credit Hours				17

UGETC Courses: ART 111, ART 114, ART 115, BIO 110 (4), BIO 111 (4), BIO 112 (4), CHM 151 (4), CHM 152 (4), COM 120, COM 231, DRA 111, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, HIS 111, HIS 112, HIS 131, HIS 132, MAT 171 (4), MAT 172 (4), MAT 263 (4), MAT 271 (4), MAT 272 (4), MUS 110, PHI 240, POL 120, PSY 150, or SOC 210.

General Education Elective Courses: CIS 110, CIS 115, COM 110, ENG 114, HUM 115, HUM MAT 143, MAT 152 (4), MAT 273 (4), PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 220, SOC 225, SPA 111, SPA 112, SPA 211, or SPA 212.

*Students must have a minimum of 45 core hours towards degree.

Fall Semester II		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
Social/Behavioral Sciences UGETC elective courses:				
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
UGETC or General Education elective courses: <i>Choose four</i> courses from either of the two lists above:				
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
Total Credit Hours				15

Pre-Major Electives: ACC 120 (4), ACC 121 (4), ART 131, ART 240, BIO 168 (4), BIO 169 (4), BIO 275 (4), BUS 110, BUS 115, BUS 137, CJC 111, CJC 121, CJC 141, CJC 212, CSC 120, CSC 130, CSC 134, CSC 139, CSC 151, CSC 239, CSC 249, CSC 251, CTS 115, DRA 130, DRA 140, EDU 131, EDU 144, EDU 145, EDU 216, EDU 221, HEA 110, HEA 112 (2), PED 110 (2), PED 111 (1).

Spring Semester II		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
Pre-Major elective courses: <i>Choose five</i> courses from ANY of the three lists above.				
	UGETC, General Education, or Pre-Major course	3	0	3
	UGETC, General Education, or Pre-Major course	3	0	3
	UGETC, General Education, or Pre-Major course	3	0	3
	UGETC, General Education, or Pre-Major course	3	0	3
(Suggested) PED 110 or PED 111	(Suggested) Fit and Well for Life or Physical Fitness I	1 0	2 3	2 1
Total Credit Hours				13-14
Awarded:				A10400
Cumulative Total Credit Hours:				60-61

Degree = ACA 122/1 hr. + UGETC/GEN ED. CORE/45-46 hrs. + PRE-MAJOR ELECTIVES/13-14 hrs. = 60

ASSOCIATE IN GENERAL EDUCATION

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of

competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided. Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Program Learning Outcomes

Upon completion of the Associate in General Education Program, the graduate should be able to:

- Compose documents at the college level using organized content, conventional mechanics, usage and grammar, and appropriate formatting.
- Compute and analyze data using mathematical methods to solve problems.
- Utilize computers in support of academic work and personal communication.
- Communicate effectively using speech appropriate to the audience.
- Identify and apply fundamental scientific concepts & tools.
- Demonstrate how culture and context inform our world.

Fall Semester I		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
ACA 122	College Transfer Success	0	2	1
ENG 111	Writing and Inquiry	3	0	3
Communications elective courses:				
<i>Choose one:</i> COM 110, COM 120, or COM 231.		3	0	3
Social/Behavioral Sciences UGETC elective courses:				
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
<i>Choose two</i> courses from ANY of the three lists (see next page) or ANY curriculum course:				
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
Total Credit Hours				16

Spring Semester I		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
ENG 112 or ENG 114	Writing/Research in the Disciplines or Prof Research & Reporting	3	0	3
Natural Science or Mathematics elective courses:				
<i>Choose one:</i> BIO 111 (4), CHM 151 (4), MAT 110, MAT 143, MAT 152 (4), or MAT 171 (4).		2-3	2-3	3-4
Humanities/Fine Arts UGETC elective courses:				
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
<i>Choose two</i> courses from ANY of the three lists (see next page) or ANY curriculum course:				
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
Total Credit Hours				15-16

UGETC Courses: ART 111, ART 114, ART 115, BIO 111 (4), CHM 151 (4), COM 120, COM 231, DRA 111, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MAT 152 (4), MAT 171 (4), MUS 110, PHI 240, POL 120, PSY 150, or SOC 210.

General Education Elective Courses: BIO 112 (4), CHM 152 (4), CIS 110, CIS 115, COM 110, ENG 114, HUM 115, MAT 172 (4), MAT 263 (4), MAT 271 (4), MAT 272 (4), PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 220, SOC 225, SPA 111, SPA 112, SPA 211, SPA 212.

Pre-Major Elective Courses: ACC 120 (4), ACC 121 (4), ART 131, ART 240, BIO 168 (4), BIO 169 (4), BIO 275 (4), BUS 110, BUS 115, BUS 137, CJC 111, CJC 121, CJC 141, CJC 141, CJC 212, CSC 120, CSC 130, CSC 134, CSC 139, CSC 151, CSC 239, CSC 249, CSC 251, CTS 115, DRA 130, DRA 140, EDU 131, EDU 144, EDU 145, EDU 216, EDU 221, HEA 110, HEA 112 (2), PED 110 (2), PED 111 (1).

*Curriculum Electives: Any technical or curriculum course must be a 110 level or higher.

Fall Semester II		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
<i>Choose six courses from ANY of the three lists above or ANY curriculum course:</i>				
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
Total Credit Hours				18
Spring Semester II		Class Hours	Lab Hours	Credit Hours
Course	Course Title			
<i>Choose six courses from ANY of the three lists above or ANY curriculum course:</i>				
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
	UGETC, General Education, or Elective course	3	0	3
Total Credit Hours				15
Awarded:				A10300
Cumulative Total Credit Hours:				64-65

Degree = (ACA 122) 1 hr. + (Req. Courses) 24 hrs. + (Curriculum Electives) + 39 hrs. = 64-65

DIVISION OF HEALTH PROGRAMS

EMERGENCY MEDICAL SCIENCE (PARAMEDIC)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Program Learning Outcomes

Upon completion of the Emergency Medical Science Program, the graduate should be able to:

- Demonstrate comprehensive knowledge of prehospital pharmacology through scenarios and skill reviews.
- Demonstrate skills and knowledge of prehospital care for patients of all ages through scenarios and skill reviews.
- Competently perform prehospital care for patients with cardiac emergencies through scenarios and skill reviews.
- Demonstrate proficiency in prehospital care for patients needing airway management through scenarios and skill reviews.
- Competently perform prehospital care for patients with traumatic emergencies through scenarios and skill reviews.
- Demonstrate comprehensive knowledge of prehospital care for patients with medical emergencies through scenarios and skill reviews.
- Demonstrate competency of skills of a paramedic ready to enter the workforce through completion of a National Registry Paramedic skills portfolio.
- Apply competent entry-level paramedic skills and knowledge in a final scope-of-practice high fidelity scenario.
- Demonstrate entry-level mastery of paramedic knowledge through a comprehensive written final exam.

Students enrolled in the Emergency Medical Science program must adhere to the semester by semester guide below. Courses with a non-EMS prefix may be completed prior to acceptance to the program.					
Course Prefix	Course Title	Credit Hours	Degree (A45340)	Diploma (NA)	HS Certificate (C45340HS)
Fall Semester I					
ENG 111	Writing and Inquiry	3	x		
BIO 168	Anatomy and Physiology, I	4	x		x
ACA 122	College Transfer Success	1	x		
EMS 110	EMT	9	x		x
Total Credit Hours		17			
Spring Semester I					
BIO 169	Anatomy and Physiology II	4	x		x
EMS 122	EMS Clinical Practicum I	1	x		
EMS 130	Pharmacology	4	x		

EMS 131	Advanced Airway Management	2	x		
EMS 160	Cardiology I	3	x		
Total Credit Hours		14			
Summer Semester I					
EMS 210	Adv. Patient Assessment	2	x		
EMS 220	Cardiology II	3	x		
EMS 221	EMS Clinical Practicum II	2	x		
EMS 240	Patients with Special Challenges	2	x		
Total Credit Hours		9			
Fall Semester II					
EMS 231	EMS Clinical Practicum II	3	x		
EMS 250	Medical Emergencies	4	x		
EMS 260	Trauma Emergencies	2	x		
EMS 270	Life Span Emergencies	4	x		
ENG 112 or ENG 114	Prof. Research and Reporting or Writing/Research in the Disciplines	3	x		
Total Credit Hours		16			
Spring Semester II					
EMS 241	EMS Clinical Practicum IV	4	x		
EMS 285	EMS Capstone	2	x		
PSY 150	General Psychology	3	x		
	Humanities/Fine Arts Elective	3	x		
Total Credit Hours		12			
Total Credits:		68			
*Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 240, REL 110, REL 211, REL 212 or REL 221					

EMERGENCY MEDICAL SCIENCE (PARAMEDIC) - BRIDGING

The Emergency Medical Science, Paramedic Bridging Track is a degree completion track allowing certified non-degree Paramedics to achieve an Associate of Applied Science Degree in Emergency Medical Science. This program is comprised of major EMS courses along with related courses required in the curriculum. It includes required coursework via the Internet and some required work on campus. The majority of coursework is online.

Sampson Community College will award experiential credit (EC) for core paramedic courses toward the AAS in EMS with the proper documentation. See Department Chair for requirements to enter the EMS, Paramedic Bridging Track.

Program Learning Outcomes

Upon completion of the Emergency Medical Science Program, the graduate should be able to:

- Demonstrate comprehensive knowledge of prehospital pharmacology through scenarios and skill reviews.
- Demonstrate skills and knowledge of prehospital care for patients of all ages through scenarios and skill reviews.
- Competently perform prehospital care for patients with cardiac emergencies through scenarios and skill

COURSE	TITLE	CLASS	LAB	CLIN	CREDIT
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 235	EMS Management	2	0	0	2
EMS 280	EMS Bridging Program	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Writing and Research in the Disciplines	3	0	0	3
Or					
ENG 114	Professional Research and Reporting	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Hum. Elective	Humanities/Fine Arts Elective	3	0	0	3

Requirements to enter the EMS, Paramedic Bridging Track:

- Overall GPA 2.0 in college level coursework in related classes and core courses in the EMS program of study
- Must be currently certified as an active Paramedic in North Carolina
- Must have a valid state driver's license.
- Must have completed 1,000 hours of direct patient contact in the EMS field as a Paramedic. An EMS director/training officer must verify this in writing on department letterhead.
- Submit proof of EMS continuing education in the last two years. Copies of the following documents must be submitted with the program application:
 - State paramedic certification
 - EMS continuing education records during the current certification period.
 - AHA Basic Life Support CPR certification.
 - ACLS Provider certification
 - PALS or PEPP Provider certification
 - ITLS or PHTLS certification or equivalent
 - Other relevant EMS CE

MEDICAL ASSISTING

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. The practicum portion is a non-paid experience.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. At this time, Medical Assisting offers no advanced placement policy.

The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs(www.caahep.org) upon the recommendation of the Medical Assisting Exam Review Board. Upon completion from the Medical Assisting Program, students may be eligible to sit for the national certification exam.

Commission on Accreditation of Allied Health Education Programs
25400 US Hwy 19 N., Suite 158
Clearwater, FL 33763
(727)210-2350

Program Learning Outcomes

Upon completion of the Medical Assisting Program, the graduate should be able to:

- Demonstrate professional behaviors reflective of ethical, legal and self-management concepts as they relate to medical assisting.
- Communicate effectively and professionally with patients, their families, and other members of the health care team.
- Practice entry level administrative, clinical and laboratory duties relative to the examinations and treatment of patients in medical facilities.
- Implement teaching plans based on the needs of individuals and communities.
- Describe the Medical Assistant's profession, professional organization, and components of certification and recertification.

Course Prefix	Course Title	Credit Hours	Degree (A45400)	Diploma (D45400)	Certificate (NA)	HS Certificate (C45400HS)
Fall Semester I						
ACA 122	College Transfer Success	1	x	x		
MED 116	Intro. To Anatomy & Physiology	4	x	x		x
MED 110	Orientation to Medical Assisting	1	x	x		
MED 121	Medical Terminology I	3	x	x		x
MED 130	Administrative Office Procedures	2	x	x		
MED 140	Examining Room Procedures	5	x	x		
Total Credit Hours		16				
Spring Semester I						
ENG 111	Writing and Inquiry	3	x	x		
MED 118	Medical Law and Ethics	2	x	x		x
MED 122	Medical Terminology II	3	x	x		x
MED 131	Administrative Office Procedures II	2	x	x		
MED 150	Lab Procedures I	5	x	x		
Total Credit Hours		15				
Summer Semester I						
PSY 150	General Psychology	3	x	x		
MED 260	Medical Clinical Practicum	5	x	x		
MED 262	Clinical Perspectives	1	x	x		
Total Credit Hours		9				
Fall Semester II						
ENG 112 or ENG 114	Prof. Research and Reporting or Writing/Research in the Disciplines	3	x			
MAT 110	Mathematical Measurements and Literacy	3	x			
MED 240	Exam Room Procedures II	5	x			
MED 230	Administrative Office Procedures III	2	x			
Total Credit Hours		13				
Spring Semester II						
MED 264	Medical Assisting Overview	2	x			
MED 270	Symptomatology	3	x			
MED 272	Drug Therapy	3	x			
MED 276	Patient Education	2	x			
	*Humanities/Fine Arts Elective	3	x			
Total Credit Hours		13				
Dates Awarded:						
Total Credits:		66				
*Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 240, REL 110, REL 211, REL 212 or REL 221						

HEALTH SCIENCE: THERAPEUTIC & DIAGNOSTIC SERVICES/NURSE AIDE

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.

Program Learning Outcomes

Upon completion of the Health Science: Therapeutic & Diagnostic Services/Nurse Aide Program, the graduate should be able to:

- Explain the purpose and organization of the health care delivery system.
- Discuss the purpose and function of a multidisciplinary approach to patient care.
- Describe the role and responsibilities of the Nursing Assistant I.
- Utilize effective oral and written communication and proper terminology related to procedures when meeting the patient's basic health care needs.
- Assist in maintaining quality control within an institution.
- Perform basic health care skills set forth by the Division of Health Services Regulation.

Course Prefix	Course Title	Credit Hours	Degree (NA)	Diploma (D45970)	Certificate (C45840)	HS Certificate (C45840HS)
Fall Semester I						
ACA 122	College Transfer Success	1		x		
ENG 111	Writing and Inquiry	3		x		
NAS 101	Nurse Aide I	6		x	x	x
MED 120	Survey of Medical Terminology	2		x		
BIO 168	Anatomy and Physiology I	4		x		
Total Credit Hours		16				
Spring Semester I						
ENG 112 or ENG 114	Prof. Research and Reporting or Writing/Research in the Disciplines	3		x		
NAS 102	Nurse Aide II	6		x	x	x
PSY 150	General Psychology	3		x		
HEA 112	First Aid and CPR	2		x		
BIO 169	Anatomy and Physiology II	4		x		
Total Credit Hours		18				
Summer Semester I						
	*Humanities/Fine Arts Elective	3		x		
SOC 210	Introduction to Sociology	3		x		
PSY 241	Developmental Psychology	3		x		
Total Credit Hours		9				
Total Credits:		43				
*Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, MUS 110, PHI 240, HUM 115						

PRACTICAL NURSING

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual 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 safe, individualized nursing care and participation in the interprofessional team while employing evidence-based practice, quality improvement, and informatics. The Practical Nursing Program is approved by the North Carolina Board of Nursing (NCBON) www.ncbon.org. The program received continuing accreditation in 2017 from Accreditation Commission for Education in Nursing.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Program Learning Outcomes

Upon completion of the Practical Nursing Program, the graduate should be able to:

- Participate in evaluating the concepts of the holistic individual and client response which promote human flourishing in the promotion of health, wellness, illness, quality of life, and the achievement of potential.
- Participate in the nursing process to assess, plan, implement, and evaluate client centered care as a means to problem solve and think critically while providing rationales for judgments.
- Participate in providing nursing care from an established plan of care based on evidence-based practices to clients at various stages of growth and development based on biophysical, psychosocial and cultural needs while assisting them to attain their highest level of wellness.
- Utilize informatics to access, manage, and communicate client information.
- Interact effectively within the context of a caring therapeutic relationship with clients and families in need of health care.
- Collaborate with the interprofessional healthcare team to provide safe competent nursing care in a cost-effective manner.
- Delegate appropriate tasks as well as validate task completion according to established standards of practice and the Practical Nursing scope of practice.
- Participate in quality improvement by evaluating the client's response to the interventions, by identifying hazards and errors and by suggesting to the registered nurse changes to improve the client care process.
- Practice within the ethical, legal, and regulatory frameworks of professional behaviors and identity within the healthcare system.
- Assume responsibility for continued learning and self-development.
- Integrate a spirit of inquiry in clinical nursing practice and learning.

Students enrolled in the Practical Nursing program must adhere to the semester by semester guide below. Courses with a non-NUR prefix may be completed prior to acceptance to the program.						
Course Prefix	Course Title	Credit Hours	Degree (NA)	Diploma (D45660)	Certificate (NA)	HS Certificate (NA)
Fall Semester I						
ACA 122	College Transfer Success	1		x		
NUR 101	Practical Nursing I	11		x		
BIO 168	Anatomy & Physiology I	4		x		
PSY 150	General Psychology	3		x		
Total Credit Hours		19				
Spring Semester I						

NUR 102	Practical Nursing II	10		x		
BIO 169	Anatomy & Physiology II	4		x		
ENG 111	Writing & Inquiry	3		x		
Total Credit Hours		17				
Summer Semester I						
NUR 103	Practical Nursing III	9		x		
Total Credit Hours		9				
Total Credits:		45				

LPN TO ADN ONLINE OPTION

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.

Students enrolled in the LPN to ADN Online Option must adhere to the semester by semester guide below. Courses with a non-NUR prefix MUST be completed prior to acceptance to the program.						
Course PreFix	Course Title	Credit Hours	Degree (A451100L)	Diploma (NA)	Certificate (NA)	HS Certificate (NA)
Fall Semester I						
NUR 111	Intro to Health Concepts	8	x			
BIO 168	Anatomy and Physiology I	4	x			
PSY 150	General Psychology	3	x			
Total Credit Hours		15				
Spring Semester I						
NUR 113	Family Health Concepts	5	x			
NUR 112	Health Illness Concepts	5	x			
BIO 169	Anatomy and Physiology II	4	x			
PSY 241	Developmental Psychology	3	x			
Total Credit Hours		17				
Summer Semester I						
NUR 211	Health Care Concepts	5	x			
Total Credit Hours		5				
Fall Semester II						
NUR 114	Holistic Health Concepts	5	x			
ENG 111	Writing and Inquiry	3	x			
NUR 221	LPN to ADN Concepts I	9	x			
Total Credit Hours		17				
Spring Semester II						
ENG 114 or ENG 112	Prof. Research and Reporting or Writing/Research in the Disciplines	3	x			
	*Humanities/Fine Arts Elective	3	x			
NUR 223	LPN to ADN Concepts II	9	x			
Total Credit Hours		15				
Total Credits:		69				
*Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, HUM 115, MUS 110, PHI 240						

ASSOCIATE DEGREE NURSING

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 interprofessional team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities. The Associate Degree Nursing Program is approved by the North Carolina Board of Nursing (NCBON) www.ncbon.org. The program received continuing accreditation in 2017 from Accreditation Commission for Education in Nursing.

Program Learning Outcomes

Upon completion of the Associate Degree Nursing Program, the graduate should be able to:

- Practice professional nursing behaviors incorporating personal responsibility, professional identity and accountability for continued competence.
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interprofessional healthcare team
- Integrate nursing judgment and knowledge of the holistic needs of the individual to provide an individual centered assessment and care.
- Incorporate informatics to formulate evidence-based clinical judgments and management decisions
- Implement caring interventions incorporating documented best practices for individuals in diverse settings to provide client-centered care.
- Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
- Collaborate with the interprofessional healthcare team to advocate for positive individual and organizational outcomes.
- Manage health care for the individual using cost-effective nursing strategies, quality improvement processes, and current technologies.
- Integrate strategies which promote human flourishing to assist individuals striving for health, quality of life, and achievement of potential.
- Integrate a spirit of inquiry in clinical nursing practice and learning.

Students enrolled in the Associate Degree Nursing program must adhere to the semester by semester guide below. Courses with a non-NUR prefix may be completed prior to acceptance to the program.						
Course PreFix	Course Title	Credit Hours	Degree (A45110)	Diploma (NA)	Certificate (NA)	HS Certificate (NA)
Fall Semester I						
ACA 122	College Transfer Success	1	x			
NUR 111	Intro to Health Concepts	8	x			
BIO 168	Anatomy and Physiology I	4	x			
PSY 150	General Psychology	3	x			
Total Credit Hours		16				
Spring Semester I						

NUR 113	Family Health Concepts	5	x			
NUR 112	Health Illness Concepts	5	x			
BIO 169	Anatomy and Physiology II	4	x			
PSY 241	Developmental Psychology	3	x			
Total Credit Hours		17				
Summer Semester I						
NUR 211	Health Care Concepts	5	x			
Total Credit Hours		5				
Fall Semester II						
NUR 114	Holistic Health Concepts	5	x			
NUR 212	Health System Concepts	5	x			
ENG 111	Writing and Inquiry	3	x			
Total Credit Hours		13				
Spring Semester II						
NUR 213	Complex Health Concepts	10	x			
ENG 114 or ENG 112	Prof. Research and Reporting or Writing/Research in the Disciplines	3	x			
	*Humanities/Fine Arts Elective	3	x			
Total Credit Hours		16				
Total Credits:		67				
*Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, HUM 115, MUS 110, PHI 240						

ASSOCIATE IN GENERAL EDUCATION – NURSING

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Program Learning Outcomes

Upon completion of the Associate in General Education Nursing Program, the graduate should be able to:

- Compose documents at the college level using organized content, conventional mechanics, usage and grammar, and appropriate formatting.
- Compute and analyze data using mathematical methods to solve problems.
- Utilize computers in support of academic work and personal communication.
- Communicate effectively using speech appropriate to the audience.
- Identify and apply fundamental scientific concepts & tools.
- Demonstrate how culture and context inform our world.

Course Prefix	Course Title	Credit Hours	Degree (A1030N)	Diploma (N/A)	Certificate (N/A)	HS Certificate (N/A)
Fall Semester I						
ACA 122	College Transfer Success	1	X			
ENG 111	Writing and Inquiry	3	X			
BIO 168	Anatomy and Physiology I	4	X			
PSY 150	General Psychology	3	X			
	*Choose HIS elective	3	X			
Total Credit Hours			14			
Spring Semester I						
MAT 152	Statistical Methods	4	X			
ENG 114 or ENG 112	Prof. Research and Reporting or Writing/Research in the Disciplines	3	X			
BIO 169	Anatomy and Physiology II	4	X			
PSY 241	Developmental Psychology	3	X			
Total Credit Hours			14			
Summer Semester I						
ENG 231 or ENG 232	American Literature I or American Literature II	3	X			
SOC 210	Introduction to Sociology	3	X			
	*Humanities/Fine Arts Elective	3	X			
Total Credit Hours		9	9			
Fall Semester II						
SOC 220	Social Problems	3	X			
BIO 275	Microbiology	4	X			
MAT 143 or MAT 171	Quantitative Literacy or Precalculus Algebra	3/4	X			
ECO 251	Prin. of Microeconomics	3	X			
Total Credit Hours			13-14			
Spring Semester II						
CHM 151	General Chemistry	4	X			
ECO 252 or POL 120	Prin. of Macroeconomics or American Government	3	X			
	*Humanities/Fine Arts Elective	3	X			
Total Credit Hours			10			
Awarded:			A1030N			
Total Cumulative Credits:			60-61			
Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, MUS 110, PHI 240, HUM 115						
History Electives: HIS 111, HIS 112, HIS 131, or HIS 132						

DIVISION OF EDUCATION, BUSINESS, AND HUMAN SERVICES TECHNOLOGIES

EARLY CHILDHOOD EDUCATION

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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Program Learning Outcomes

Upon completion of the Early Childhood Education Program, the graduate should be able to:

- Utilize knowledge of child development and learning in working with children
- Utilize developmentally effective approaches and curriculum to plan for children and families
- Model and demonstrate traits and characteristics of a professional education

CAREER SPECIALTY TRACK

Course Prefix	Course Title	Credit Hours	Degree (A55220CT)	Diploma (D55220) (D55220HS)	Certificate (C55220CC)	Certificate (C55220SA)	Certificate (C55220IT)	Certificate (C55220HS)
Fall Semester I								
ACA 122	College Transfer Success	1	X	X				
EDU 119	Intro to EC	4	X	X	X	X	X	X
EDU 144	Child Development I	3	X	X	X		X	X
EDU 151	Creative Activities	3	X	X	X	X		
ENG 111	Expository Writing	3	X	X				
EDU 162	Observ & Assess in ECE	3	X	X				
Total Credit Hours		17	17	17	10	7	7	7
Spring Semester I								
EDU 131	Child, Fam., & Community	3	X	X			X	X
EDU 145	Child Development II	3	X	X	X	X		
EDU 146	Child Guidance	3	X	X	X	X		
EDU 153	Health, Safety, & Nutrition	3	X	X			X	X
Humanities/Fine Art Elective Choose One: ART 111, 114, 115; MUS 110; PHI 240		3	X					

Total Credit Hours		15	15	12	6	6	6	6
Summer Semester I								
COM 231	Public Speaking	3	X	X				
PSY 150	General Psychology	3	X					
Total Credit Hours		6	6	3	0	0	0	0
Fall Semester II								
EDU 221	Child W/ Exceptionalities	3	X	X				
EDU 280	Language & Literacy Exp.	3	X					
EDU 234	Infants, Toddlers & Twos	3	X	X			X	X
MAT 110 Or MAT 143	Math Measr. & Literacy Quantitative Literacy	3	X					
EDU 271	Educational Technology	3	X					
Total Credit Hours		15	15	6	0	0	3	3
Spring Semester II								
EDU 284	EC Capstone Practicum	4	X	X				
EDU 235	School-Age Prog. & Dev.	3	X	X		X		
EDU 261	EC Admin I	3	X					
EDU 262	EC Admin II	3	X					
Total Credit Hours		13	13	7	0	3	0	0
Total Credits:		66	66	45	16	16	16	16

TRANSFER TRACK

Course PreFix	Course Title	Credit Hours	Degree (A55220TT)	Diploma (N/A)	Certificate (C55220CC)	Certificate (C55220IT)	Certificate (C55220HS)
Fall Semester I							
ACA 122	College Transfer Success	1	X				
EDU 119	Intro to EC	4	X		X	X	X
EDU 144	Child Development I	3	X		X	X	X
EDU 151	Creative Activities	3	X		X		
ENG 111	Expository Writing	3	X				
EDU 216	Foundations of Ed	3	X				
Total Credit Hours		17	17		10	7	7
Spring Semester I							
EDU 131	Child, Fam., & Community	3	X			X	X
EDU 145	Child Development II	3	X		X		
EDU 146	Child Guidance	3	X		X		
EDU 153	Health, Safety, & Nutrition	3	X			X	X
English Elective		3	X				
Choose One: ENG 112 or ENG 114							
Total Credit Hours		15	15		6	6	6
Summer Semester I							
COM 231	Public Speaking	3	X				
PSY 150	General Psychology	3	X				

Total Credit Hours		6	6		0	0	0
Fall Semester II							
EDU 221	Child W/ Exceptionalities	3	X				
EDU 280	Language & Literacy Exp.	3	X				
EDU 234	Infants, Toddlers & Twos	3	X			X	X
MAT 143	Quantitative Literacy	3	X				
BIO 111	General Biology I	4	X				
Total Credit Hours		16	16		0	3	3
Spring Semester II							
EDU 284	EC Capstone Practicum	4	X				
EDU 250	Teacher Licensure Prep	3	X				
CHM 151	General Chemistry	4	X				
Humanities/Fine Art Elective		3	X				
Choose One: ART 111, 114, 115; MUS 110; PHI 240							
Social/Behavioral Elective		3	X				
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; SOC 210							
Total Credit Hours		17	17		0	0	0
Total Credits:		71	71		16	16	16

*The above Transfer Degree Specialty Area is for a teacher-licensure track. Students may substitute EDU 261 and 262 for EDU 216 and 250 for a non-teaching option.

**Transfer Degree Specialty Area will transfer a min. of 60 hours to UNC System Univs. With grades of C or better in the required coursework.

ASSOCIATE IN ARTS IN TEACHER PREPARATION

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

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

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

Program Learning Outcomes

Upon completion of the Associate in Arts in Teacher Preparation, the graduate should be able to:

- Compose documents at the college level using organized content, conventional mechanics, usage and grammar, and appropriate formatting.
- Compute and analyze data using mathematical methods to solve problems.
- Utilize computers in support of academic work and personal communications.
- Communicate effectively using speech appropriate to the audience.
- Prepare and practice for the entry level teacher licensure exam.

Course	Course Title	Class Hours	Lab Hours	Credit Hours
Fall Semester I				
ACA 122	College Transfer Success	0	2	1
EDU 216	Foundations of Education	3	0	3
ENG 111	Writing and Inquiry	3	0	3
Humanities/Fine Arts UGETC course: <i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
Social/Behavioral Sciences UGETC course: <i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
Total Credit Hours				13
Spring Semester I				
EDU 187	Teaching and Learning for All	3	3	4
ENG 112	Writing/Research in the Disciplines	3	0	3
BIO 111 CHM 151	General Biology I, or General Chemistry I	3	3	4
Humanities/Fine Arts UGETC course: <i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
Social/Behavioral Science UGETC course: <i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
Total Credit Hours				17
Fall Semester II				
EDU 279	Literacy Development and Instruction	3	3	4
Humanities/Fine Arts UGETC course: <i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
Mathematics UGETC course: <i>Choose one:</i> MAT 143, MAT 152 (4), or MAT 171 (4).		2-3	2	3-4
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
Total Credit Hours				16-7
Spring Semester II				
EDU 250	Teacher Licensure Preparation	3	0	3
SOC 225	Social Diversity	3	0	3
	UGET or General Education course	3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	2-3	0	2-3
Total Credit Hours				14-5
Cumulative Total Credit Hours:				60-61

*Students must have a minimum of 45 core hours towards degree.

UGETC Courses: ART 111, ART 114, ART 115, CHM 151 (4), COM 120, COM 231, DRA 111, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MAT 152 (4), MAT 171 (4), MUS 110, PHI 240, POL 120, PSY 150, or SOC 210.

General Education Elective Courses: BIO 112 (4), CHM 152 (4), CIS 110, CIS 115, COM 110, ENG 114, HUM 115, MAT 172 (4), MAT 263 (4), MAT 271 (4), MAT 272 (4), PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 220, SPA 111, SPA 112, SPA 211, or SPA 212.

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

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

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

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

Program Learning Outcomes

Upon completion of the Associate in Science in Teacher Preparation, the graduate should be able to:

- Compose documents at the college level using organized content, conventional mechanics, usage and grammar, and appropriate formatting.
- Compute and analyze data using mathematical methods to solve problems.
- Utilize computers in support of academic work and personal communications.
- Communicate effectively using speech appropriate to the audience.
- Prepare and practice for the entry level teacher licensure exam.

Course	Course Title	Class Hours	Lab Hours	Credit Hours
Fall Semester I				
ACA 122	College Transfer Success	0	2	1
EDU 216	Foundations of Education	3	0	3
ENG 111	Writing and Inquiry	3	0	3
BIO 111 or CHM 151	General Biology I, or General Chemistry I	3	3	4
<i>Choose one:</i> MAT 171, MAT 172, or MAT 263, MAT 271, MAT 272		3	2	4
Total Credit Hours				15
Spring Semester I				
EDU 187	Teaching and Learning for All	3	3	4
ENG 112	Writing/Research in the Disciplines	3	0	3
BIO 112 or CHM 152	General Biology II, or General Chemistry II	3	3	4
<i>Choose one:</i> MAT 171, MAT 172, or MAT 263, MAT 271, MAT 272		3	2	4
Total Credit Hours				15
Fall Semester II				
EDU 279	Literacy Development and Instruction	3	3	4
<i>Choose one:</i> ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.		3	0	3
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	3	0	3
Total Credit Hours				16

Spring Semester II				
EDU 250	Teacher Licensure Preparation	3	0	3
SOC 225	Social Diversity	3	0	3
<i>Choose one:</i> ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, or PHI 240.		3	0	3
	UGETC or General Education course	3	0	3
	UGETC or General Education course	2-3	0	2-3
Total Credit Hours				14-5
Cumulative Total Credit Hours:				60-61

***Students must have a minimum of 45 core hours towards degree.**

UGETC Courses: ART 111, ART 114, ART 115, BIO 111 (4), CHM 151 (4), COM 120, COM 231, DRA 111, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MAT 152 (4), MAT 171 (4), MUS 110, PHI 240, POL 120, PSY 150, or SOC 210.

General Education Elective Courses: BIO 112 (4), CHM 152 (4), CIS 110, CIS 115, COM 110, ENG 114, HUM 115, MAT 172 (4), MAT 263 (4), MAT 271 (4), MAT 272 (4), MAT 273 (4), PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 220, SPA 111, SPA 112, SPA 211, or SPA 212.

ACCOUNTING & FINANCE

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Learning Outcomes

Upon completion of the Accounting and Finance Program, the graduate should be able to:

- List and identify types of unethical behavior in the workplace.
- Analyze and interpret business and personal financial statements
- Assemble and analyze essential information about financial operations.

Course Prefix	Course Title	Credit Hours	Degree (A25800)	Certificate (C25800AF)	Certificate (C25800PC)	Certificate (C25800TP)	HS Certificate (C25800HS)
Fall Semester I							
ACA 122	College Transfer Success	1	X				
ACC 120	Prin of Financial Accounting	4	X	X	X	X	X
BUS 110	Introduction to Business	3	X				
BUS 115	Business Law I	3	X	X			X
Choose One	ENG 110 Freshman Comp OR ENG 111 Writing and Inquiry	3	X				
Total Credit Hours		14	14	7	4	4	7
Spring Semester I							
ACC 121	Prin of Managerial Accting	4	X	X	X	X	X
Choose One	BUS 125 Personal Finance BUS 225 Business Finance	3	X				
BUS 137	Principles of Management	3	X				
Communications Elective Choose One: ENG 112, 114; COM 110, 231		3	X				
Natural Science/Math Elective Choose One: BIO 111, 168; CHM 151; MAT 110, 143, 152, 171		3-4	X				
Total Credit Hours		16-17	16-17	4	4	4	4
Summer Semester I							
CIS 110	Intro to Computers	3	X				
Humanities Elective Choose One: Art 111, 114, 115; ENG 231, 232, 241, 242; HUM 115; MUS 110, PHI 240, REL 110, 211, 212, 221		3	X				
Total Credit Hours		6	6	0	0	0	0
Fall Semester II							
ACC 140	Payroll Accounting	2	X		X		
ACC 220	Intermediate Accounting I	4	X	X			X
BUS 121	Business Math	3	X				
CTS 130	Spreadsheet	3	X			X	
Choose One	ECO 251 Prin of Microecon ECO 252 Prin of Macroecon	3	X				
Total Credit Hours		15	15	4	2	3	4
Spring Semester II							
ACC 129	Individual Income Tax	3	X			X	
BUS 260	Business Communication	3	X				
ACC 150	Accounting Software App	2	X		X		
BUS/ACC Elective *		3	X				
Social/Behavioral Science Elective Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150; SOC 210, 220		3	X				
Total Credit Hours		14	14	0	2	3	0
Total Credits:		65-66	65-66	15	12	14	15

* Business/Accounting Electives: Take 3 credits from prefixes: ACC, BUS, CSV, CTS, DBA, ECO, LOG, MKT, OST, SPA, WBL (Maximum 9 credits per subject)

BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, 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.

Program Learning Outcomes

Upon completion of the Business Administration Program, the graduate should be able to:

- Create a business plan applying business principles to a real world scenario.
- Demonstrate an ability to apply general management know-how in practical business situations.
- Conduct market research and design appropriate and effective marketing mix and strategies.
- Develop an understanding of economic thought regarding incentives and how markets allocate resources efficiently.

Course Prefix	Course Title	Credit Hours	Degree (A25120)	Business Certificate (C25120BA)	Human Resources Certificate (C25120HR)	Office Manager Certificate (C25120OM)	HS Certificate (C25120HS)	Finance and Marketing Certificate (C25120HE) (C25120FM)
Fall Semester I								
ACA 122	College Transfer Success	1	X					
BUS 110	Introduction to Business	3	X	X	X	X	X	
BUS 115	Business Law I	3	X	X			X	
Choose One	ENG 110 Freshman Composition ENG 111 Writing and Inquiry	3	X					
BUS 121	Business Math	3	X					
Total Credit Hours			13					
Spring Semester I								
BUS 137	Principles of Management	3	X	X	X	X	X	
Program Elective		3	X					
BUS 125	Personal Finance	3	X					X
English/Communications Elective								
Choose One: ENG 112,114; COM 110, 231		3	X					
Natural Science/Math Elective								
Choose One: BIO 111, 168; CHM 151; MAT 110, 143, 152, 171		3-4	X					
Total Credit Hours			15-16					
Summer Semester I								
CIS 110	Intro to Computers	3	X					
Choose One	ECO 251 Pri of Microeconomics ECO 252 Pri of Macroeconomics	3	X				ECO 251	

Total Credit Hours			6					
Fall Semester II								
ACC 120	Principles of Financial Accounting	4	X			X		
BUS 153	Human Resource Management	3	X		X	X		
MKT 120	Principles of Marketing	3	X					X
Program Elective		3	X	*X				BUS 139
Social Science Elective								
Choose One: ECO 251,252; HIS 111, 112, 131,132; POL 120; PSY 150; SOC 210, 220		3	X					
Total Credit Hours			16					
Spring Semester II								
BUS 240	Business Ethics	3	X		X			
BUS 260	Business Communication	3	X					
Program Elective		2	X					MKT 223
ACC 121	Managerial Accounting	4	X					
Humanities Elective								
Choose One: ART 111, 114, 115; ENG 231, 232, 241, 242; HUM 115; MUS 110; PHI 240; REL 110, 211, 212, 221		3	X					
Total Credit Hours			15					
Dates Awarded:								
Total Credits:		65-67		13	12	13	12	12

Program Electives may be taken from the following prefixes: ACC, BUS, CSV, CTS, DBA, ECO, LOG, MKT, OST, SPA, WBL
 *Choose one Program Elective: ACC-120, ECO 251, ECO 252, MKT 120

OFFICE ADMINISTRATION

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Program Learning Outcomes

Upon completion of the Office Administration Program, the graduate should be able to:

- Demonstrate speed and accuracy to respond to the demands in a computerized office setting.
- Utilize effective design principles to plan and create professional publications.
- Organize and maintain a records management system in an office setting.

The Office Administration program offers three (3) tracks. Students may choose a track of:

- General Office (A25370GO),
- Customer Services (A25370CS) and/or
- Office Software (A25370OS)

GENERAL OFFICE TRACK

Course PreFix	Course Title	Credit Hours	Degree (A25370GO)	Diploma (D25370)	Office Admin Certificate (C25370OA)	Office Admin HS (C25370HS)
Fall Semester I						
ACA 122	College Transfer Success	1	X	X		
OST 164	Office Editing	3	X	X		X
OST 184	Records Management	3	X	X		X
Humanities/Fine Arts Elective Choose One: ART 111, 114, 115; ENG 231, 232, 241, 242; HUM 115; MUS 110; PHI 240; REL 110, 211, 212, 221		3	X			
Natural Science/Mathematics Elective Choose One: BIO 111, 112, 168; CHM 151, 152; MAT 110, 143, 152, 171		3-4	X			
ENG 110 or ENG 111	ENG 110 Freshman Composition ENG 111 Writing and Inquiry	3	X	X		
Total Credit Hours		16-17	16-17	10	0	6
Spring Semester I						
OST 134	Text Entry & Formatting	3	X	*X		
OST Elective	*OST 132 Keyboard Skill Building	2	X	X		
OST Elective	*OST 181 Office Procedures	3	X	X		
Elective	*ACC 120 Prin of Financial Accounting	4	X	X	ACC 120	
English/Communications Elective Choose One: COM 110, 231; ENG 112, 114		3	X	X		
Total Credit Hours		15	15	15	4	0
Summer Semester I						
OST 136	Word Processing	3	X	X	X	
OST 137	Office Applications I	3	X	X	X	X
Total Credit Hours		6	6	6	6	3
Fall Semester II						
OST 223	Admin Office Transcript I	3	X			
OST 286	Professional Development	3	X		X	X
OST Elective	*OST 236 Adv. Word Processing	3	X	X		
Elective	*BUS 121 Business Math	3	X			
Elective	*CTS 130 Spreadsheet	3	X		CTS 130	
Total Credit Hours		15	15	3	6	3
Spring Semester II						
OST 289	Office Admin Capstone	3	X	X		
Elective	*ACC 150 Accounting Software Appl	2	X			
Elective	*BUS 260 Business Communications	3	X			
Elective	*DBA 110 Database Concepts	3	X			
Social/Behavioral Science Elective Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150, 241; SOC 210, 220		3	X			
Total Credit Hours		14	14	3	0	0
Total Credits:		65-67	65-67	37	16	12

*Take recommended elective courses or (Choose 25 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA, WBL)

CUSTOMER SERVICE TRACK

Course PreFix	Course Title	Credit Hours	Degree (A25370CS)	Diploma (D25370)	Office Admin Certificate (C253700A)	Office Admin HS (C25370HS)
Fall Semester I						
ACA 122	College Transfer Success	1	X	X		
CSV 110	Intro to Customer Service	3	X			
OST 164	Office Editing	3	X	X		X
OST 184	Records Management	3	X	X		X
Natural Science/Mathematics Elective Choose One: BIO 111, 112, 168; CHM 151, 152; MAT 110, 143, 152, 171		3-4	X			
ENG 110 or ENG 111	ENG 110 Freshman Composition ENG 111 Writing and Inquiry	3	X	X		
Total Credit Hours		16-17	16-17	10	0	6
Spring Semester I						
OST Elective	*OST 132 Keyboard Skill Building	2	X	X		
OST Elective	*OST 134 Text Entry & Formatting	3	X	X		
OST Elective	*OST 181 Office Procedures	3	X			
Elective	*ACC 120 Prin of Financial Accounting	4	X	X	ACC 120	
English/Communications Elective Choose One: COM 110, 231; ENG 112, 114		3	X	X		
Total Credit Hours		15	15	12	4	0
Summer Semester I						
OST 136	Word Processing	3	X	X	X	
OST 137	Office Applications I	3	X	X	X	X
Total Credit Hours		6	6	6	6	3
Fall Semester II						
OST 286	Professional Development	3	X	*X	X	X
OST Elective	*OST 223 Admin Office Transcript I	3	X			
OST Elective	*OST 236 Advanced Word Processing	3	X			
Elective	*CTS 130 Spreadsheet	3	X	X	CTS 130	
Social/Behavioral Science Elective Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150, 241; SOC 210, 220		3	X			
Total Credit Hours		15	15	6	6	3
Spring Semester II						
OST 289	Office Admin Capstone	3	X	X		
BUS 260	Business Communications	3	X			
Elective	*DBA 110 Database Concepts	3	X			
Elective	*ACC 150 Accounting Software Appl	2	X			
Humanities/Fine Arts Elective Choose One: ART 111, 114, 115; ENG 231, 232, 241, 242; HUM 115; MUS 110; PHI 240; REL 110, 211, 212, 221		3	X			
Total Credit Hours		14	14	3	0	0
Total Credits:		65-67	65-67	37	16	12

*Take recommended elective courses or (Choose 25 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA, WBL)

OFFICE SOFTWARE TRACK

Course PreFix	Course Title	Credit Hours	Degree (A253700S)	Diploma (D25370)	Office Admin Certificate (C253700A)	Office Admin HS (C25370HS)
Fall Semester I						
ACA 122	College Transfer Success	1	X	X		
OST 164	Office Editing	3	X	X		X
OST 184	Records Management	3	X	X		X
Humanities/Fine Arts Elective						
Choose One: ART 111, 114, 115; ENG 231, 232, 241, 242; HUM 115; MUS 110; PHI 240; REL 110, 211, 212, 221		3	X			
Natural Science/Mathematics Elective						
Choose One: BIO 111, 112, 168; CHM 151, 152; MAT 110, 143, 152, 171		3-4	X			
ENG 110 or ENG 111	ENG 110 Freshman Composition ENG 111 Writing and Inquiry	3	X	X		
Total Credit Hours		16-17	16-17	10	0	6
Spring Semester I						
OST Elective	*OST 132 Keyboard Skill Building	2	X	X		
OST Elective	*OST 134 Text Entry & Formatting	3	X	X		
OST Elective	*OST 181 Office Procedures	3	X			
Elective	*ACC 120 Prin of Financial Accounting	4	X	X	ACC 120	
English/Communications Elective						
Choose One: COM 110, 231; ENG 112, 114		3	X	X		
Total Credit Hours		15	15	12	4	0
Summer Semester I						
OST 136	Word Processing	3	X	X	X	
OST 137	Office Applications I	3	X	X	X	X
Total Credit Hours		6	6	6	6	3
Fall Semester II						
CTS 130	Spreadsheet	3	X	*X	X	
OST 236	Advanced Word Processing	3	X			
OST Elective	*OST 223 Admin Office Transcript I	3	X			
OST Elective	*OST 286 Professional Development	3	X	X	OST 286	OST 286
Elective	*BUS 121 Business Math	3	X			
Total Credit Hours		15	15	6	6	3
Spring Semester II						
OST 289	Office Admin Capstone	3	X	X		
DBA 110	Database Concepts	3	X			
Elective	*BUS 260 Business Communications	3	X			
Elective	*ACC 150 Accounting Software Appl	2	X			
Social/Behavioral Science Elective						
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150, 241; SOC 210, 220		3	X			
Total Credit Hours		14	14	3	0	0
Total Credits:		65-67	65-67	37	16	12

*Take recommended elective courses or (Choose 25 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA, WBL)

MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Program Learning Outcomes

Upon completion of the Medical Office Administration Program, the graduate should be able to:

- Demonstrate speed and accuracy to respond to the demands in a computerized healthcare setting.
- Utilize appropriate billing codes to accurately complete and submit standard claim forms for payment in a healthcare setting.
- Apply knowledge of current medical law and acceptable ethical behavior to perform duties in a healthcare setting.

Course Prefix	Course Title	Credit Hours	Degree (A25310)	Diploma (D25310)	Medical Admin. Spec (C25310MA)	Medical Coding (C25310MC)	Medical Office HS (C25310HS)
Fall Semester I							
ACA 122	College Transfer Success	1	X	X			
OST 141	Medical Office Terms I	3	X	X	X	X	X
OST 142	Medical Office Terms II	3	X	X	X	X	X
OST 148	Medical Insurance & Billing	3	X	X	X	X	X
Choose One	ENG 110 Freshman Comp ENG 111 Writing and Inquiry	3	X	X			
Total Credit Hours		13	13	13	9	9	9
Spring Semester I							
OST 247	Procedure Coding	3	X			X	
OST 248	Diagnostic Coding	3	X			X	
OST Elective	*OST 132 Keyboard Skill Building	2	X		OST 132		
OST Elective	*OST 134 Text Entry & Formatting	3	X	X			
Natural Science/Mathematics Elective							
Choose One: BIO 111, 112, 168; CHM 151, 152; MAT 110, 143, 152, 171		3-4	X				
Total Credit Hours		14-15	14-15	3	2	6	0
Summer Semester I							
OST 136	Word Processing	3	X	X			
OST 137	Office Applications I	3	X	X			
Total Credit Hours		6	6	6	0	0	0
Fall Semester II							
OST 164	Office Editing	3	X	X			
OST 184	Records Management	3	X				
OST Elective	*OST 236 Adv. Word Processing	3	X				
OST Elective	*OST 280 Electronic Health Records	2-3	X				
English/Communication Elective							

Choose One: COM 110, 231; ENG 112, 114		3	X	X			
Social/Behavioral Science Elective							
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150, 241; SOC 210, 220		3	X				
Total Credit Hours		17-18	17-18	6	0	0	0
Spring Semester II							
OST 149	Medical Legal Issues	3	X	X	X		X
OST 243	Medical Office Simulation	3	X	X	X		
OST 288	Med. Office Adm Capstone	3	X	X			
OST Elective	*OST 249 Medical Coding Cert. Prep	3	X				
Humanities/Fine Arts Elective							
Choose One: ART 111, 114, 115; ENG 231, 232, 241, 242; HUM 115; MUS 110; PHI 240; REL 110, 211, 212, 221		3	X				
Total Credit Hours		15	15	9	6	0	3
Total Credits:		65-67	65-67	37	17	15	12

*Take recommended elective courses or (Choose 13 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA, WBL)

HUMAN SERVICES TECHNOLOGY

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, family services, social services, rehabilitation, and other human service agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Program Learning Outcomes

Upon completion of the Human Services Program, the graduate should be able to:

- Develop the capacity for self-awareness and facilitate personal growth
- Apply knowledge, skills, and attitudes necessary to help people help themselves
- Model and demonstrate traits and characteristics of an empathetic professional in the Human Services field

Course PreFix	Course Title	Credit Hours	Degree (A45380)	Diploma (N/A)	Certificate (C45380)	HS Certificate (C45380HS)
Fall Semester I						
ACA 122	College Transfer Success	1	X			
ENG 111	Writing and Inquiry	3	X			
PSY 150	General Psychology	3	X			
HSE 110	Intro to Human Services	3	X			X
HSE 112	Group Process I	2	X			
CIS 110	Intro to Computers	3	X			
Total Credit Hours		15	15		0	3
Spring Semester I						
SOC 210	Intro to Sociology	3	X			
SWK 110	Intro to Social Work	3	X			
HSE 123	Interviewing Techniques	3	X			X
English Elective		3	X			

Choose One: ENG 112, 114; COM 231						
Humanities/Fine Art Elective		3	X			
Choose One: ART 111, 114, 115; ENG 231, 232; HUM 115; MUS 110; PHI 240; REL 110, 211, 212, 221						
Total Credit Hours		15	15		0	3
Summer Semester I						
HSE 210	Human Services Issues	2	X			
Natural Science/ Math Elective		3-4	X			
Choose One: MAT 110, 143, 152, 171; BIO 111; CHM 151						
Total Credit Hours		5-6	5-6		0	0
Fall Semester II						
Choose One	PSY 241 Developmental Psy PSY 281 Abnormal Psy	3	X			
SAB 110	Substance Abuse Overview	3	X		X	
HSE 225	Crisis Intervention	3	X		X	X
SWK 113	Working with Diversity	3	X		X	
HSE 120	Interpersonal Relations	3	X		X	
Total Credit Hours		15	15		12	3
Spring Semester II						
SOC 220	Social Problems	3	X			
HEA 112	First Aid & CPR	2	X			
HSE 220	Case Management	3	X			
HSE 125	Counseling	3	X			X
SAB 210	Substance Abuse Counseling	3	X			
Total Credit Hours		14	14		0	3
Total Credits:		64-65	64-65		12	12

DIVISION OF CONSTRUCTION, INDUSTRIAL, AGRICULTURE, AND PUBLIC SERVICES

AGRIBUSINESS TECHNOLOGY

The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations.

Course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Program Learning Outcomes

Upon completion of the Agribusiness Technology program, the graduate should be able to:

- Utilize recordkeeping skills for agriculture businesses.
- Demonstrate effective communication skills.
- Interpret data to make agricultural crop planning decisions wisely.
- Identify pests affecting agricultural products.

Course Prefix	Course Title	Credit Hours	Degree (A15100)	Certificate (C15100)	HS Certificate C15100HS
Fall Semester I					
ANS 110	Animal Science	3	X	X	X
AGR 139	Intro to Sustainable Ag	3	X		
AGR 170	Soil Science	3	X		
AGR 226	Maint and Serv of Prod Faci	3	X		
ACA 122	College Transfer Success	1	X		
Total Credit Hours		13	13	3	3
Spring Semester I					
AGR 214	Agricultural Marketing	3	X	X	X
AGR 121	Biological Pest Management	3	X		
AGR 110	Agricultural Economics	3	X		
ENG 110 or ENG 111	Freshman Composition I Writing & Inquiry	3	X		
Program Elective		3	*ANS 115		
Total Credit Hours		15	15	3	3
Summer Semester I					
Social/Behavioral Science Elective		3	X		
Humanities/Fine Arts Elective		3	X		
WBL 111 or WBL 112	Work Base Learning Work Base Learning I	1	X		
Total Credit Hours		7	7		
Fall Semester II					
Program Elective		3	*ANS 140		
AGR 212	Farm Business Management	3	X	X	X
Natural Science/Math Elective		3-4	X		
Program Elective		3	*ANS 116		
Program Elective		3	*ANS 130		
Total Credit Hours		15-16	15-16	3	3
Spring Semester II					
Program Elective		3	*ANS 150		
Communication Elective		3	X		
AGR 213	Ag Law & Finance	3	X	X	X
Program Elective		3	*ANS 210		
Program Elective		3	*ANS 120		
Total Credit Hours		15	15	3	3
Total Credits:		65-66	65-66	12	12

Communication: COM 110, COM 231, ENG 112, ENG 114

Natural Sciences/Math: MAT 110, MAT 143, MAT 152, MAT 171, BIO 111, BIO 168, CHM 151

Social/Behavioral Science: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210, SOC 220

Humanities/Fine Art: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 240, REL 110, REL 211, REL 212, REL 221

Electives: ACC, AGR, ANS, BIO, BUS, CHM, CIS, DFT, ECO, PED, PSY, SPA, WBL, WLD (Maximum 9 credits per subject)

*Recommended Program Elective's

APPLIED ANIMAL SCIENCE TECHNOLOGY

This curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock, swine, 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, swine, and poultry enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates should qualify for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, buyers of poultry and livestock, owners/operators, farm managers, department supervisors, field service representatives, and waste management technicians.

A program that prepares individuals to select, breed, care for, process, and market livestock and small farm animals. Potential course work includes instruction in basic animal science, animal nutrition, and animal health as applied to various species and breeds; design and operation of housing, feeding, and processing facilities; and related issues of safety, applicable regulations, logistics, and supply.

Program Learning Outcomes

Upon completion of the Applied Animal Science Program, the graduate should be able to:

- Demonstrate knowledge of basic anatomy and reproductive processes needed for animal production.
- Outline the reproductive process means to recognize, contrast and compare process of oogenesis and spermatogenesis as they apply to animal breeding and artificial insemination.
- Compare and contrast the Beef Quality Assurance Program (BQA) and the Pork Quality Assurance Program (PQA), welfare and husbandry for beef and pork production.
- Interpret Pig Knows Records to assess production problems in swine herds

Course Prefix	Course Title	Credit Hours	Degree (A15280)	Diploma (D15280)	Certificate (C15280LM)	Certificate (C15280)	HS Certificate (C15280HS)
Fall Semester I							
ANS 110	Animal Science	3	X	X		X	X
ANS 140	Swine Production	3	X	X	X		
ANS 116	Intro to the Equine Industry	3	X				X
ANS 130	Poultry Production	3	X	X			
ACA 122	College Transfer Success	1	X	X			
Total Credit Hours		13	13	10	3	3	6
Spring Semester I							
ANS 115	Animal Feeds and Nutrition	3	X	X			X
ANS 120	Beef Production	3	X	X			
ANS 150	Animal Health Management	3	X	X		X	
ENG 110 or ENG 111	Freshman Composition I Writing & Inquiry	3	X	X			
ANS 210	Livestock Production Issues	3	X		X	X	X
Total Credit Hours		15	15	12	3	6	6
Summer Semester I							
Program Elective		3	*ANS 212	X	ANS 212	X	
Program Elective		3	*ANS 170	X			
Program Elective		1	*WBL 111				
Total Credit Hours		7	7	6	3	3	
Fall Semester II							
Program Elective		3	*ANS 160	X	ANS 160		
Program Elective		3	*AGR 226	X			
Natural Science/Math Elective		3-4	X	X			
Program Elective		3	*AGR 170				
Humanities/Fine Arts Elective		3	X				
Total Credit Hours		15-16	15-16	12-13	3		
Spring Semester II							

Social/Behavioral Science Elective	3	X				
Communication Elective	3	X				
Program Elective	3	*AGR 110				
Program Elective	3	*ANS 216				
Program Elective	3	X				
Total Credit Hours	15	15				
Total Credits:	65-66	65-66	37-38	12	12	12

Communication Elective: COM 110, COM 231, ENG 112, ENG 114

Natural Sciences/Math Elective: MAT 110, MAT 143, MAT 152, MAT 171, BIO 111, BIO 168, CHM 151

Social/Behavioral Science Elective: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210, SOC 220

Humanities/Fine Art Elective: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 240, REL 110, REL 211, REL 212, REL 221

Program Electives: AGR, ANS, BUS, CIS, SPA, WBL, WLD (Maximum 9 credits per subject)

*Recommended Program Elective's

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Program Learning Outcomes

Upon completion of the Air Conditioning, Heating, and Refrigeration Technology, the graduate should be able to:

- Apply the fundamental and advanced principles of air conditioning, heating, and refrigeration technology in troubleshooting, replacing, servicing, installing, and repairing equipment and systems.
- Recognize and utilize the appropriate tools, test instruments, and equipment to troubleshoot and affect desired results.
- Demonstrate logical reasoning and enhanced problem-solving abilities by troubleshooting and diagnosing faults in HVACR equipment and systems.
- Construct and operate basic and advanced HVACR refrigerant electrical and air flow circuits and systems.

Course PreFix	Course Title	Credit Hours	Degree A35100	Diploma D35100	Certificate C35100	Certificate C35100HS
Fall Semester I						
ACA 122	College Transfer Success	1	X	X		
AHR 110	Intro to Refrigeration	5	X	X	X	X
ELC 111	Intro to Electricity	3	X	X		
AHR 112	Heating Technology	4	X	X	X	X
AHR 160	Refrigerant Certification	1	X	X		
Total Credit Hours			14	14	9	9
Spring Semester I						
AHR 113	Comfort Cooling	4	X	X	X	X
AHR 133	HVAC Servicing	4	X	X		
AHR 114	Heat Pump Technology	4	X	X	X	X

ENG 110 OR ENG 111	Freshman Composition I Writing & Inquiry	3	X	X		
Total Credit Hours			15	15	8	8
Summer Semester I						
Program Elective		3	X			
AHR 213	HVAC Building Code	2	X			
Humanities/Fine Art Elective						
Choose One: ART 111, HUM 115, or MUS 110		3	X	X		
Total Credit Hours			8	3		
Fall Semester II						
AHR 211	Residential System Design	3	X			
Program Elective		3	X			
COM 231 OR ENG 112	Public Speaking Writing and Research	3	X			
Math Elective						
Choose One: MAT 110, 143, or 171		3/4	X			
Total Credit Hours			12/13			
Spring Semester II						
AHR 212	Advanced Comfort Systems	4	X			
AHR 130	HVAC Controls	3	X	X		
ELC 117	Motors and Controls	4	X			
Program Elective		2	X	AHR 245		
Program Elective		1	X			
Program Elective		1	X			
Social/Behavior Science Elective						
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; PSY 150; or SOC 210		3	X			
Total Credit Hours			18	5		
Total Credits:			67-68	37	17	17

Program Electives may be taken from the following prefixes: AHR, BPR, BUS, CIS, CMT, CSC, CST, CTI, DFT, ELC, ISC, MEC, MNT, WBL, WLD (Maximum of 9 credits per subject).

BASIC LAW ENFORCEMENT TRAINING

The North Carolina Criminal Justice Education and Training Standard Commission mandates the Basic Law Enforcement Training curriculum. Successful completion of the BLET curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission including passing the POPAT course. Students satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as a law enforcement officer. Passing the State exam is required before awarding the BLET certificate.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

BLET Academy completion gives students experiential credit for CJC 120, CJC131, CJC132, CJC221, CJC225, and CJC231 towards their SCC degree in Criminal Justice Technology.

Course PreFix	Course Title	Credit Hours	Certificate C55120
BLET Academy			
CJC 110	Basic Law Enforcement BLET	20	X

BUILDING CONSTRUCTION TECHNOLOGY

The Building Construction Technology curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

This program prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Program Learning Outcomes

Upon completion of the Building Construction Program, the graduate should be able to:

- Layout and construct a wood framed structure.
- Interpret construction documents.
- Demonstrate proper construction safety skills.

Course PreFix	Course Title	Credit Hours	Degree A35140	Diploma D35140	Certificate C35140GC	Certificate C35140HS	Certificate C35140DR
Fall Semester I							
BPR 130	Print Reading - Construction	3	X		X		X
ARC 112	Materials & Methods	4	X				
CST 111	Construction I (1 st 7 weeks)	4	X	X		X	
CST 112	Construction II (2 nd 7 weeks)	4	X	X		X	
ACA 122	College Transfer Success	1	X	X			
Total Credit Hours			16	9	3	8	3
Spring Semester I							
CST 241	Planning/Estimating I	3	X		X		
CMT 112	Construction Management I	6				X	
BCT Elective		4	X				
BCT Elective		4	X				
Diploma Elective		3		X			
Certificate Elective		3					X
Certificate Elective		3					X
MAT 110 or MAT 171	Math Meas. & Literacy Precalculus Algebra	3-4	X	X			
Total Credit Hours			14-15	6-8	3	6	6
Summer Semester I							
Program Elective		3	X	X			
Program Elective		3	X	X			
Program Elective		3	X	X			
Total Credit Hours			9	9			
Fall Semester II							
Program Elective		3	X				
CMT 120	Codes and Inspection	3	X		X		X
Humanities/Fine Arts Elective							

Choose One: Art 111, MUS 110, REL 110, 211, 212, 221		3	X				
ENG 110 <u>or</u> ENG 111	Freshman Composition I Writing & Literacy	3	X	X			
Total Credit Hours			12	3	3		3
Spring Semester II							
CST 221	Statics and Structures	4	X				
Program Elective		3	X	X			
Program Elective		2	X	X			
Program Elective		2		X			
Program Elective		3		X			
Social/Behavioral Science Elective							
Choose One: ECO 251, 252, HIS 111, 112, 131, 132, PSY 150, SOC 210		3	X				
Communication Elective							
Choose One: ENG 112, COM 110, 231		3	X				
Total Credit Hours			15	10			
Total Credits:		65-66	65-66	37-39	14	14	12

BCT Electives (Take 8 credits from: CAR 111, 112, 113; CMT 112, 120, 210, 212; CST 131, 150, 241, 242, 251)

Program Elective: ACC, AHR, ART, BPR, BUS, CAR, CMT, CST, DFT, ECO, ELC, HYD, ISC, MAT, PLU, SPA, SST, WBL, WLD
(Maximum 9 Credits per subject)

Diploma Elective (Take 3 credits from: ARC 112, BPR 130, CMT 120, CST 241)

Certificate Elective (Take 6 credits from: ARC 112, 225, 225A, DFT 115, 117, 119)

CONSTRUCTION MANAGEMENT TECHNOLOGY

A program that prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Program Learning Outcomes

Upon completion of the Construction Management Technology Program, the graduate should be able to:

- Demonstrate basic skills which enables one to serve as a supervisor in the construction industry.
- Utilize the North Carolina Occupational Safety and Health Standards to create a safe construction site.
- Obtain 30 hours OSHA training
- Interpret construction prints.
- Estimate material and labor construction of a major project.
- Demonstrate the logic required to build a structure from the obtainment of building permits to project completion.

Course PreFix	Course Title	Credit Hours	Degree (A35190)	Diploma (D35190)	Construction Management Certificate (C35190CM)	Construction Certificate (C35190CC) (C35190H2)	Contract. Exam Prep (C35190H1)
Fall Semester I							
BPR 130	Print Reading - Construction	3	X	X	X		X
ARC 112	Materials and Methods	4	X	X	X	X	X
CST 111	Construction I (1 st 7 weeks)	4	X	X		X	
CST 112	Construction II (2 nd 7weeks)	4	X	X		X	
CST 150	Building Science	3	X				
ACA 122	College Transfer Success	1	X	X			
Total Credit Hours			19	15	7	12	7
Spring Semester I							
Program Elective		3	X				
CMT 112	Construction Management I	6	X				
CMT 210	Const Mgmt. Fundamentals	3	X	X			X
ENG 110	Freshman Composition I						
or							
ENG 111	Writing & Inquiry	3	X	X			
Total Credit Hours			15	10-11		4	3
Summer Semester I							
Program Elective		3	X	X			
Humanities/Fine Arts Elective							
Choose One: ART 111, MUS 110, or HUM 115		3	X				
Total Credit Hours			6	3			
Fall Semester II							
ACC 120	Principal of Financial Accounting	4	X				
CMT 120	Codes and Inspection	3	X	X	X		
ENG 112	Writing/Research in the Disciplines						
or							
COM 231	Public Speaking	3	X	X			
Math Elective							
Choose One: MAT 110, 143, or 171		3-4	X				
Total Credit Hours			13-14	6	3		
Spring Semester II							
CST 241	Planning and Estimating	3	X	X	X		X
Program Elective		3	X				
CMT 212	Total Safety Performance	3	X	X			
BUS 139	Entrepreneurship	3	X				
Social/Behavioral Science Elective							
Choose One: HIS 111, 112, 131, 132, PSY 150, SOC 210		3	X				
Total Credit Hours			15	6	3		3
Total Credits:			68-69	37-38	13	12	13

Program Electives may be taken form the following prefixes: ARC, BUS, CAR, CST, CMT, DFT, SEL, SPA, ECO, SST, WBL, WLD

COSMETOLOGY

This 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.

Program Learning Outcomes

Upon completion of the Cosmetology Program, the graduate should be able to:

- Perform basic manipulative skills in the concepts of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures and pedicures
- Apply fundamentals of salon safety in the work environment.
- Recognize the importance of client relations through consultation techniques.

Course PreFix	Course Title	Credit Hours	Degree (A55140)	Diploma (D55140)	Certificate (C55140)	HS Certificate (C55140HS)
Fall Semester I						
COS 111	Cosmetology Concept I	4	X	X	X	X
COS 112	Salon I	8	X	X	X	X
ACA 122	College Transfer Success	1	X	X		
ENG 110 OR ENG 111	Freshman Composition Exploratory Writing	3	X	X		
Total Credit Hours		16	16	16	12	12
Spring Semester I						
COS 113	Cosmetology Concepts II	4	X	X	X	X
COS 114	Salon II	8	X	X	X	X
Natural Science/Math Elective						
Choose One: BIO 111, BIO 112, CHM 151, MAT 110		3-4	X			
Total Credit Hours		15/16	15/16	12	12	12
Summer Semester I						
COS 115	Cosmetology Concepts III	4	X	X	X	X
COS 116	Salon III	4	X	X	X	X
Social/Behavioral Science Elective						
Choose One: ECO 251, ECO 252, HIS 111, HIS 131, PSY 150, PSY 241, OR SOC 210		3		X		
Communication Elective		3	X			
Choose One: COM 110, COM 231, or ENG 112		3	X			
Total Credit Hours		14	14	11	8	8
Fall Semester II						
COS 117	Cosmetology Concepts IV	2	X	X		
COS 118	Salon IV	7	X	X		
COS 223	Contemporary Hair Coloring	2	X		COS 223 OR COS 240	
COS 240	Contemporary Design	2	X			X
Total Credit Hours			13	9	2	2
Spring Semester II						

Humanities/Fine Art Elective					
Choose One: ART 111, ART 114, ENG 231, HUM 115, MUS 110, REL 221, REL 212	3	X			
Program Elective	4	X			
Total Credit Hours		7			
Total Credits:		65-66	48	34	34

Program Elective: ACC-120, ACC-121, ACC-140, BUS-115, BUS-121, BUS-125, BUS-137, BUS-152, BUS-153, BUS-240, CIS-110, SPA-111

COSMETOLOGY INSTRUCTOR

Course PreFix	Course Title	Credit Hours	Certificate C55160
Semester I			
COS-271	Instructor Concepts I	5	X
COS-272	Instructor Practicum I	7	X
Semester II			
COS-273	Instructor Concepts II	5	X
COS-274	Instructor Practicum II	7	X
Total Credit Hours		24	24
Awarded:			C55160
Total Cumulative Credit:			24

CRIMINAL JUSTICE TECHNOLOGY

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, probation officer associate, probation parole office, correctional officer, and loss prevention specialist.

Program Learning Outcomes

Upon completion of the Criminal Justice Program, the graduate should be able to:

- Analyze the elements of a crime and determine which law(s) have been violated.
- Organize, analyze, and employ the most current investigative methodologies for criminal cases
- Identify deviant behavior from a criminological and sociological perspective

Course PreFix	Course Title	Credit Hours	Degree A55180	Diploma D55180	Certificate C55180	HS Certificate C55180HS
Fall Semester I						
CJC 111	Intro to Crim. Justice	3	X	X		X
CJC 131*	Criminal Law	3	X	X	X	
ENG 111	Writing and Inquiry	3	X	X		
Natural Science/Math Elective						
	Choose One: BIO 111, BIO 112, CHM 151, CHM 152, MAT 143, MAT 152, MAT 171, MAT 172	3	X			
Humanities/Fine Arts Elective						

Choose One: ART 111, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 240, REL 110, REL 212		3	X			
ACA 122	College Transfer Success	1	X	X		
Total Credit Hours		16	16	10	3	3
Spring Semester I						
CJC 132*	Court Proc. & Evidence	3	X	X	X	
CJC 141	Corrections	3	X	X		X
CIS 110	Intro to Computers	3	X	X		
Communications Elective						
Choose One: ENG 112, ENG 114, COM 110, COM 120, COM 231		3	X			
Social/Behavioral Science Elective						
Choose One: ECO 251, ECO 252, HIS 131, HIS 132, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 220		3	X	X		
Total Credit Hours		15	15	12	3	3
Summer Semester I						
CJC 225*	Crisis Intervention	3	X		X	
CJC 231*	Constitutional Law	3	X	X	X	
Total Credit Hours		6	6	3	6	
Fall Semester II						
CJC 120*	Interviews and Interrogations	2	X			
CJC 212	Ethics & Comm. Relations	3	X	X		X
CJC 221*	Investigative Principles	4	X	X	X	
Program Elective		3	X			
Program Elective		3	X			
Total Credit Hours		15	15	7	4	3
Spring Semester II						
CJC 121	Law Enforcement Ops	3	X			X
CJC 112	Criminology	3	X	X		
CJC 113	Juvenile Justice	3	X	X		
Program Elective		3	X			
Total Credit Hours		12	12	6		3
Total Credits:		64	64	38	16	12

* Courses credited by BLET program completion

Program Electives: CJC, BIO, BUS, COM, DBA, EDU, HEA, HSE, PED, POL, PSY, SOC, SPA, WBL (counts as 1-2 cr.)- SPA is limited to 3 SHC

ELECTRICAL SYSTEMS TECHNOLOGY

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

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Program Learning Outcomes

Upon completion of the Electrical Systems Technology Program, the graduate should be able to:

- Interpret electrical prints, schematics, and diagrams.
- Identify National Electric Code requirements for electrical projects to ensure compliance.
- Construct the wiring system for residential and commercial projects.
- Troubleshoot and repair electric motors and controls.
- Demonstrate professional skills and safety behaviors expected in the electrical industry.

Course PreFix	Course Title	Credit Hours	Degree A35130	Diploma D35130	Certificate C35130	Certificate C35130HS
Fall Semester I						
ACA 122	College Transfer Success	1	X	X		
CIS 110 OR DFT 119	Intro to Computers Basic CAD	3	X	X		
ELC 112	DC/AC Electricity	5	X	X	X	X
ELC 113	Residential Wiring	4	X	X	X	X
ELC 118	National Electrical Code	2	X	X		
ENG 110 OR ENG 111	Freshman Composition I Writing & Inquiry	3	X	X		
Total Credit Hours			18	15	9	9
Spring Semester I						
ELC 114	Commercial Wiring	4	X	X	X	X
ELC 117	Motors and Controls	4	X	X		
ELC 220	Photovoltaic Sys. Tech	3	X	X		
Math Elective						
Choose One: MAT 110, 143, or 171		3/4	X	X		
Total Credit Hours			14/15	14/15	4	4
Summer Semester I						
Program Elective		3	X			
Program Elective		2	X	X		
ELC 128	Intro to PLC	3	X	X		
Total Credit Hours			8	5		
Fall Semester II						
Program Elective		3	X			
Program Elective		3	X			
Program Elective		3	X			
ELC 130	Advanced Motor Controls	3	X			
COM 231 OR ENG 112	Public Speaking Writing and Research	3	X			
Total Credit Hours			15			
Spring Semester II						
Program Elective		3	X			
Program Elective		3	X			
Humanities/Fine Art Elective						
Choose One: ART 111, HUM 115, or MUS 110		3	X			
Social/Behavioral Science Elective						
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; PSY 150; or SOC 210		3	X			
Total Credit Hours			12			
Total Credits:			65-66	37-38	13	13

Program Electives may be taken from the following prefixes: AHR, BPR, BUS, CIS, CMT, CSC, CST, CTI, DFT, ELC, ISC, MEC, MNT, WBL, WLD (Maximum of 9 credits per subject).

INDUSTRIAL SYSTEMS TECHNOLOGY

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 print 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.

Program Learning Outcomes

Upon completion of the Industrial System Program, the graduate should be able to:

- Create and interpret industrial blueprints and schematics.
- Demonstrate OSHA standards on the lockout and tagout procedures.
- Perform precision measurement on various machine and equipment components to conventional US units and converting to International System of Measurement (metric).

Course Prefix	Course Title	Credit Hours	Degree A50240	Diploma D50240	Certificate C50240EL	Certificate C50240MT	Certificate C50240IM
Fall Semester I							
ACA 122	College Transfer Success	1	X	X			
MNT 110	Intro to Maint. Procedures	2	X	X		X	
ELC 111	Intro to Electricity	3	X	X	X		X
AHR 110	Intro to Refrigeration	5	X	X			
BPR 111	Print reading	2	X	X		X	
ENG 110 OR ENG 111	Freshman Composition I Writing & Inquiry	3	X	X			
Total Credit Hours			16	16	3	4	3
Spring Semester I							
ELC 114	Commercial Wiring	4	X		X		
ELC 117	Motors and Controls	4	X	X	X		
HYD 110	Hydraulics/Pneumatics 1	3	X	X			X
WLD 112	Basic Welding Processes	2	X	X			
Math/ Natural Science Elective							
Choose One: MAT 110, 143, 171; BIO 111; CHM 151		3/4	X	X			
Total Credit Hours			16/17	12/13	8		3
Summer Semester I							
ELC 128	Intro to PLC	3	X		X		
Total Credit Hours			3		3		
Fall Semester II							
MEC 111	Machine Processes	3	X	X			X
DFT 119	Basic CAD	2	X	X			
ISC 112	Industrial Safety	2	X	X		X	X
MEC 130	Mechanisms	3	X				
Humanities/Fine Art Elective							
Choose One: ART 111, HUM 115, MUS 110, REL 110, 211, 212, or 221		3	X				
Program Elective		4	X	X		X	X
Total Credit Hours			17	11		6	8
Spring Semester II							
ELC 215	Electrical Maintenance	3	X				
Communication Elective							

Choose One: COM 110, 231; or ENG 112	3	X				
Program Elective	3	X			MNT 111	X
Program Elective	1	X				
Social/Behavior Science Elective						
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120, PSY 150; or SOC 210	3	X				
Total Credit Hours		13			3	3
Total Credits:		65-66	37-38	14	13	17

Program Electives may be taken from the following prefixes: AHR, BPR, CIS, CMT, DFT, ELC, HYD, ISC, MEC, MNT, PLU, SST, WBL, WLD, SPA (Maximum of 9 credits per subject).

INFORMATION TECHNOLOGY

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

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

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Program Learning Outcomes

Upon completion of the Information Technology Program, the graduate should be able to:

- Apply appropriate configurations to IT end devices based on company requirements and industry best practices.
- Plan and diagram a computer network based on organizational requirements.
- Identify and solve common wired and wireless network issues using troubleshooting skills.

The Information Technology program offers three (3) tracks. Students may choose a track of:

- Information Systems (A25590IS)
- Network Management (A25590NM)
- Systems Security (A25590SS)
- Programming & Development (A25590PD)

INFORMATION SYSTEMS TRACK

Course Prefix	Course Title	Credit Hours	Degree (A25590IS)	Certificate (C25590TC)	Certificate (C25590IS)	Certificate (C25590NM)	Certificate (C25590SS)
Fall Semester I							
CIS - 110	Intro to Computers	3	X	X	X	X	X
CTS - 115	Info Sys Business Concepts	3	X	X			
CTI - 110	Web, Program & DB Foundation	3	X	X			
NOS - 110	Operating System Concepts	3	X				
	Program Elective	3	X				SEC - 110
ACA - 122	College Transfer Success	1	X				

Total Credit Hours			16	9	3	3	6
Spring Semester I							
CTI-120	Network and Sec. Foundation	3	X	X			
NOS-130	Windows Single User	3	X		X		
NOS-230	Windows Admin I	3	X		X		
ENG 110 or ENG 111	Freshman Composition 1 Writing & Inquiry	3	X				
Program Elective		3					*SEC - 150
Total Credit Hours			15	3	6	0	3
Summer Semester I							
Program Elective		3	X				*SEC - 160
CIS-115	Intro to Prog/Logic	3	X				
Total Credit Hours			6				3
Fall Semester II							
Program Elective		3	X			NET - 125	
Program Elective		3	X			*NET - 126	
Communication Elective							
Choose One: ENG112, ENG 114, COM110, COM231		3	X				
Humanities/Fine Art Elective							
Choose One: Art 111, 114, 115; HUM 115, MUS 110, PHI 240, REL 110, 211, 212, 221; ENG 231, 232, 241, 242		3	X				
CTS-120	Hardware/Software Support	3	X		X	X	
Total Credit Hours			15		3	9	
Spring Semester II							
*CTS-289	Sys. Support Project	3	X				
Program Elective		3	X				
Natural Science/Math Elective							
Choose One: BIO 111, 168; CHM 151, MAT 110, 143, 152, 171		3-4	X				
Social Science Elective							
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120: PSY 150; SOC 210,220		3	X				
Program Elective		1	X				
Total Credit Hours			13-14				
Total Credit Hours			65-66	12	12	12	12
Total Credits:							

Program Electives may be taken from the following course prefixes: ACC, ART, BUS, CIS, CJC, CSC, CTI, CTS, DBA, DFT, ECO, ELC, ISC, MAT, NET, NOS, OST, SEC, SPA, WBL (Maximum of 9 credits per subject and up to (3) credits in SPA).

*Note - The following courses have prerequisites or co-requisites: CSC-130 (CSC-120), CTS - 289 (CIS - 110, CTI - 110, CTI - 120, and CTS - 115), NET - 126 (NET - 125), NOS – 230 (NOS - 130), SEC - 150, SEC – 160 (SEC - 110).

NETWORK MANAGEMENT TRACK

Course Prefix	Course Title	Credit Hours	Degree (A25590NM)	Certificate (C25590TC)	Certificate (C25590IS)	Certificate (C25590NM)	Certificate (C25590SS)
Fall Semester I							
CIS - 110	Intro to Computers	3	X	X	X	X	X
NET-125	Intro to Networks	3	X			X	
NET-126	Routing Basics	3	X			X	
CTI-110	Web, Prog. & DB Foundation	3	X	X			
Program Elective		3	X		CTS-120	CTS-120	SEC-110
ACA - 122	College Transfer Success	1	X				
Total Credit Hours			16	6	6	12	6
Spring Semester I							
NET-225	Scaling Networks	3	X				
NET-226	Connecting Networks	3	X				
NOS-120	Linux/Unix Single User	3	X				
ENG 110 or ENG 111	Freshman Composition 1 Writing & Inquiry	3	X				
CTI-120	Network and Sec. Foundation	3	X	X			
Total Credit Hours			15	3			
Summer Semester I							
CTI-140	Virtualization Concepts	3	X				
CTI-141	Cloud and Storage Concepts	3	X				
Total Credit Hours			6				
Fall Semester II							
Program Elective		3	X				
Communication Elective							
Choose One: ENG112, ENG 114, COM110, COM231		3	X				
Humanities/Fine Art Elective							
Choose One: Art 111, 114, 115; HUM 115, MUS 110, PHI 240, REL 110, 211, 212, 221; ENG 231, 232, 241, 242		3	X				
CTS-115	Info Sys Business Concepts	3	X	X			
Total Credit Hours			12	3			
Spring Semester II							
*CTS-289	Sys. Support Project	3	X				
Program Elective		3	X		NOS-130		*SEC-150
Program Elective		3	X		*NOS-230		*SEC-160
Natural Science/Math Elective							
Choose One: BIO 111, 168; CHM 151, MAT 110, 143, 152, 171		3-4	X				
Social Science Elective							
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150; SOC 210,220		3	X				
Program Elective		1	X				
Total Credit Hours			16-17		6		6
Total Credits:			65-66	12	12	12	12

Program Electives may be taken from the following course prefixes: ACC, ART, BUS, CIS, CJC, CSC, CTI, CTS, DBA, DFT, ECO, ELC, ISC, MAT, NET, NOS, OST, SEC, SPA, WBL (Maximum of 9 credits per subject and up to (3) credits in SPA).

*Note - The following courses have prerequisites or co-requisites: CSC-130 (CSC-120), CTS - 289 (CIS - 110, CTI - 110, CTI - 120, and CTS - 115), NET - 126 (NET - 125), NOS - 230 (NOS - 130), SEC - 150, SEC - 160 (SEC - 110)

SYSTEMS SECURITY TRACK

Course PreFix	Course Title	Credit Hours	Degree (A25590SS)	Certificate (C25590TC)	Certificate (C25590IS)	Certificate (C25590NM)	Certificate (C25590SS)
Fall Semester I							
CIS - 110	Intro to Computers	3	X	X	X	X	X
CTS-115	Info Sys Business Concepts	3	X	X			
Program Elective		3	X		CTS - 120		
CTI-110	Web, Prog. & DB Foundation	3	X	X			
SEC-110	Security Concepts	3	X				X
ACA - 122	College Transfer Success	1	X				
Total Credit Hours			16	9	6	3	6
Spring Semester I							
CTI-120	Network & Sec. Foundation	3	X	x		X	
Program Elective		3	X		NOS - 130	*NET - 126	
Program Elective		3	X		*NOS - 230		
ENG 110 or ENG 111	Freshman Composition 1 Writing & Inquiry	3	X				
*SEC-150	Secure Communications	3	X				X
Total Credit Hours			15	3	6	6	3
Summer Semester I							
*SEC-160	Security Administration	3	X				X
CIS-115	Intro to Prog/Logic	3	X				
Total Credit Hours			6				3
Fall Semester II							
SEC-210	Intrusion Detection	3	X				
NET-125	Intro to Networks	3	X			X	
Program Elective		3	X				
Communication Elective							
Choose One: ENG112, ENG 114, COM110, COM231		3	X				
Humanities/Fine Art Elective							
Choose One: Art 111, 114, 115; HUM 115, MUS 110, PHI 240, REL 110, 211, 212, 221; ENG 231, 232, 241, 242		3	X				
Total Credit Hours			15			3	
Spring Semester II							
CTS-289	Sys. Support Project	3	X				
Program Elective		3	X				
Program Elective		1	X				
Natural Science/Math Elective							
Choose One: BIO 111, 168; CHM 151, MAT 110, 143, 152, 171		3-4	X				
Social Science Elective							
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120: PSY 150; SOC 210,220		3	X				
Total Credit Hours			13-14				
Total Credit Hours			65-66	12	12	12	12

Program Electives may be taken from the following course prefixes: ACC, ART, BUS, CIS, CJC, CSC, CTI, CTS, DBA, DFT, ECO, ELC, ISC, MAT, NET, NOS, OST, SEC, SPA, WBL (Maximum of 9 credits per subject and up to (3) credits in SPA).

*Note - The following courses have prerequisites or co-requisites: CTS-289 (CIS-110, CTI-110, CTI-120, and CTS-115), NOS-230 (NOS-130), SEC-150, SEC-160

SOFTWARE & DEVELOPMENT

Course Prefix	Course Title	Credit Hours	Degree (A25590SW)	Certificate (C25590TC)	Certificate (C25590IS)	Certificate (C25590NM)	Certificate (C25590SS)
Fall Semester I							
CTS - 115	Info Sys Business Concepts	3	X				
CTI - 110	Web, Prog. & DB Foundation	3	X	X			
CSC - 120	Computing Fundamentals I	4	X	X			
Natural Science/Math Elective							
Choose One: BIO 111, 168; CHM 151, MAT 110, 143, 152, 171		3-4	X				
ACA - 122	College Transfer Success	1	X				
Total Credit Hours			14-15	6			
Spring Semester I							
CTI-120	Network and Sec. Foundation	3	X	X			
CIS-110	Intro to Computers	3	X	X	X	X	X
CSC-130	Computing Fundamentals II	4	X				
ENG 110 or ENG 111	Freshman Composition 1 Writing & Inquiry	3	X				
Communication Elective							
Choose One: ENG112, ENG 114, COM110, COM231		3	X				
Total Credit Hours			16	6	3	3	3
Summer Semester I							
Program Elective		3	X				
CIS-115	Intro to Prog/Logic	3	X	X			
Total Credit Hours			6	3			
Fall Semester II							
Program Elective		3	X		CTS - 120	CTS - 120	SEC - 110
CSC-139	Visual Basic Programming	3	X				
Program Elective		3	X			NET-125	
Program Elective		3	X				
Humanities/Fine Art Elective							
Choose One: Art 111, 114, 115; HUM 115, MUS 110, PHI 240, REL 110, 211, 212, 221; ENG 231, 232, 241, 242		3	X				
Total Credit Hours			15		3	6	3
Spring Semester II							
CSC-151	JAVA Programming	3	X				
Program Elective		3	X		*NOS - 230	*NET - 126	*SEC - 150
Program Elective		3	X		NOS-130		*SEC - 160
Program Elective		2	X				
Social Science Elective							
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120; PSY 150; SOC 210,220		3	X				
Total Credit Hours			14		6	3	6
Total Credit Hours			65-66	12	12	12	12

Program Electives may be taken from the following course prefixes: ACC, ART, BUS, CIS, CJC, CSC, CTI, CTS, DBA, DFT, ECO, ELC, ISC, MAT, NET, NOS, OST, SEC, SPA, WBL (Maximum of 9 credits per subject and up to (3) credits in SPA).

*Note - The following courses have prerequisites or co-requisites: CSC-130 (CSC-120), CTS - 289 (CIS - 110, CTI - 110, CTI - 120, and CTS - 115), NET - 126 (NET - 125), NOS - 230 (NOS - 130), SEC - 150, SEC - 160 (SEC - 110).

WELDING TECHNOLOGY

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

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

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Program Learning Outcomes

Upon completion of the Welding Program, the graduate should be able to:

- Fabricate a project to tolerances and specifications using proper trade related equipment.
- Perform safe cutting operations using plasma and oxyacetylene cutting equipment.
- Perform weld test using SMAW, GMAW, and GTAW welding machines using plate and pipe.

Course PreFix	Course Title	Credit Hours	Degree A50420	Diploma D50420	Certificate C50420SK	Certificate C50420SS	Certificate C50420MG	Certificate C504020TG
Fall Semester I								
ACA 122	College Transfer Success	1	X	X				
WLD 110	Cutting Processes	2	X	X	X	X	X	X
WLD 115	SMAW (Stick) Plate	5	X	X	X	X	X	X
WLD 121	GMAW (Mig) FCAW/Plate	4	X	X			X	
ENG 110 OR ENG 111	Freshman Composition I Writing & Inquiry	3	X	X				
Total Credit Hours			15	15	7	7	11	7
Spring Semester I								
WLD 116	SMAW (Stick) Plate/Pipe	4	X	X	X			
WLD 122	GMAW (Mig) Plate/Pipe	3	X	X			X	
WLD 131	GTAW (Tig) Plate	4	X	x				X
WLD 141	Symbols and Specs	3	X	X		X		
Math/ Natural Science Elective								
Choose One: MAT 110, 143, 171; BIO 111; CHM 151		3/4	X	X				
Total Credit Hours			17/18	17/18	4	3	3	4
Summer Semester I								
Program Elective		3	X					
Total Credit Hours			3					
Fall Semester II								
WLD 132	CTAW (Tig) Plate/Pipe	3	X					X
WLD 151	Fabrication 1	4	X	X				
WLD 215	SMAW (Stick) Pipe	4	X		X			
ISC 112	Industrial Safety	2	X			X		
Humanities/Fine Art Elective								
Choose One: ART 111, HUM 115, MUS 110, REL 110, 211, 212, or 221		3	X					

Total Credit Hours			16	4	4	2		3
Spring Semester II								
WLD 221	GTAW (Tig) Plate/Pipe	3	X					
WLD 261	Certification Practices	2	X					
WLD 251	Fabrication 2	3	X					
Communication Elective								
Choose One: COM 110, 231; or ENG 112		3	X					
Social/Behavior Science Elective								
Choose One: ECO 251, 252; HIS 111, 112, 131, 132; POL 120, PSY 150; or SOC 210		3	X					
Total Credit Hours			14					
Total Credits:			65-66	36-37	15	12	14	14

Program Electives may be taken from the following prefixes: BPR, BUS, CIS, DFT, ELC, MEC, SPA, WBL, WLD (Maximum of 9 credits per subject).

COURSE DESCRIPTIONS

Class Title:	ACA-122 College Transfer Success		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 2	Clinical 0	Credit 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.			
Class Title:	ACC-120 Principles of Financial Accounting		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4
This course introduces business decision-making using 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.			
Class Title:	ACC-121 Principles of Managerial Accounting		
Prerequisites:	Take ACC-120		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 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.			
Class Title:	ACC-129 Individual Income Taxes		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces the relevant laws governing individual income taxation. Topics include tax law electronic research and methodologies and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios research applicable tax law and complete various individual tax forms.			
Class Title:	ACC-140 Payroll Accounting		
Prerequisites:	Take One: ACC-115 or ACC-120		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 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:	Take One: ACC-115 or ACC-120		
Corequisites:	None		

Class 1	Lab 3	Clinical 0	Credit 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 accurately solve accounting problems.			
Class Title: ACC-220 Intermediate Accounting I			
Prerequisites: Take ACC-120			
Corequisites: None			
Class 3	Lab 2	Clinical 0	Credit 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: AGR-110 Agricultural Economics			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 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-121 Biological Pest Management			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 3
This course will emphasize the building and maintaining of healthy soil plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases including structure life cycle and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.			
Class Title: AGR-139 Introduction to Sustainable Agriculture			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 3
This course will provide students with a clear perspective on the principles history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.			
Class Title: AGR-150 Ag-O-Metrics			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 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-160 Plant Science			

Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.			
Class Title:	AGR-170 Soil Science		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the basic principles of soil management and fertilization. Topics include liming fertilization soil management biological properties of soil (including beneficial microorganisms) sustainable land care practices and the impact on soils and plant nutrients. Upon completion, students should be able to analyze evaluate and properly amend soils/media according to sustainable practices.			
Class Title:	AGR-212 Farm Business Management		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces budgeting farm analysis production costs business organizations and general management principles. Topics include enterprise budgets partial budgets whole farm budgets income analysis and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.			
Class Title:	AGR-213 Agricultural Law & Finance		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws labor laws contractual business operations assets liabilities net worth and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.			
Class Title:	AGR-214 Agricultural Marketing		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers basic marketing principles for agricultural products. Topics include buying selling processing standardizing grading storing and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.			
Class Title:	AGR-226 Maintenance & Service of Prod Facility		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	AHR-110 Introduction to Refrigeration		

Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 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.			
Class Title:	AHR-112 Heating Technology		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 4	Clinical 0	Credit 4
This course covers the fundamentals of heating including oil gas and electric heating systems. Topics include safety tools and instrumentation system operating characteristics installation techniques efficiency testing electrical power and control systems. Upon completion, students should be able to explain the basic oil gas and electrical heating systems and describe the major components of a heating system.			
Class Title:	AHR-113 Comfort Cooling		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 4	Clinical 0	Credit 4
This course covers the installation procedures system operations and maintenance of residential and light commercial comfort cooling systems. Topics include terminology component operation and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics manufacturer specifications and test instruments to determine proper system operation.			
Class Title:	AHR-114 Heat Pump Technology		
Prerequisites:	Take One: AHR-110 or AHR-113		
Corequisites:	None		
Class 2	Lab 4	Clinical 0	Credit 4
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety modes of operation defrost systems refrigerant charging and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.			
Class Title:	AHR-115 Refrigeration Systems		
Prerequisites:	Take AHR-110		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course introduces refrigeration systems and applications. Topics include defrost methods safety and operational control refrigerant piping refrigerant recovery and charging and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.			
Class Title:	AHR-120 HVACR Maintenance		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 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.			
Class Title:	AHR-130 HVAC Controls		
Prerequisites:	Take One: AHR-111 ELC-111 or ELC-112		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls control schematics and diagrams test instruments and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.			
Class Title:	AHR-133 HVAC Servicing		
Prerequisites:	None		
Corequisites:	Take One: AHR-112 OR AHR-113		
Class 2	Lab 6	Clinical 0	Credit 4
The course covers the maintenance and servicing of HVAC equipment. Topics include testing adjusting maintaining and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust maintain and service HVAC equipment.			
Class Title:	AHR-151 HVAC Duct Systems I		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.			
Class Title:	AHR-160 Refrigerant Certification		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 0	Clinical 0	Credit 1
This course covers the requirements for the EPA certification examinations. Topics include small appliances high pressure systems and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.			
Class Title:	AHR-180 HVACR Customer Relations		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 0	Clinical 0	Credit 1
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices appearance of self and vehicle ways of handling customer complaints invoices telephone communications and warranties. Upon completion, students should be able to present themselves to customers in a professional manner understand how the business operates complete invoices and handle complaints.			
Class Title:	AHR-211 Residential System Design		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating basic psychrometrics equipment selection duct system selection and system design. Upon completion, students should be able to design a basic residential heating and cooling system.			
Class Title:	AHR-212 Advanced Comfort Systems		
Prerequisites:	Take AHR-114		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 4
This course covers water-cooled comfort systems water-source/geothermal heat pumps and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application installation and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test analyze and troubleshoot water-cooled comfort systems water-source/geothermal heat pumps and high efficiency heat pumps.			
Class Title:	AHR-212A Advanced Comfort Systems Laboratory		
Prerequisites:	None		
Corequisites:	Take AHR-212		
Class 0	Lab 4	Clinical 0	Credit 2
This course is a comprehensive study of air conditioning heating and refrigeration systems including water-cooled comfort systems water-source/geothermal heat pumps and high efficiency heat pump systems. Topics include advanced comfort systems analysis measurement of operating efficiency and inspection and correction of all major system components. Upon completion, students should be able to test analyze and troubleshoot air conditioning heating and refrigeration systems including water-cooled comfort systems water-source/geothermal heat pumps and high efficiency heat pump systems for residential or commercial applications.			
Class Title:	AHR-213 HVACR Building Code		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design service and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.			
Class Title:	AHR-215 Commercial HVAC Controls		
Prerequisites:	Take One: AHR-111 ELC-111 or ELC 112		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems pneumatic control systems DDC temperature sensors humidity sensors pressure sensors wiring controllers actuators and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.			
Class Title:	AHR-235 Refrigeration Design		
Prerequisites:	Take AHR-110		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers walk-in freezers system components load calculations equipment selection defrost systems refrigerant line sizing and electric controls. Upon completion, students should be able to design adjust and perform routine service procedures on a commercial refrigeration system.			
Class Title:	AHR-245 Chiller Systems		
Prerequisites:	Take AHR-110		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water principles of water chilling the chiller the refrigerant water and piping circuits freeze prevention purging and equipment flexibility. Upon completion, students should be able to describe the components controls and overall operation of liquid chilling equipment and perform basic maintenance tasks.			
Class Title:	ANS-110 Animal Science		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ANS-115 Animal Feeds and Nutrition		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	ANS-116 Introduction to the Equine Industry		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	ANS-130 Poultry Production		
Prerequisites:	None		
Corequisites:	None		

Class 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	ANS-140 Swine Production		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	ANS-141 Swine Herd Management		
Prerequisites:	Take ANS-140		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 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 Management		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ANS-160 Animal Waste Management		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 2	Lab 2	Clinical 0	Credit 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-193A Selected Topics in Animal Science		
Prerequisites:	None		
Corequisites:	None		

Class 3	Lab 0	Clinical 0	Credit 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 3	Lab 0	Clinical 0	Credit 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 & Analysis	
Prerequisites:		None	
Corequisites:		None	
Class 3	Lab 0	Clinical 0	Credit 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 2	Lab 2	Clinical 0	Credit 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.			
Class Title:		ANS-216 Livestock Industry Mechanization	
Prerequisites:		None	
Corequisites:		None	
Class 2	Lab 2	Clinical 0	Credit 3
This course covers livestock machinery and equipment as it applies to animal welfare. Topics include the selection and operation of tractors used in forage production waste disposal equipment tillage and harvesting equipment animal housing equipment and general animal production infrastructure as it relates to overall animal welfare. Upon completion, students should be able to identify equipment parts explain the basic principles of machinery operation and management and maintain proper livestock housing equipment as it pertains to animal welfare.			
Class Title:		ARC-112 Construction Materials & Methods	
Prerequisites:		None	
Corequisites:		None	
Class 3	Lab 2	Clinical 0	Credit 4
This course introduces construction materials and methodologies. Topics include construction terminology traditional and alternative materials and their properties manufacturing processes construction techniques and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.			
Class Title:		ARC-225 Architectural Building Information Modeling I	

Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include basic parametric modeling creating new types and families of components and using 3D models to create design drawings. Upon completion students should be able to use BIM software to create edit and print rudimentary architectural 3D computer models.			
Class Title:	ARC-225A Architectural Building Information Modeling I Lab		
Prerequisites:	None		
Corequisites:	Take ARC-225		
Class 0	Lab 3	Clinical 0	Credit 1
This course provides a laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling creating new types and families of components. Upon completion students should be able to use BIM software to create edit and print rudimentary architectural 3D computer models.			
Class Title:	ART-111 Art Appreciation		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ART-114 Art History Survey I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ART-115 Art History Survey II		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ART-131 Drawing I		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 6	Clinical 0	Credit 3
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques media and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.			
Class Title:	ART-240 Painting I		
Prerequisites:	None		
Corequisites:	None		

Class 0	Lab 6	Clinical 0	Credit 3
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques media and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.			
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.			
Class Title:	BIO-112 General Biology II		
Prerequisites:	Take 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.			
Class Title:	BIO-168 Anatomy and Physiology I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization homeostasis cytology histology and the integumentary skeletal muscular and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.			
Class Title:	BIO-169 Anatomy and Physiology II		
Prerequisites:	Take 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.			
Class Title:	BIO-275 Microbiology		
Prerequisites:	Take One: BIO 110 BIO 111 BIO 163 BIO 165 or BIO 168		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 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.			
Class Title:	BPR-111 Print Reading		

Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 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.			
Class Title:	BPR-115 Electrical/Fluid Power Diagrams		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 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 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	BUS-110 Introduction to Business		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	BUS-115 Business Law I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	BUS-121 Business Math		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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-125 Personal Finance		
Prerequisites:	None		

Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying managing finances increasing resources and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.			
Class Title:	BUS-137 Principles of Management		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	BUS-139 Entrepreneurship I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness the role of entrepreneur in economic development legal problems organizational structure sources of financing budgeting and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.			
Class Title:	BUS-152 Human Relations		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 Management		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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-225 Business Finance		
Prerequisites:	Take ACC-120		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis time value of money management of cash flow risk and return and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.			
Class Title:	BUS-240 Business Ethics		
Prerequisites:	None		
Corequisites:	None		

Class 3	Lab 0	Clinical 0	Credit 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: Take One: ENG-110 or ENG-111			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title: CHM-092 Fundamentals of Chemistry			
Prerequisites: Take ENG-002 AND MAT-003			
Corequisites: None			
Class 3	Lab 2	Clinical 0	Credit 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 3	Lab 3	Clinical 0	Credit 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.			
Class Title: CHM-152 General Chemistry II			
Prerequisites: Take CHM-151			
Corequisites: None			
Class 3	Lab 3	Clinical 0	Credit 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.			
Class Title: CIS-110 Introduction to Computers			
Prerequisites: None			
Corequisites: None			
Class 2	Lab 2	Clinical 0	Credit 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 completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.			

Class Title:	CIS-115 Introduction to Programming and Logic		
Prerequisites:	Take One Set: Set 1: DMA-010 DMA-020 DMA-030 and DMA-040 Set 2: DMA-025 and DMA-040 Set 3: MAT-121 Set 4: MAT-171 Set 5: MAT-003 Set 6: BSP-4003		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 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 use top-down algorithm design and implement algorithmic solutions in a programming language.			
Class Title:	CJC-110 Basic Law Enforcement BLET		
Prerequisites:	None		
Corequisites:	None		
Class 10	Lab 30	Clinical 0	Credit 20
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.			
Class Title:	CJC-111 Introduction 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.			
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-120 Interviews/Interrogations		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal efficient and professional manner and obtain the truth from suspects witnesses and victims.			
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 evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories practices and issues related to law enforcement operations.			
Class Title:	CJC-122 Community Policing		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the historical philosophical and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing describe how community policing strategies solve problems and compare community policing to traditional policing.			
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 3	Lab 0	Clinical 0	Credit 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 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	CJC-170 Critical Incident Mgmt for Public Safety		
Prerequisites:	None		

Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course prepares the student to specialize in the direct response operations and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters terrorism and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues and response procedures to critical incidents.			
Class Title:	CJC-212 Ethics & Community Relations		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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-214 Victimology		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims victim interaction with the criminal justice system and society current victim assistance programs and other related topics. Upon completion, students should be able to discuss and identify victims the uniqueness of victims' roles and current victim assistance programs.			
Class Title:	CJC-215 Organization & Administration		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 3	Lab 2	Clinical 0	Credit 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-225 Crisis Intervention		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	CMT-112 Construction Mgt I		
Prerequisites:	None		
Corequisites:	None		
Class 4	Lab 4	Clinical 0	Credit 6
This course introduces students to the field of construction management technology. Topics include job planning work methods materials equipment and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods materials equipment and the logical sequence of a construction project.			
Class Title:	CMT-120 Codes and Inspections		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial residential and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.			
Class Title:	CMT-210 Construction Management Fundamentals		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety planning and scheduling contracts problem-solving communications conflict resolution recruitment employment laws and regulations leadership motivation teamwork discipline setting objectives and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.			
Class Title:	CMT-212 Total Safety Performance		
Prerequisites:	None		
Corequisites:	Take CMT-210		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management controlling construction hazards communicating and enforcing policies OSHA compliance personal responsibility and accountability safety planning training and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification.			

Class Title:	COM-110 Introduction to Communication		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	COM-120 Intro to Interpersonal Communication		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process perception listening self-disclosure speech apprehension ethics nonverbal communication conflict power and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills apply basic principles of group discussion and manage conflict in interpersonal communication situations.			
Class Title:	COM-231 Public Speaking		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	COS-111 Cosmetology Concepts I		
Prerequisites:	None		
Corequisites:	Take COS-112		
Class 4	Lab 0	Clinical 0	Credit 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:	Take COS-111		
Class 0	Lab 24	Clinical 0	Credit 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:	Take All: COS-111 and COS-112		
Corequisites:	None		
Class 4	Lab 0	Clinical 0	Credit 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:	Take All: COS-111 and COS-112		
Corequisites:	None		
Class 0	Lab 24	Clinical 0	Credit 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:	Take All: COS-111 and COS-112		
Corequisites:	None		
Class 4	Lab 0	Clinical 0	Credit 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:	Take All: COS-111 and COS-112		
Corequisites:	None		
Class 0	Lab 12	Clinical 0	Credit 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:	Take All: COS-111 and COS-112		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 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:	Take All: COS-111 and COS-112		
Corequisites:	None		
Class 0	Lab 21	Clinical 0	Credit 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-223 Contemp Hair Coloring		
Prerequisites:	Take All: COS-111 and COS-112		
Corequisites:	None		

Class 1	Lab 3	Clinical 0	Credit 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 clients color needs and safely and competently perform color applications and correct problems.			
Class Title:		COS-240 Contemporary Design	
Prerequisites:		Take All: COS-111 and COS-112	
Corequisites:		None	
Class 1	Lab 3	Clinical 0	Credit 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:		None	
Corequisites:		Take COS-272	
Class 5	Lab 0	Clinical 0	Credit 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:		None	
Corequisites:		Take COS-271	
Class 0	Lab 21	Clinical 0	Credit 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:		Take All: COS-271 and COS-272	
Corequisites:		Take COS-274	
Class 5	Lab 0	Clinical 0	Credit 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:		Take All: COS-271 and COS-272	
Corequisites:		Take COS-273	
Class 0	Lab 21	Clinical 0	Credit 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.			
Class Title:		CSC-120 Computing Fundamentals I	

Prerequisites:	Take One Set: Set 1: DMA-010 DMA-020 DMA-030 DMA-040 and DMA-050 Set 2: DMA-010 DMA-020 DMA-030 and DMA-045 Set 3: DMA-025 DMA-040 and DMA-050 Set 4: DMA-025 and DMA-045 Set 5: MAT-121 Set 6: MAT-171 Set 7: MAT-003 Set 8: BSP-4003		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4
This course provides the essential foundation for the discipline of computing and a program of study in computer science including the role of the professional. Topics include algorithm design data abstraction searching and sorting algorithms and procedural programming techniques. Upon completion, students should be able to solve problems develop algorithms specify data types perform sorts and searches and use an operating system.			
Class Title:	CSC-130 Computing Fundamentals II		
Prerequisites:	Take CSC-120		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4
This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies analysis of algorithm and data structures searching and sorting algorithms and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional.			
Class Title:	CSC-134 C++ Programming		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods including creating and manipulating objects classes and using object-oriented tools such as the class debugger. Upon completion, students should be able to design code test and debug at a beginning level.			
Class Title:	CSC-139 Visual BASIC Programming		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods including creating and manipulating objects classes and using object-oriented tools such as the class debugger. Upon completion, students should be able to design code test and debug at a beginning level.			
Class Title:	CSC-151 JAVA Programming		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods including creating and manipulating objects classes and using object-oriented tools such as the class debugger. Upon completion, students should be able to design code test debug JAVA language programs.			
Class Title:	CSC-234 Advanced C++ Programming		
Prerequisites:	Take CSC-134		
Corequisites:	None		
Class	Lab	Clinical	Credit

2	3	0	3
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables file management/processing techniques data structures sub-programs interactive processing sort/merge routines and libraries. Upon completion, students should be able to design code test debug and document programming solutions.			
Class Title:	CSC-239 Advanced Visual BASIC Programming		
Prerequisites:	Take CSC-139		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods including creating and manipulating objects classes and using object-oriented tools such as the class debugger. Upon completion, students should be able to design code test debug and implement objects using the appropriate environment.			
Class Title:	CSC-249 Data Structure & Algorithms		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists stacks queues dequeues heaps sorting searching mathematical operations recursion encryption random numbers algorithm testing and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems.			
Class Title:	CSC-251 Advanced JAVA Programming		
Prerequisites:	Take CSC-151		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods including creating and manipulating objects classes and using object-oriented tools such as the class debugger. Upon completion, students should be able to design code test debug and implement objects using the appropriate environment.			
Class Title:	CST-111 Construction I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course covers standard and alternative building methods to include wall framing. Topics include safety and footings foundations floor framing systems and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.			
Class Title:	CST-112 Construction II		
Prerequisites:	Take CST-111		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course covers building methods and materials used to dry-in a building. Topics include safety ceiling/roof framing applications roof finishes windows and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors roofing and exterior finish materials.			
Class Title:	CST-131 OSHA/Safety/Certification		
Prerequisites:	None		

Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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-150 Building Science		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope heating ventilation and air conditioning (HVAC) indoor air quality lighting plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.			
Class Title:	CST-193A Selected Topics in Bldg Construction		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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:	CST-221 Statics/Structures		
Prerequisites:	Take One Set: Set 1: ARC-112 and MAT-110 Set 2: ARC-112 and MAT-121 Set 3: ARC-112 and MAT-171 Set 4: CAR-112 and MAT-110 Set 5: CAR-112 and MAT-121 Set 6: CAR-112 and MAT-171 Set 7: CST-112 and MAT-110 Set 8: CST-112 and MAT-121 Set 9: CST-112 and MAT-171		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
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.			
Class Title:	CST-242 Planning/Estimating II		
Prerequisites:	CST-241		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4

This course covers planning and estimating practices which are applicable to commercial construction. Emphasis is placed on planning and developing take-offs of materials labor and equipment in accordance with industry formats. Upon completion, students should be able to accurately complete take-offs and planning time lines necessary to complete a commercial structure.			
Class Title:	CST-251 Electrical Wiring Systems		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces residential and commercial electrical wiring systems. Topics include safety care and use of tools and materials use of NEC circuit planning overcurrent protection and installation of conduits cables and conductors. Upon completion, students should be able to correctly identify tools materials and procedures for electrical installation.			
Class Title:	CSV-110 Intro to Customer Service		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the fundamentals of customer service technology. Topics include retail sales order entry credit collection authorization services and fraud control. Upon completion, students should be able to exhibit an extensive vocabulary of customer service terminology and be prepared for advanced study in customer service technology.			
Class Title:	CTI-110 Web Programming and Database Foundation		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the introduction of the tools and resources available to students in programming mark-up language and services on the Internet. Topics include standard mark-up language Internet services creating web pages using search engines file transfer programs; and database design and creation with DBMS products. Upon completion, students should be able to demonstrate knowledge of programming tools deploy a web-site with mark-up tools and create a simple database table.			
Class Title:	CTI-120 Network and Security Foundation		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces students to the Network concepts including networking terminology and protocols local and wide area networks and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics terminology media and protocols.			
Class Title:	CTI-140 Virtualization Concepts		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 3
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology virtual machine storage virtual networking and access control. Upon completion, students should be able to perform tasks related to installation configuration and management of virtual machines.			
Class Title:	CTI-141 Cloud and Storage Concepts		
Prerequisites:	None		
Corequisites:	None		

Class 1	Lab 4	Clinical 0	Credit 3
This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology virtualization storage networking and access control. Upon completion, students should be able to perform tasks related to installation configuration and management of cloud storage systems.			
Class Title:		CTS-115 Information Systems Business Concepts	
Prerequisites:		None	
Corequisites:		None	
Class 3	Lab 0	Clinical 0	Credit 3
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.			
Class Title:		CTS-120 Hardware/Software Support	
Prerequisites:		None	
Corequisites:		None	
Class 2	Lab 3	Clinical 0	Credit 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.			
Class Title:		CTS-130 Spreadsheet	
Prerequisites:		None	
Corequisites:		None	
Class 2	Lab 2	Clinical 0	Credit 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-289 System Support Project	
Prerequisites:		Take All: CTI-110 CTI-120 and CTS-115	
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.			
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.			

Class Title:	DFT-115 Architectural Drafting		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans foundations details electrical components elevations and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.			
Class Title:	DFT-117 Technical Drafting		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 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 1	Lab 2	Clinical 0	Credit 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.			
Class Title:	DRA-111 Theatre Appreciation		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides a study of the art craft and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright director actor designer producer and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.			
Class Title:	DRA-130 Acting I		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 6	Clinical 0	Credit 3
This course provides an applied study of the actor's craft. Topics include role analysis training the voice and body concentration discipline and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.			
Class Title:	DRA-140 Stagecraft I		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 6	Clinical 0	Credit 3
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry scene painting stage electrics properties and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre.			
Class Title:	ECO-251 Principles of Microeconomics		
Prerequisites:	None		

Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ECO-252 Principles of Macroeconomics		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	EDU-119 Introduction to Early Childhood Education		
Prerequisites:	None		
Corequisites:	None		
Class 4	Lab 0	Clinical 0	Credit 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 and Community		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the development of partnerships among culturally linguistically and ability diverse families children schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families programs/schools and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families children birth through adolescence schools and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.			
Class Title:	EDU-144 Child Development I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course includes the theories of child development observation and assessment milestones and factors that influence development from conception through approximately 36 months. Emphasis is placed on knowledge observation and assessment of developmental sequences in approaches to play/learning emotional/social health/physical language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics explain biological and environmental factors that impact development and identify evidence-based strategies for enhancing development for children that are culturally linguistically and ability diverse.			

Class Title:	EDU-145 Child Development II		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course includes the theories of child development observation and assessment milestones and factors that influence development from preschool through middle childhood. Emphasis is placed on knowledge observation and assessment of developmental sequences in approaches to play/learning emotional/social health/physical language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics explain biological and environmental factors that impact development and identify evidence-based strategies for enhancing development for children that are culturally linguistically and ability diverse.</p>			
Class Title:	EDU-146 Child Guidance		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments cultural linguistic and socio-economic influences on behavior appropriate expectations the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills self-regulation emotional expression and positive behaviors while recognizing the relationship between children's social emotional and cognitive development.</p>			
Class Title:	EDU-151 Creative Activities		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course introduces developmentally supportive creative learning environments with attention to divergent thinking creative problem-solving evidence-based teaching practices and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art music creative movement dance and dramatics for every young child age birth through eight integrated through all domains and academic content. Upon completion, students should be able to examine create and adapt developmentally creative learning materials experiences and environments for children that are culturally linguistically and ability diverse.</p>			
Class Title:	EDU-153 Health Safety and Nutrition		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines common childhood illnesses maintaining safe and healthy learning environments health benefits of active play recognition and reporting of abuse/neglect and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health safety nutritional needs and safe learning environments.</p>			
Class Title:	EDU-162 Observation and Assessment in Early Childhood Education		
Prerequisites:	None		
Corequisites:	None		

Class 3	Lab 0	Clinical 0	Credit 3
<p>This course introduces the research benefits goals and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records event samples rating scales and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.</p>			
Class Title:		EDU-163 Classroom Management and Instruction	
Prerequisites:		None	
Corequisites:		None	
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization teaching strategies individual student differences and learning styles ongoing systematic observation and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.</p>			
Class Title:		EDU-187 Teaching and Learning for All	
Prerequisites:		None	
Corequisites:		None	
Class 3	Lab 3	Clinical 0	Credit 4
<p>This course introduces students to knowledge concepts and best practices needed to provide developmentally appropriate effective inclusive and culturally responsive educational experiences in the classroom. Topics include growth and development learning theory student motivation teaching diverse learners classroom management inclusive environments student-centered practices instructional strategies teaching methodologies observation/assessment techniques educational planning reflective practice collaboration cultural competence ethics professionalism and leadership. Upon completion, students should be able to identify the knowledge skills roles and responsibilities of an effective educator as defined by state and national professional teaching standards.</p>			
Class Title:		EDU-216 Foundations of Education	
Prerequisites:		None	
Corequisites:		None	
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education various perspectives on educational issues and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations analyze the different educational approaches including classical/traditional and progressive and have knowledge of the various roles of educational systems at the federal state and local level.</p>			
Class Title:		EDU-221 Children With Exceptionalities	
Prerequisites:		Take one set: Set 1: EDU-144 and EDU-145 Set 2: PSY-244 and PSY-245	
Corequisites:		None	
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course covers atypical patterns of child development inclusive/diverse settings evidenced-based educational/family plans differentiated instruction adaptive materials and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays early intervention/special education transitions observation developmental screening formative assessment of children and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities describe the</p>			

referral process identify community resources explain the importance of collaboration with families/professionals and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws policies and the NC Foundations for Early Learning and Development.			
Class Title:	EDU-234 Infants Toddlers and Twos		
Prerequisites:	Take EDU-119		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the development of high-quality individualized responsive/engaging relationships and experiences for infants toddlers and twos. Emphasis is placed on typical and atypical child development working with diverse families to provide positive supportive and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally linguistically and ability diverse children birth to 36 months.			
Class Title:	EDU-235 School-Age Development and Programs		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 and program development. Upon completion, students should be able to discuss developmental principles for culturally linguistically and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.			
Class Title:	EDU-243 Learning Theory		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides lateral entry teachers an introduction to learning theory various styles of learning and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.			
Class Title:	EDU-244 Human Growth and Development		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical emotional social intellectual and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.			
Class Title:	EDU-245 Policies and Procedures		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

<p>This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures acceptable discipline chain of command role of mentors evaluation procedures employment requirements dress codes and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students parents or others and discuss the purpose of each policy category.</p>			
Class Title:	EDU-250 Teacher Licensure Preparation		
Prerequisites:	Take One Set: Set 1: ENG-111 and MAT-143 Set 2: ENG-111 and MAT-152 Set 3: ENG-111 and MAT-171		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation performance based assessment systems requirements for entry into teacher education programs the process to become a licensed teacher in North Carolina and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation technology based portfolio assessment and secondary admissions processes to the school of education at a senior institution.</p>			
Class Title:	EDU-261 Early Childhood Administration I		
Prerequisites:	None		
Corequisites:	Take EDU-119		
Class 3	Lab 0	Clinical 0	Credit 3
<p>This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy policies and procedures NC Child Care Law and Rules business planning personnel and fiscal management and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy locate current state licensing regulations analyze a business plan and examine comprehensive program policies and procedures.</p>			
Class Title:	EDU-262 Early Childhood Administration II		
Prerequisites:	Take All: EDU-119 and EDU-261		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
<p>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.</p>			
Class Title:	EDU-271 Educational Technology		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
<p>This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts ethical issues digital citizenship instructional strategies assistive technology and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts ethically use a variety of technology resources demonstrate appropriate technology skills in educational environments and identify assistive technology.</p>			
Class Title:	EDU-279 Literacy Development and Instruction		
Prerequisites:	None		

Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course is designed to provide students with concepts and skills of literacy development instructional methods/materials and assessment techniques needed to provide scientifically-based systematic reading and writing instruction into educational practice. Topics include literacy concepts reading and writing development developmentally appropriate pedagogy culturally-responsive instruction standards-based outcomes lesson planning formative/summative assessment recognizing reading difficulties research-based interventions authentic learning experiences classroom implementation and reflective practice. Upon completion, students should be able to plan implement assess evaluate and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.			
Class Title:	EDU-280 Language and Literacy Experiences		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language print concepts appropriate observations/assessments literacy enriched environments quality selection of diverse literature interactive media and inclusive practices. Upon completion, students should be able to select plan implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally linguistically and ability diverse.			
Class Title:	EDU-284 Early Childhood Capstone Practicum		
Prerequisites:	Take One Set: Set 1: EDU-119 EDU-144 EDU-145 EDU-146 and EDU-151 Set 2: EDU-119 PSY-244 PSY-245 EDU-146 and EDU-151 Set 3: EDU-119 EDU-144 PSY-245 EDU-146 and EDU-151 Set 4: EDU-119 PSY-244 EDU-145 EDU-146 and EDU-151		
Corequisites:	None		
Class 1	Lab 9	Clinical 0	Credit 4
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent quality early childhood environment. Emphasis is placed on designing implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments appropriate guidance techniques and ethical/professional behaviors including the use of appropriate technology as indicated by assignments and onsite faculty assessments.			
Class Title:	ELC-111 Introduction to Electricity		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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-112 DC/AC Electricity		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 6	Clinical 0	Credit 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits components operation of test equipment; and other related topics. Upon completion, students should be able to construct verify and analyze simple DC/AC circuits.			
Class Title:	ELC-113 Residential Wiring		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 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.			
Class Title:	ELC-114 Commercial Wiring		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 4
This course provides instruction in the application of electrical tools materials and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning layout and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.			
Class Title:	ELC-117 Motors and Controls		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 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.			
Class Title:	ELC-118 National Electrical Code		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course covers the use of the current National Electrical Code. Topics include the NEC history wiring methods overcurrent protection materials and other related topics. Upon completion, students should be able to effectively use the NEC.			
Class Title:	ELC-119 NEC Calculations		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course covers branch circuit feeder and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire conduit and overcurrent devices for branch circuits feeders and service.			
Class Title:	ELC-121 Electrical Estimating		
Prerequisites:	None		
Corequisites:	None		

Class 1	Lab 2	Clinical 0	Credit 2
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment labor overhead and profit. Upon completion, students should be able to estimate simple electrical projects.			
Class Title: ELC-128 Introduction to Programmable Logic Controller			
Prerequisites: None			
Corequisites: None			
Class 2	Lab 3	Clinical 0	Credit 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.			
Class Title: ELC-130 Advanced Motors and Controls			
Prerequisites: Take One: ELC-111 ELC-112 ELC-131 or ELC-138			
Corequisites: None			
Class 2	Lab 2	Clinical 0	Credit 3
This course covers motors concepts construction and characteristics and provides a foundation in motor controls. Topics include motor control ladder logic starters timers overload protection braking reduced voltage starting SCR control AC/DC drives system and component level troubleshooting. Upon completion, students should be able to specify connect control troubleshoot and maintain motors and motor control systems.			
Class Title: ELC-215 Electrical Maintenance			
Prerequisites: None			
Corequisites: None			
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory predictive and preventive maintenance electrical equipment operation and maintenance and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.			
Class Title: ELC-220 Photovoltaic System Technology			
Prerequisites: None			
Corequisites: None			
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces the concepts tools techniques and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration building codes and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.			
Class Title: ELC-221 Advanced Photovoltaic System Designs			
Prerequisites: Take ELC-220			
Corequisites: None			
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency modules inverters charge controllers batteries and system installation. Topics include National Electrical Code (NEC) electrical specifications photovoltaic system components array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to			

demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.			
Class Title:	ELC-228 Programmable Logic Controllers Applications		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 4
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques networking specialty I/O modules and system troubleshooting. Upon completion, students should be able to specify implement and maintain complex PLC controlled systems.			
Class Title:	ELC-229 Applications Project		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning implementation and testing and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.			
Class Title:	EMS-110 EMT		
Prerequisites:	None		
Corequisites:	None		
Class 6	Lab 6	Clinical 3	Credit 9
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.			
Class Title:	EMS-122 EMS Clinical Practicum I		
Prerequisites:	Take EMS-110		
Corequisites:	None		
Class 0	Lab 0	Clinical 3	Credit 1
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.			
Class Title:	EMS-130 Pharmacology		
Prerequisites:	Take EMS-110		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.			
Class Title:	EMS-131 Advanced Airway Management		
Prerequisites:	Take EMS-110		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.			
Class Title:	EMS-160 Cardiology I		
Prerequisites:	Take EMS-110		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.			
Class Title:	EMS-210 Advanced Patient Assessment		
Prerequisites:	Take EMS-110		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.			
Class Title:	EMS-220 Cardiology II		
Prerequisites:	Take All: EMS-122 EMS-130 and EMS-160		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.			
Class Title:	EMS-221 EMS Clinical Practicum II		
Prerequisites:	Take One: EMS-121 or EMS-122		
Corequisites:	None		
Class 0	Lab 0	Clinical 6	Credit 2
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.			
Class Title:	EMS-231 EMS Clinical Practicum III		
Prerequisites:	Take EMS-221		
Corequisites:	None		
Class 0	Lab 0	Clinical 9	Credit 3
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.			
Class Title:	EMS-235 EMS Management		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 2
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.			
Class Title:	EMS-240 Patients With Special Challenges		

Prerequisites:	Take All: EMS-122 and EMS-130		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.			
Class Title:	EMS-241 EMS Clinical Practicum IV		
Prerequisites:	Take EMS-231		
Corequisites:	None		
Class 0	Lab 0	Clinical 12	Credit 4
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.			
Class Title:	EMS-250 Medical Emergencies		
Prerequisites:	Take All: EMS-122 and EMS-130		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.			
Class Title:	EMS-260 Trauma Emergencies		
Prerequisites:	Take All: EMS-122 and EMS-130		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.			
Class Title:	EMS-270 Life Span Emergencies		
Prerequisites:	Take All: EMS-122 and EMS-130		
Corequisites:	None		
Class 3	Lab 3	Clinical 0	Credit 4
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.			
Class Title:	EMS-280 EMS Bridging Course		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.			
Class Title:	EMS-285 EMS Capstone		
Prerequisites:	Take All: EMS-220 EMS-250 and EMS-260		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 2
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.			
Class Title:	ENG-002 Transition English		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 6	Clinical 0	Credit 3
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits learning strategies social skills and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.			
Class Title:	ENG-011 Writing and Inquiry Support		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing supporting and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset expanding skills for use in active reading and writing processes recognizing organizational relationships within texts from a variety of genres and formats and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified well-developed writing using standard written English.			
Class Title:	ENG-110 Freshman Composition		
Prerequisites:	Take one set: Set 1; DRE-097 Set 2: ENG-002 Set 3: BSP-4002		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing including effective introductions and conclusions precise use of grammar and appropriate selection and use of sources. Upon completion, students should be able to produce clear concise well-organized short papers.			
Class Title:	ENG-111 Writing and Inquiry		
Prerequisites:	Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002		
Corequisites:	Take ENG-011		
Class 3	Lab 0	Clinical 0	Credit 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.			

Class Title:	ENG-112 Writing and Research in the Disciplines		
Prerequisites:	Take ENG-111		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ENG-114 Professional Research & Reporting		
Prerequisites:	Take ENG-111		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ENG-231 American Literature I		
Prerequisites:	Take One: ENG-112 ENG 113 or ENG 114		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ENG-232 American Literature II		
Prerequisites:	Take One: ENG-112 ENG-113 or ENG-114		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ENG-241 British Literature I		
Prerequisites:	Take ENG-112 ENG-113 or ENG-114		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	ENG-242 British Literature II		
Prerequisites:	Take One: ENG-112 ENG-113 or ENG-114		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	HEA-110 Personal Health/Wellness		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	HEA-112 First Aid & CPR		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 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.			
Class Title:	HIS-111 World Civilizations I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	HIS-112 World Civilizations II		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	HIS-131 American History I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	HIS-132 American History II		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 socioeconomic and cultural developments in American history since the Civil War.			
Class Title:	HSE-110 Introduction to Human Services		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces the human services field including the history agencies roles and careers. Topics include personal/professional characteristics diverse populations community resources disciplines in the field systems ethical standards and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge skills and roles of the human services worker.			
Class Title:	HSE-112 Group Process I		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.			
Class Title:	HSE-120 Interpersonal Relations		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the interpersonal and communication skills used in helping relationships and professions. Topics include self-understanding; growth techniques; assertive passive and aggressive behaviors; and effective communications in the helping role. Upon completion, students should be able to demonstrate skills for effective communications in helping relationships which promote understanding of self other people and personal growth.			
Class Title:	HSE-123 Interviewing Techniques		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the purpose structure focus and techniques employed in effective interviewing. Emphasis is placed on observing attending listening responding recording and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.			
Class Title:	HSE-125 Counseling		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the major approaches to psychotherapy and counseling including theory characteristics and techniques. Emphasis is placed on facilitation of self-exploration problem solving decision making and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.			
Class Title:	HSE-210 Human Services Issues		
Prerequisites:	None		

Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 2
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge skills and experiences gained in classroom and clinical experiences with emerging trends in the field.			
Class Title:	HSE-220 Case Management		
Prerequisites:	Take HSE-110		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the variety of tasks associated with professional case management. Topics include treatment planning needs assessment referral procedures and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.			
Class Title:	HSE-225 Crisis Intervention		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.			
Class Title:	HUM-115 Critical Thinking		
Prerequisites:	Take one set: Set 1: DRE-098 Set 2: ENG-002 Set 3: BSP-4002 Set 4: ENG-111		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information problem solving approaching cross-cultural perspectives and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts.			
Class Title:	HYD-110 Hydraulics/Pneumatics I		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 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.			
Class Title:	ISC-112 Industrial Safety		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 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.			
Class Title:	LOG-110 Introduction to Logistics		
Prerequisites:	None		

Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an overview of logistics. Topics include traffic management warehousing inventory control material handling global logistics and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.			
Class Title:	LOG-125 Transportation Logistics		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects economic impact services regulatory guidelines policies and its future. Upon completion, students should be able to identify modes of transportation interpret governing regulations and describe the principles and terminology used in the transportation industry.			
Class Title:	LOG-210 Fleet Management		
Prerequisites:	Take LOG-110		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the management of transportation fleet operations and safety. Emphasis is placed on DOT safety regulations in the hiring training and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.			
Class Title:	MAT-003 Transition Math		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 6	Clinical 0	Credit 3
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits learning strategies social skills and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.			
Class Title:	MAT-010 Math Measurement & Literacy Su		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 2	Clinical 0	Credit 1
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits learning strategies social skills and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.			
Class Title:	MAT-043 Quantitative Literacy Support Class		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits learning strategies social skills and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.			
Class Title:	MAT-052 Statistical Methods I Support		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits learning strategies social skills and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.			
Class Title:	MAT-071 Precalculus Algebra Support		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 4	Clinical 0	Credit 2
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits learning strategies social skills and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.			
Class Title:	MAT-110 Mathematical Measurement and Literacy		
Prerequisites:	Take One Set: Set 1: DMA-010 DMA-020 and DMA-030 Set 2: DMA-025 Set 3: MAT-003 Set 4: BSP-4003		
Corequisites:	Take MAT-010		
Class 2	Lab 2	Clinical 0	Credit 3
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency dispersion and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems and to analyze and communicate results.			
Class Title:	MAT-143 Quantitative Literacy		
Prerequisites:	Take One Set: Set 1: DMA-010 DMA-020 DMA-030 and DRE-098 Set 2: DMA-010 DMA-020 DMA-030 and ENG-002 Set 3: DMA-010 DMA-020 DMA-030 and BSP-4002 Set 4: DMA-025 and DRE-098 Set 5: DMA-025 and ENG-002 Set 6: DMA-025 and BSP-4002 Set 7: MAT-003 and DRE-098 Set 8: MAT-003 and ENG-002 Set 9: MAT-003 and BPS-4002 Set 10: BSP-4003 and DRE-098 Set 11: BSP-4003 and ENG-002 Set 12: BSP-4003 and BSP-4002		
Corequisites:	Take MAT-043		
Class 2	Lab 2	Clinical 0	Credit 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.			

Class Title:	MAT-152 Statistical Methods I		
Prerequisites:	Take One Set: Set 1: DMA-010 DMA-020 DMA-030 and DRE-098 Set 2: DMA-010 DMA-020 DMA-030 and ENG-002 Set 3: DMA-010 DMA-020 DMA-030 and BSP-4002 Set 4: DMA-025 and DRE-098 Set 5: DMA-025 and ENG-002 Set 6: DMA-025 and BSP-4002 Set 7: MAT-003 and DRE-098 Set 8: MAT-003 and ENG-002 Set 9: MAT-003 and BSP-4002 Set 10: BSP-4003 and DRE-098 Set 11: BSP-4003 and ENG-002 Set 12: BSP-4003 and BSP-4002		
Corequisites:	Take MAT-052		
Class 3	Lab 2	Clinical 0	Credit 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.			
Class Title:	MAT-171 Precalculus Algebra		
Prerequisites:	Take One Set: Set 1: DMA-010 DMA-020 DMA-030 DMA-040 DMA-050 Set 2: DMA-010 DMA-020 DMA-030 DMA-045 Set 3: DMA-025 DMA-045 Set 4: DMA-025 DMA-040 DMA-050 Set 5: MAT 121 Set 6: MAT-003 Set 7: BSP-4003		
Corequisites:	Take MAT-071		
Class 3	Lab 2	Clinical 0	Credit 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.			
Class Title:	MAT-172 Precalculus Trigonometry		
Prerequisites:	Take MAT-171		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 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.			
Class Title:	MAT-263 Brief Calculus		
Prerequisites:	Take MAT-171		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 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.			
Class Title:	MAT-271 Calculus I		
Prerequisites:	Take: MAT-172		
Corequisites:	None		

Class 3	Lab 2	Clinical 0	Credit 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.			
Class Title:	MAT-272 Calculus II		
Prerequisites:	Take MAT-271		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals techniques of integration indeterminate forms improper integrals infinite series conic sections parametric equations polar coordinates and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.			
Class Title:	MAT-273 Calculus III		
Prerequisites:	Take MAT-272		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions partial derivatives multiple integration solid analytical geometry vector valued functions and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology.			
Class Title:	MEC-111 Machine Processes I		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 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:	Take MEC-111		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 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-128 CNC Machining Processes		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 4	Clinical 0	Credit 4
This course covers programming setup and operations of CNC turning milling and other CNC machines. Topics include programming formats control functions program editing and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.			
Class Title:	MEC-130 Mechanisms		
Prerequisites:	None		

Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	MED-110 Orientation to Medical Assisting		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 0	Clinical 0	Credit 1
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.			
Class Title:	MED-116 Introduction to Anatomy & Physiology		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 2	Clinical 0	Credit 4
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.			
Class Title:	MED-118 Medical Law and Ethics		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 2
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled healthprofessional.			
Class Title:	MED-120 Survey of Medical Terminology		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 2
Class Title:	MED-121 Medical Terminology I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
Class Title:	MED-122 Medical Terminology II		
Prerequisites:	Take MED-121		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.			
Class Title:	MED-130 Administrative Office Procedures I		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.			
Class Title:	MED-131 Administrative Office Procedures II		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.			
Class Title:	MED-140 Examining Room Procedures I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 4	Clinical 0	Credit 5
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.			
Class Title:	MED-150 Laboratory Procedures I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 4	Clinical 0	Credit 5
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.			
Class Title:	MED-230 Administrative Office Procedures III		
Prerequisites:	Take MED-131		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.			
Class Title:	MED-240 Examining Room Procedures II		
Prerequisites:	Take MED-140		
Corequisites:	None		
Class 3	Lab 4	Clinical 0	Credit 5

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.			
Class Title:	MED-260 MED Clinical Practicum		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 0	Clinical 15	Credit 5
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.			
Class Title:	MED-262 Clinical Perspectives		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 0	Clinical 0	Credit 1
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.			
Class Title:	MED-264 Medical Assisting Overview		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 0	Clinical 0	Credit 2
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.			
Class Title:	MED-270 Symptomatology		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.			
Class Title:	MED-272 Drug Therapy		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.			
Class Title:	MED-276 Patient Education		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 2

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.			
Class Title:	MKT-120 Principles of Marketing		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	MKT-223 Customer Service		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.			
Class Title:	MNT-110 Introduction to Maintenance Procedures		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 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.			
Class Title:	MNT-111 Maintenance Practices		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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 1	Lab 3	Clinical 0	Credit 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 1	Lab 3	Clinical 0	Credit 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 1	Lab 3	Clinical 0	Credit 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.			
Class Title:	MUS-110 Music Appreciation		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music terminology composers form and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.			
Class Title:	NAS-101 Nurse Aide I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 4	Clinical 3	Credit 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:	Take NAS-101		
Corequisites:	None		
Class 3	Lab 2	Clinical 6	Credit 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.			
Class Title:	NET-125 Introduction to Networks		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 3
This course introduces the architecture structure functions components and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts media and operations. Upon completion, students should be able to build simple LANs perform basic configurations for routers and switches and implement IP addressing schemes.			
Class Title:	NET-126 Routing Basics		
Prerequisites:	None		

Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 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:	None		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 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 pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM routing protocols switching concepts and configuration STP VLANs and VTP.			
Class Title:	NET-226 Routing and Switching II		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 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.			
Class Title:	NOS-110 Operating Systems Concepts		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 3	Clinical 0	Credit 3
This course introduces students to a broad range of operating system concepts including installation and maintenance. Emphasis is place 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:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	NUR-101 Practical Nursing I		
Prerequisites:	Admission to PN Diploma Program		
Corequisites:	Take BIO-168 PSY-150 ACA-122		
Class 7	Lab 6	Clinical 6	Credit 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:	Take NUR-101		
Corequisites:	Take BIO-169 and ENG-111		
Class 7	Lab 0	Clinical 9	Credit 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:	Take NUR-102		
Corequisites:	None		
Class 6	Lab 0	Clinical 9	Credit 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 Introduction to Health Concepts		
Prerequisites:	Admission to ADN Degree Program		
Corequisites:	Take ACA-122 BIO-168 and PSY-150		
Class 4	Lab 6	Clinical 6	Credit 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:	Take NUR-111 NUR-113		

Corequisites:	Take BIO-169 and PSY-241		
Class 3	Lab 0	Clinical 6	Credit 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:	Take NUR-111		
Corequisites:	Take BIO-169 and PSY-241		
Class 3	Lab 0	Clinical 6	Credit 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:	Take NUR-111 NUR-112 NUR-113 and NUR-211		
Corequisites:	Take ENG-111		
Class 3	Lab 0	Clinical 6	Credit 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:	Take NUR-111 NUR-112 and NUR-113		
Corequisites:	None		
Class 3	Lab 0	Clinical 6	Credit 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:	Take NUR-111 NUR-112 NUR-113 NUR-114 and NUR-211		
Corequisites:	Take ENG-111		
Class 3	Lab 0	Clinical 6	Credit 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:	Take NUR-111 NUR-112 NUR-113 NUR-114 NUR-211 and NUR-212		
Corequisites:	Take ENG-112 or 114 HUM/FA Elective		
Class 4	Lab 3	Clinical 15	Credit 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.			

Class Title:	NUR-221 LPN to ADN Concepts I		
Prerequisites:	Admissions into the LPN/ADN online option		
Corequisites:	None		
Class 6	Lab 0	Clinical 9	Credit 9
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.			
Class Title:	NUR-223 LPN to ADN Concepts II		
Prerequisites:	Take NUR-221		
Corequisites:	None		
Class 6	Lab 0	Clinical 9	Credit 9
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.			
Class Title:	OST-132 Keyboard Skill Building		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 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-134 Text Entry & Formatting		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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 2	Lab 2	Clinical 0	Credit 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 Applications I		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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 Medical Office Terms I		

Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 Medical Office Terms II		
Prerequisites:	Take One: MED-121 or OST-141		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 Insurance and Billing		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers coding concepts and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.			
Class Title:	OST-149 Medical Legal Issues		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 Office Editing		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 Office Procedures		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course introduces the skills and procedures 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 2	Lab 2	Clinical 0	Credit 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 Administrative Office Transcription I		
Prerequisites:	Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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-236 Advanced Word Processing		
Prerequisites:	Take OST-136		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.			
Class Title:	OST-243 Med Office Simulation		
Prerequisites:	Take OST-148		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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:	Take One: MED-121 or OST-141		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
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:	Take One: MED-121 or OST-141		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
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-249 Med Coding Certification Prep		
Prerequisites:	Take OST-247 and OST-248		
Corequisites:	None		

Class 2	Lab 3	Clinical 0	Credit 3
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.			
Class Title: OST-280 Electronic Health Records			
Prerequisites: Take One: CIS-110 CIS-111 or OST-137			
Corequisites: None			
Class 2	Lab 2	Clinical 0	Credit 3
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information scheduling patient appointments documenting patient encounters and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.			
Class Title: OST-286 Professional Development			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 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-288 Medical Office Administration Capstone			
Prerequisites: Take One: OST-148 or HMT-210			
Corequisites: None			
Class 2	Lab 2	Clinical 0	Credit 3
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills practice management electronic health records medical office procedures ethics and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.			
Class Title: OST-289 Office Administration Capstone			
Prerequisites: Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164			
Corequisites: None			
Class 2	Lab 2	Clinical 0	Credit 3
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills office software applications office procedures ethics and professional development. Upon completion, students should be able to adapt in an office environment.			
Class Title: PAD-151 Introduction to Public Administration			
Prerequisites: None			
Corequisites: None			
Class 3	Lab 0	Clinical 0	Credit 3
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management decision making public affairs ethics organizational theories budgetary functions within governmental agencies and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.			
Class Title: PAD-152 Ethics in Government			

Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills stimulating moral imagination and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.			
Class Title:	PAD-251 Public Finance & Budgeting		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment government expenditures revenues taxation budgetary process theories and techniques and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.			
Class Title:	PAD-252 Public Policy Analysis		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact informal groups and information networks and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.			
Class Title:	PAD-254 Grant Writing		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course covers the basic techniques of successful grant writing. Topics include concept development funding sources research and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.			
Class Title:	PED-110 Fit and Well for Life		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 2	Clinical 0	Credit 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.			
Class Title:	PED-111 Physical Fitness I		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 3	Clinical 0	Credit 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.			
Class Title:	PHI-240 Introduction to Ethics		
Prerequisites:	Take ENG-111		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	PLU-111 Intro to Basic Plumbing		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 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.			
Class Title:	POL-120 American Government		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	PSY-150 General Psychology		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	PSY-241 Developmental Psychology		
Prerequisites:	Take PSY-150		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	PSY-281 Abnormal Psychology		
Prerequisites:	Take PSY-150		

Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	REL-110 World Religions		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	REL-211 Introduction to Old Testament		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	REL-212 Introduction to New Testament		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	REL-221 Religion in America		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	SAB-110 Substance Abuse Overview		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse effects on societal members treatment of addiction and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse addiction prevention and treatment.			
Class Title:	SAB-210 Sub Abuse Counseling		

Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 3
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information support recovery and prevent relapse. Topics include counseling individuals and dysfunctional families screening instruments counseling techniques and approaches recovery and relapse and special populations. Upon completion, students should be able to discuss issues critical to recovery identify intervention models and initiate a procedure culminating in cognitive/behavioral change.			
Class Title:	SEC-110 Security Concepts		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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 Communications		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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-285 Systems Security Project		
Prerequisites:	Take All: CTI-110 CTI-120 and CTS-115		
Corequisites:	None		
Class 1	Lab 4	Clinical 0	Credit 3

This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy process planning procedure definition business continuity compliance auditing testing procedures 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.			
Class Title:	SOC-210 Introduction to Sociology		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	SOC-220 Social Problems		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	SOC-225 Social Diversity		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides a comparison of diverse roles interests opportunities contributions and experiences in social life. Topics include race ethnicity gender sexual orientation class and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development values and tolerance.			
Class Title:	SPA-111 Elementary Spanish I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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 awareness.			
Class Title:	SPA-112 Elementary Spanish II		
Prerequisites:	Take SPA-111		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 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.			
Class Title:	SPA-211 Intermediate Spanish I		
Prerequisites:	Take SPA-112		

Corequisites:	None		
Class 3	Lab 0	Clinical 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.			
Class Title:	SPA-212 Intermediate Spanish II		
Prerequisites:	Take SPA-211		
Corequisites:	None		
Class 3	Lab 0	Clinical 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:	SST-140 Green Building and Design Concepts		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications energy efficiency indoor environmental quality sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.			
Class Title:	SWK-110 Intro to Social Work		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course examines the historical development values orientation and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance corrections mental health and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge values and skills of the social work professional.			
Class Title:	SWK-113 Working With Diversity		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course examines and promotes understanding sensitivity awareness and knowledge of human diversity. Emphasis is placed on professional responsibilities duties and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge skills and cultural awareness relevant to diverse populations.			
Class Title:	TOM-120 Introduction to Trucking		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an introduction to the history regulations safety and security of the trucking industry and various regulatory agencies. Topics include the regulations of the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) State Police OSHA EPA and local police as related to the trucking industry. Upon completion, students should be able to define the audit process CSA (Compliance Safety Accountability) requirements safety plans accident investigation hours of service security and the federal regulations for driving or operating a truck or a large commercial vehicle.			

Class Title:	TOM-130 Fleet Maintenance		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an overview of the fleet maintenance management operations in the trucking industry. Topics include trucking regulations managing a maintenance shop key performance indicators (KPI) maintenance management systems and truck/trailer specifications. Upon completion, students should be able to define the requirements of fleet maintenance management skills in a trucking based company.			
Class Title:	TOM-250 Operations of Trucking I		
Prerequisites:	None		
Corequisites:	None		
Class 3	Lab 0	Clinical 0	Credit 3
This course provides an overview of operating a trucking business. Topics include the business marketing economics finance accounting freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to define the skills and personnel needed to operate a successful trucking business.			
Class Title:	WBL-111 Work-Based Learning I		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 0	Work 10	Credit 1
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-112 Work-Based Learning I		
Prerequisites:	None		
Corequisites:	None		
Class 0	Lab 0	Work 20	Credit 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:	WLD-110 Cutting Processes		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 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.			
Class Title:	WLD-112 Basic Welding Processes		
Prerequisites:	None		
Corequisites:	None		
Class 1	Lab 3	Clinical 0	Credit 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 2	Lab 9	Clinical 0	Credit 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.			
Class Title:	WLD-116 SMAW (stick) Plate/Pipe		
Prerequisites:	Take WLD-115		
Corequisites:	None		
Class 1	Lab 9	Clinical 0	Credit 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 2	Lab 6	Clinical 0	Credit 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.			
Class Title:	WLD-122 GMAW (MIG) Plate/Pipe		
Prerequisites:	Take WLD-121		
Corequisites:	None		
Class 1	Lab 6	Clinical 0	Credit 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 2	Lab 6	Clinical 0	Credit 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.			
Class Title:	WLD-132 GTAW (TIG) Plate/Pipe		
Prerequisites:	Take WLD-131		
Corequisites:	None		
Class 1	Lab 6	Clinical 0	Credit 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 and Specifications		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 2	Clinical 0	Credit 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.			
Class Title:	WLD-151 Fabrication I		
Prerequisites:	None		
Corequisites:	None		
Class 2	Lab 6	Clinical 0	Credit 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:	Take One: WLD-115 or WLD-116		
Corequisites:	None		
Class 1	Lab 9	Clinical 0	Credit 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:	Take WLD-122		
Corequisites:	None		
Class 1	Lab 6	Clinical 0	Credit 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-231 GTAW (TIG) Pipe		
Prerequisites:	Take WLD-132		
Corequisites:	None		
Class 1	Lab 6	Clinical 0	Credit 3
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety GTAW welding technique bead application and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.			
Class Title:	WLD-251 Fabrication II		
Prerequisites:	Take WLD-151		
Corequisites:	None		

Class 1	Lab 6	Clinical 0	Credit 3
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.			
Class Title:		WLD-261 Certification Practices	
Prerequisites:		Take All: WLD-115 WLD-121 and WLD-131	
Corequisites:		None	
Class 1	Lab 3	Clinical 0	Credit 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 2	Lab 2	Clinical 0	Credit 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.			

ADMISSIONS

GENERAL ADMISSIONS

Sampson Community College (SCC) adheres to the open-door admissions policy of the North Carolina Community College System (NCCCS). The College will admit any person who is a legal resident of the United States and who is a high school graduate, a GED® or adult high school equivalency diploma recipient, or who is at least 18 years of age. Accreditation of a secondary school located in North Carolina that a person has attended is not a factor affecting admission to the College or to any program of study, scholarships, or other educational activity at the community college. This policy is pursuant to 1D SBCCC 400.2.

Admissions requirements are consistent for all students seeking to enter courses or programs offered by the College. All students enrolling in an associate degree or diploma program of study at SCC must be a high school graduate, possess a GED®, or adult high school equivalency diploma. 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 ADMISSION REQUIREMENTS

1. **Application for Admission:** Prospective students must complete an application for admission, including a residency determination through North Carolina's Residency Determination Service. The SCC admissions application can be accessed and submitted online at: www.cfnc.org. Please visit the SCC Admissions page on the College's website for more information.
2. **Official Transcripts:** Applicants should request for official transcripts to be sent to the SCC Admissions Office. A transcript is considered official if it is submitted directly to SCC from the institution or is in a sealed envelope from the institution. Transcripts can be sent electronically to transcripts@sampsoncc.edu, or by mail to PO Box 318 Clinton NC 28329.
 - a. **High School Graduates:** An official transcript showing high school graduation or completion of a high school equivalency diploma is required for all students seeking financial aid. 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. Students who graduated from a public NC high school (graduation date 2006 to present) can request their transcript online at www.cfnc.org.

- b. High School Equivalency Diploma: Students who earned a High School Equivalency diploma can request an official transcript by visiting www.diplomasender.com.
 - c. Home School Transcripts: Home school graduates must submit a transcript documenting credit earned and the date of graduation. Official transcripts must be issued by the chief administrator of the home school and show the school's name and address. The home school must be listed on the state registry as an authorized home school.
 - d. Non-US Transcripts: All non-US transcripts 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.
 - e. College/University Transcripts: Transcripts from other colleges or universities attended are required to determine gateway course placement, to verify prerequisite coursework, and for transfer credit review.
3. **RISE Placement**: Non-U.S. high school graduates, U.S. high school graduates of more than 10 years of enrollment, and HiSET/GED graduates who do not meet certain benchmarks, are provided an option to complete the RISE assessment. Please refer to the RISE Placement section of this catalog, for additional information and review of the RISE criteria for gateway course placement.
 4. **#BeAViking New Student Orientation**: Both new and returning students are required to enroll in an online #BeAViking session. During this session, students are informed of campus services, enrollment processes and updates.

RETURNING STUDENTS

Admission applications are valid one year from the date submitted. Returning students must complete an updated application for admission, including a residency determination through North Carolina's Residency Determination Service. 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. Official transcripts not on record will be needed to verify prerequisite coursework.

PROVISIONAL STUDENTS

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 at SCC. 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 students do not qualify for federal financial aid.

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 based on 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.

ADMISSION OF HIGH SCHOOL STUDENTS

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 webpage for more information, <https://www.sampson.k12.nc.us/Domain/47>.

CAREER AND COLLEGE PROMISE

The Career and College Promise (CCP) program provides structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level job skills.

Prospective students seeking to take college courses through CCP must meet the eligibility requirements set by the State 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 the CCP Coordinator in Student Services or their high school guidance counselor.

To view the CCP Operating Procedures, please visit the North Carolina Community Colleges website: <https://www.nccommunitycolleges.edu/academic-programs/career-college-promise>.

SPECIAL ADMISSIONS

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*.

1. 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 record 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 of 10th grade reading level or higher on the SCC BLET Admissions 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.

ADN & LPN (GENERIC)

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ADN and PN PROGRAMS

1. Evidence of successful completion of ALL prerequisite courses with a grade of “C” or better. Prerequisite courses are:
 - a. Chemistry
 - High school or college Chemistry (CHM 092 or higher) with respective labs
 - b. Biology
 - High school or college Biology (BIO 110 or higher excluding BIO 168 & BIO 169) with respective labs
 - c. Math
 - An unweighted high school GPA of 2.8 or higher within the last 10 years OR
 - Placement test scores, transition studies, or college credit showing mastery of Tier 2 in MAT 003 or higher
 - d. English
 - An unweighted high school GPA of 2.8 or higher within the last 10 years **OR**
 - Placement test scores, transition studies, or college credit showing mastery of Tier 2 in ENG 002 or higher

Each of these (a – d) 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.
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 Basic Life Support 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 ATI Test of Essential Academic Skills Test (TEAS). Test scores are valid for three calendar years. 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

Students seeking admission to the nursing program (Associate Degree Nursing, Practical Nursing Daytime option or Practical Nursing Evening option) 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 the deadline. *The College reserves the right to extend the application period when warranted.*

1. Students who have completed all prerequisites and achieved the required ATI TEAS scores must bring their ATI TEAS score report, ATI TEAS transcript, 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

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 ATI Test of Essential Academic Skills (ATI TEAS) 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.

ATI TEAS TESTING POLICY ADN and PN

All nursing applicants must achieve a proficient, advanced or exemplary level on the ATI TEAS (Test of Essential Academic Skills Test) to be eligible to apply to the nursing programs.

The ATI TEAS 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 ATI TEAS 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 ATI TEAS without proof of payment and photo identification.

Testing will begin in the fall semester 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.

POINT SYSTEM FOR ADN and PN APPLICANTS:

1. **Points for ATI Test of Essential Academic Skills Test (TEAS)** - All applicants will be awarded points for admission based on the scores earned for the ATI TEAS.
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

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.
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 122, 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 15. Faxed copies will not be accepted.
 - Advanced Placement Application – the Advance Placement Application may be obtained from the Nursing Division Secretary and/or SCC website.
 - NACE I scores (80 or higher)
 - Copy of American Heart Association Basic Life Support Provider CPR card.
7. Upon Admission to the Associate Degree Nursing Program, complete an 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.**

LPN to ADN ONLINE OPTION

The LPN to ADN option is a unique two semester online 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 an 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 – Basic Life Support Provider Course. 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:

GENERAL EDUCATION REQUIREMENTS PRIOR TO ADMISSION			
Course PreFix	Course Title	Credit Hours	Degree (A451100L)
ENG 111	Writing and Inquiry	3	X
ENG 112 or ENG 114	Writing/Research in the Disciplines or Prof. Research and Reporting	3	X
Humanities /Fine Arts Elective	Choose One: ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240	3	X
BIO 168	Anatomy and Physiology I	4	X
BIO 169	Anatomy and Physiology II	4	X
PSY 150	General Psychology	3	X
PSY 241	Developmental Psychology	3	X
Total Credit Hours		23	23

**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 15. Faxed copies will not be accepted.
 - LPN to ADN Intent Form (Application)
 - NACE I scores (82 or higher)
 - Verification of Practice Form with a printout from the employer of actual hours worked within the last 2 years
 - Copy of American Heart Association Basic Life Support 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 15 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.**

[NURSING ACCELERATION CHALLENGE EXAM I \(NACE I\)](#)

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 or a minimum score of 82 for LPN to ADN online option.

Testing will begin in the fall semester and will end by January 15 of each academic year. The college reserves the right to extend testing after January 15. The examination is administered by Sampson Community College. SCC does not accept remote NACE scores. Only exams administered by an approved on-site testing proctor will be accepted. Students are allowed only one attempt to test per academic year, regardless of location.

The examination cost is set by the company and is the responsibility of the applicant. Applicants will not be allowed to take the NACE I exam without photo identification. The College's website includes additional information regarding registration, cost, and dates for the NACE exam.

EMS, PARAMEDIC BRIDGING

**ADMISSIONS REQUIREMENTS FOR EMERGENCY MEDICAL SCIENCE,
PARAMEDIC BRIDGING TRACK**

In addition to general admissions requirements, all applicants to the EMS Paramedic Bridging Track must meet the following program requirements and submit all required documentation prior to enrollment.

1. Math Requirement
 - An unweighted high school GPA of 2.8 or higher within the last 10 years **OR**
 - Placement test scores, transition studies, or college credit showing mastery of Tier 1 in MAT 003 or higher
2. English Requirement
 - An unweighted high school GPA of 2.8 or higher within the last 10 years **OR**
 - Placement test scores, transition studies, or college credit showing mastery of Tier 2 in ENG 002 or higher
3. Overall GPA of at least 2.0 and grade of C or higher in college level coursework in related classes and core courses in the EMS program of study
4. Must be currently certified as an active Paramedic in North Carolina.
5. Must have a valid state driver's license.
6. Must have completed 1,000 hours of direct patient contact in the EMS field as a Paramedic. An EMS director/training officer must verify this in writing on department letterhead.
7. Submit proof of EMS continuing education in the last two years.
8. Copies of the following document must be submitted with the program application:
 - State Paramedic Certification
 - EMS continuing education records during the current certification period
 - AHA Basic Life Support CPR Certification
 - ITLS or PHTLS certification or equivalent
 - PALS or PEPP Provider certification
 - Other relevant EMS CE

RESIDENCY

RESIDENCY CLASSIFICATION

The state of North Carolina substantially subsidizes the cost of tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Since it first became a state, North Carolina has abided by the philosophy that an educated public is necessary to a democratic government and that the State, therefore, has an obligation to provide for the education of its people. Article IX, Section 9, of the State Constitution states "The General Assembly shall provide that the benefits of the University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense". Therefore, while North Carolina welcomes out-of-state students it considers the privilege of providing a reduced in-state tuition rate to be a taxpayer benefit. Among other benefits provided only to students who meet the domiciliary requirements is eligibility for consideration for State-sponsored programs of student financial aid to help pay for college expenses. The same rules that govern residency determination for in-state tuition are also applicable to the residency status for State aid programs at both public institutions and independent colleges and universities. For decades the determination of residency has resided on the campus where the tuition benefit and/or the State aid was administered.

In 2013 the NC General Assembly became concerned about inconsistency in residency determinations across institutions of higher education in North Carolina. The General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition and/or State student aid a residency determination from RDS is required. A student generally only has to complete the RDS one time instead of seeking separate residency determinations at multiple colleges and universities. To learn more about residency and complete a determination go to www.NCresidency.org.

Regulations concerning residency classification for tuition purposes are set forth in detail in the [Residency Determination Service \(RDS\) Guidebook](#).

RISE PLACEMENT

Effective Summer 2020, Sampson Community College implemented Reinforced Instruction for Student Excellence (RISE) to determine college readiness. Students are placed in transition, co-requisite, or gateway English and math coursework based on the performance of the criteria below. Non-US high school graduates, U.S. high school graduates of more than 10 years of enrollment, and HiSET/GED graduates who do not meet the benchmarks below, are provided an option to complete the RISE placement test.

The following RISE criteria places a student into Transition, Co-Requisite, and/or Gateway coursework:

Within 10-Years of Enrollment

- U.S. High School (Public, Private, Home School) Graduate with an Unweighted GPA
- Completion of the SAT or ACT
- Previous Developmental Coursework
- Approved Entry Assessment Scores (ASSET, ACCUPLACER, COMPASS, NC DAP, RISE)
- Advanced Placement/CLEP
- Transfer Credit (English and Math)

Criteria Regardless of 10-Year Rule

- Completion of an Associate degree or higher at an accredited institution
- Completion of a GED or HiSET **from 1/1/2014 to present**

The RISE Placement Guides below show proper placement based on GPA, Scores, and Credit.

RISE MATH PLACEMENT GUIDE									
COURSES	Unweighted HS GPA	Transitional Math (MAT-003) Grade	CCRG Math Grade	RISE Math Placement Test	NC Dep/Dev. Ed. Completion	ACT	SAT	*GED Mastery (on all parts)	*HiSET (on all parts) AND at least a 4 on the essay
Transition Math MAT 003	≤ 2.199	—	—	—	—	Math ≤ 19	Math ≤ 529	< 145	—
MAT-110 with a Co-Req	2.2 - 2.799	No Applicable Measure	No Applicable Measure	No Applicable Measure	No Applicable Measure	Math 20-21	No Applicable Measure	145-164	—
MAT-110 without a Co-Req	≥ 2.8	P1	80+ Tier 1	RISEM1 ≥ 70	DMA-010 - 030	Math ≥ 22	Math ≥ 530	≥ 165	≥ 15
MAT-143 with a Co-Req	2.2 - 2.799	P1	80+ Tier 1	RISEM1 ≥ 70	DMA-010 - 030	Math 20-21	—	145-164	—
MAT 143 without a Co-Req	≥ 2.8	P2	80+ Tier 2	RISEM2 ≥ 70	DMA-010 - 050	Math ≥ 22	Math ≥ 530	≥ 165	≥ 15
MAT-152 with a Co-Req	2.2 - 2.799	P1	80+ Tier 1	RISEM1 ≥ 70	DMA-010 - 030	Math 20-21	—	145-164	—
MAT-152 without a Co-Req	≥ 2.8	P2	80+ Tier 2	RISEM2 ≥ 70	DMA-010 - 050	Math ≥ 22	Math ≥ 530	≥ 165	≥ 15
MAT-171 with a Co-Req	2.2 - 2.799	P2	80+ Tier 2	RISEM2 ≥ 70	DMA-010 - 050	Math 20-21	—	145-164	—
MAT-171 without a Co-Req	≥ 2.8	P3	80+ Tier 3	RISEM3 ≥ 70	DMA-010 - 080	Math ≥ 22	Math ≥ 530	≥ 165	≥ 15

RISE ENGLISH PLACEMENT GUIDE									
COURSES	Unweighted HS GPA	Transitional ENG (ENG-002) Grade	CCRG: ENG Grade	RISE Placement Test	NC Dip/Dev. Ed. Completion	ACT	SAT	*GED Mastery (on all parts)	*HSET (on all parts) AND at least a 4 on the essay
Transition English ENG 002	≤ 2.199	—	—	—	—	ENG < 16 = READ < 20	ENG < 480	< 145	—
ENG-111 with a Co-Req	2.2 - 2.799	P1	80+ Tier 1	RISEE1 ≥ 70	DRE-097	ENG 16-17 = READ 20-21	—	145-164	—
ENG 111 without a Co-Req	≥ 2.8	P2	80+ Tier 2	RISEE2 ≥ 70	DRE-098	ENG ≥ 18 = READ ≥ 22	ENG ≥ 480	≥ 165	≥ 15

RISE PLACEMENT TESTING

The RISE placement test is an untimed, proctored exam that covers English and math. Each part is divided into tiers. There are two tiers for English, and three tiers for math. Students must score a 70 or higher on each tier in order to advance to the next tier. SCC provides all testing materials needed for the exam, including a formula chart, paper, pencil, and scientific calculator. A preparation sheet can be found on the SCC website.

RETEST POLICY

The RISE placement test can be retaken once. Students may elect to retake the entire test or the section where college-level placement was not achieved. The highest scores earned in each section from the initial test and the retest will be used for placement.

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.

TUITION WAIVERS

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 G.I. 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 G.I. 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 G.I. Bill®-AD (CH30) or Post 9/11 G.I. 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 G.I. 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 G.I. Bill® (CH33) or Montgomery G.I. 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.

FINANCIAL AID & COST OF ATTENDANCE

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 (SAP) 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), which is available October 1 of each year for the following academic year. 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 the SCC Admissions Requirements. Admissions must be completed before financial aid can be awarded. An official transcript showing high school graduation or completion of a high school equivalency diploma is required for all students seeking financial aid.
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). An EOC Counselor from Fayetteville State University is available on the college's campus to assist students with the admission and financial aid applications, please call 910-900-4083.
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 Self-Service 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 15 each year. Scholarships are awarded for the Fall and Spring Semesters. Students are strongly encouraged to complete the FAFSA. FAFSA completion is required for students seeking the Sampson Promise scholarship.

TYPES OF FINANCIAL AID

1. Federal Pell Grant Program - The Pell Grant is a federal aid program with the maximum award of \$9517 per year (fall, spring, summer), 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.* Eligible students must enroll at least part-time, be a citizen of the United States or an eligible non-citizen, not hold a bachelor's degree, not be in default on a federal loan, not owe money on a federal student grant, and meet SAP requirements for the institution. 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 considered eligible for federal aid.

Important: To be considered for full-time enrollment, a financial aid student must be enrolled in 12 credit hours or more for the semester. This includes fall, spring, and summer semesters.

Federal Pell Grant Proration is based on the following standards:

- Full-time (12+ credit hours), full award
 - $\frac{3}{4}$ -time (9 – 11 credit hours), $\frac{3}{4}$ or full award
 - $\frac{1}{2}$ -time (6 – 8 credit hours), $\frac{1}{2}$ award
 - $< \frac{1}{2}$ time (1 – 5 credit hours), prorated based on Pell chart schedule
2. Federal Work-Study Program - The Federal Work-Study Program (FSW) 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. Eligible students may work up to the maximum number of hours per week as specified on their FWS contract. Jobs usually range from 8 to 10 hours per week and pay at least the minimum wage rate. Hours may be increased for FWS positions during the summer semester. The Financial Aid Office selects applicants to interview based on the approved FWS positions for the academic year. Final selection of the FWS student is determined by the supervisor of the FWS position.
 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. Priority is given to Federal Pell Grant recipients. Colleges participating in the FSEOG program annually receive a limited amount of FSEOG funds. Once all FSEOG funds have been awarded and disbursed to students, no additional FSEOG awards can be made for the year.

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 and meet SAP requirements for the institution. Students who have earned a bachelor's degree are ineligible. Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is used to also qualify for Federal Pell Grant. Award amounts are pre-determined and delivered by CFNC. 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 and meet SAP requirements for the institution. Students who have earned a bachelor's degree are ineligible. Applicants must complete the Free Application for Federal Student Aid (FAFSA). The NCCCG is awarded only for the fall and spring semesters. Award amounts are pre-determined and delivered by CFNC. 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
 - Sampson Promise Scholarship
 Students applying for scholarship are strongly encouraged to complete the FAFSA. FAFSA completion is required for students seeking the Sampson Promise scholarship by the scholarship application deadline.
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.

YEAR ROUND PELL

The Consolidated Appropriations Act of 2017 allows a student to receive Pell Grant funds up to 150% of the student's scheduled award for an award year. Effective beginning with the 2017-2018 award year.

Sampson Community College awards Year Round Pell (YRP) as a trailer program. Meaning aid for the current year is award and disbursed in the following order: Fall Semester, Spring Semester and lastly Summer Semester. A Year Round Pell Student enrolled at SCC is a student who was enrolled full-time and received 100% of their Pell Grant Entitlement during both the fall and spring semesters.

Students who are considered (YRP) must be enrolled at least half-time (6 credits or more) in the summer for which the student receives the additional Pell Grant Funds. Additional Pell Grant Funds will be included in the students 600% Pell Lifetime Eligibility.

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. Failure to maintain academic progress will result in the termination of financial aid. 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. The Financial Aid Office monitors a student's academic progress to verify continued eligibility when the student applies for financial aid and at the end of each semester. A student's entire academic history is considered in determining eligibility which includes periods when financial aid was not received.

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 67 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. Transfer credits accepted by the college are also included. See the following example:

Number of credit hours student is originally enrolled	Number of credit hours student must complete to meet 67%
15	11
12	8
9	6

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 (67%) at the end of each semester, will receive a written notice of academic warning by postal mail and posted in the student's Self-Service account. 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 (67%) 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:

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 with supporting documentation of the claim. 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 & Student Affairs, 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.

Maximum Timeframe Appeal: Students who have exceeded the 150 percent maximum timeframe 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 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 & Student Affairs, 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.

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.

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.

FEES

ACTIVITY FEE

Each curriculum student enrolled will pay \$20.00 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.

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 Finance 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 \$10.00 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 \$10.00 for a first offense and \$25.00 for each subsequent offense. 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 will pay \$16.00 per semester for a technology fee. 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.

PAYMENT OF TUITION & 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.

REFUND POLICY

TUITION REFUNDS

The College's curriculum 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 request to be withdrawn. The withdrawal process is as follows:

1. The student must complete a withdrawal form at Student Services or send a request to withdraw from their SCC student email account to registrar@sampsoncc.edu.
2. The instructor will sign and verify the last date of attendance.
3. Student Services will process the withdrawal and notify the Finance Office.
4. The Finance Office will determine if the student is eligible for a refund by following the tuition refund policy established by the North Carolina State Board of Community Colleges. Please see below.

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

Students who withdraw from all classes prior to completing more than 60 percent of the semester will have their eligibility for financial aid recalculated which may require a portion of the federal aid to be repaid for the semester. This policy applies to all students who receive Title IV funds (Federal Financial Aid) and includes faculty-initiated withdrawals and suspensions from Sampson Community College. Students who maintain enrollment after the 60 percent point of the semester are considered to have earned 100 percent of the financial aid they were awarded and will not owe money. If a student enrolls in a combination of 5-week, 8-week, and/or 16-week courses, completing a 5-week or 8-week course does not waive a student from being calculated as a Return to Title IV.

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. Students are responsible for paying the outstanding balance after the Title IV calculation has been determined. The Finance Office will place a hold on the students' accounts. Students will not be allowed to register for classes or receive a transcript until the outstanding balance is paid in full.

NC STATE GRANT RETURN POLICY

The North Carolina State Education Assistance Authority (NCSEAA) along with the College Foundation of North Carolina (CFNC) has established a return policy for state funded grants. The North Carolina Community College Grant (NCCCG) and the North Carolina Education Lottery Scholarship (NCEL) are both offered at Sampson Community College. State grants are awarded to students based on the completion of the semester. Student(s) that are awarded state grants must complete more than 35% of the semester or they will owe a repayment to the NCSEAA.

State grant recalculations are based on the last day attended by the student as reported on the withdrawal form by the instructor. The Financial Aid Office is responsible for completing the return to funds calculation. If determination is made that a portion of the state funds has been unearned and will need to be returned to CFNC, the college is required to return these funds back to the state within 45 days. Students are responsible for paying any portion of the charges that are outstanding after the Title IV calculation has been determined. The Finance Office will place a hold on the students' accounts. Students will not be allowed to register for classes or receive a transcript until the outstanding balance is paid in full.

Important note: Student(s) that are receiving both federal and state aid are required to complete at least 60 percent of the semester to have earned their entire federal and state aid. The NC State Grant Return Policy only applies to students that receive only state aid and no federal aid.

RESOURCES & SERVICES

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 6:00 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.

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is located on the first floor of the Kitchin Building. Currently enrolled students must present a valid SCC ID card to utilize ASC resources. The ASC houses an open computer lab, and study areas. Professional and peer tutoring services are available to all students at no charge. To request tutoring services there is an online form on the College's website under [Online Tutoring](#). The ASC is a student testing center. To reserve a testing space please use the [Library Services Scheduler](#) available on the College's website. Staff provides user support and assist students with logging into Web Advisor, registering for courses, password reset assistance, and using Moodle to access course content. Hours of operation are posted each semester and may be found on the College's website.

PASSWORD RESETS

Passwords can be reset in the Academic Success Center. Additionally, there is an online reset portal on the College's website under [Password Reset](#). Click the second block, Password Reset, and enter Username using your User ID only, for example: xxxxx1234 (first initial, first 9 characters of last name, and last 4-digits of your Student/Colleague ID Number).

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, 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.

ACCIDENT REPORT PROCEDURES

It is the student's responsibility to initiate the claim. Accidents must be reported to the College no later than 48 hours following the incident. Claim forms are available in the Finance Office. These forms must be completed and returned to the Finance Office for filing with the insurance company within 90 days following the accident.

BILINGUAL SERVICES

Bilingual Services are provided to the Spanish-speaking population in the college's service area. Services include counseling and providing referrals to outside agencies.

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.

CAMPUS SECURITY

The College strives to maintain a safe and orderly environment for students, faculty, and visitors. Crime awareness is a collective responsibility of all people on our campus, and they must take individual precautions to protect themselves from becoming the victim of a crime. The promotion of campus security is a shared responsibility as well; and the cooperation of students, faculty, and visitors is necessary to ensure safety on campus.

1. Campus Law Enforcement

The College employs one full-time officer from the Clinton Police Department (CPD) and other part-time police officers as security personnel. These officers are recognizable on the campus in their CPD uniforms. Their duties include parking and traffic enforcement as well as campus security. While on duty on the campus, these officers serve as representatives of the College and as sworn members of the Clinton Police Department with arrest authority. The College resides within the City of Clinton. Students, employees, and visitors are subject to the enforcement actions of sworn officers from the Clinton Police Department.

These officers have the authority to arrest individuals without approval of College officials for violations of city, state, and federal laws. The College encourages the accurate and prompt reporting of all crimes to campus security personnel, to College officials, or directly to the Clinton Police Department through 911 calls.

Security/evening staff are available to accompany individuals to their cars during evening hours when requested through the Evening Coordinator. Officers may also provide additional assistance to the maintenance staff in closing and securing the buildings at the conclusion of evening operations.

Security staff members are equipped with radios that may be used to request assistance directly from central dispatch for responses by the Clinton Police Department and Sampson County Emergency Services. These employees are sworn officers with the power of arrest. They are authorized to summon police in the event of an incident requiring law enforcement. Law enforcement support agencies include the State Bureau of Investigation, the State Highway Patrol, the Sheriff's Department, Clinton Police, and other special agencies.

2. Security Considerations

The College campus provides designated well-lighted parking areas for students and employees with open walkways between buildings and parking lots. To assist with an emergency campus security officers, the maintenance and housekeeping employees and a number of administrators carry hand-held radios that communicate across the campus. These employees can request 911 services or summon assistance from other staff when needed.

When not in use by the College, the plant staff secures all campus buildings. Most buildings are equipped with security alarm systems that report intruders to a monitoring service that then calls both local police and an administrator for response. During hours the College is closed, the Clinton Police Department (CPD) drives through the campus as part of their regular monitoring activity.

4. Access to Campus Facilities

The College provides access to the campus for students, employees, and visitors during the College's scheduled hours of operation. During the fall and spring semesters, the hours of operation are from 8:00 a.m. through 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Fridays during scheduled academic days. During the summer, these hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday, and 8:00 a.m. to 12 noon on Fridays. The College's hours of operation are subject to change during non-academic days. During weekends, the College opens only those buildings housing weekend classes during class hours. Access to buildings after these hours may be requested through the administration.

5. Student Right-To-Know and Campus Security Act of 1990

The information in this section summarizes the College's policies and programs intended to promote campus safety and to comply with the provisions of the 1990 Campus Security Act and the 1998 Clery Act and their amendments.

Questions concerning campus security, crime reporting, or the College's compliance with The Clery Act and its amendments should be directed to the Dean of Student Services located in the Student Services Division, North Building, or the Vice President of Administration, North Building Administrative Offices. Both administrative offices may be reached by calling 910-592-8081.

In compliance with the requirements of Clery Act, the following crime statistics are provided to inform the campus community about the occurrence of crimes on the campus and within the City of Clinton for the noted three-year period.

OFFENSE	2018-19	2019-20	2020-21
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DRUG LAW VIOLATIONS	5	2	0
ILLEGAL WEAPONS POSSESSION	0	1	0
HARASSMENT	0	0	0
STALKING	0	0	0

6. Monitoring and Recording of Criminal Activity

Anyone suspected of involvement in any illegal acts should be reported immediately to the Clinton Police Officer assigned to the campus or to any College employee. An administrative officer can be reached during the College's normal hours of operation by dialing the operator (0) or an administrative office directly.

7. Information on Registered Sex Offenders

Information concerning registered sex offenders residing in Sampson County may be obtained at the following web site maintained by the State Bureau of Investigation: <http://sexoffender.ncsbi.gov/>

8. Criminal Reporting and Notification

The policy of the College is to prepare and disclose both campus and community crime statistics to currently enrolled students in a timely manner through one or more methods of notification including mail, information handouts, posters, and electronic means.

As noted above, students are encouraged to report all crimes to a campus officer or to an administrative staff member for the purpose of making timely warning reports and for the purposes of making the annual statistical disclosure. These staff members include the president, vice presidents, dean, evening coordinator, or any campus official supervising a College event.

CAREER SERVICES

The Lead Career Coach is available in Student Services to assist students with career development services such as resume writing, job applications, job search referrals, and interview preparation. Students may contact the Career Coach for additional information regarding career services.

CHILD CARE SERVICES

Student Services 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 the Director of Counseling, Accessibility, and Testing 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.

COLLEGE & CAREER READINESS

The College & Career Readiness (CCR) department is located on the first floor of the Technology Building. Programs are provided to assist adult students 16 years of age or older in attaining fundamental educational skills. CCR 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 three programs designed for adults who have not completed high school: the Adult Basic Education (ABE) program, the High School Equivalency Diploma (HSE) program and the Adult High School (AHS) 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
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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, College and Career Readiness (formerly Basic Skills) provides learning labs and computer-assisted instruction for students. There are no fees charged for use of these resources.

COUNSELING SERVICES

Counseling Services at Sampson Community College provides access to the support and resources that are critical to student success. Counselors are available to assist students in achieving their academic, personal, and professional goals. Counseling Services at SCC provide support for academic, career, disability, and personal counseling. Counseling is available to students from pre-admission through graduation.

Counseling in the Student Services Division is available to prospective and current students as well as graduates. Students are encouraged to utilize Counseling Services throughout their enrollment for progress updates. Appointments may be scheduled, and walk-ins are welcome at any time during regular operating hours. Counseling is confidential and free of charge. Counseling Services are available to distance learning students. Students must use their SCC e-mail account with general correspondences and when submitting questions online.

ACADEMIC COUNSELING

Upon admission to the College, students may meet with an enrollment representative 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 enrollment representatives 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. If a student is unsure which program would best fit their academic and career goals, enrollment representatives offer assistance to 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 enrollment representative 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 an enrollment representative 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. Enrollment representatives 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.

CAREER COUNSELING

Finding a career or specific job suited an individual's personality and aspirations can be a considerable task. Student Services offers 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 a Career Coach 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. A counselor is 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. A counselor may 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. Enrollment representatives 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 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 Director of Counseling, Accessibility and Testing. 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 Director 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.

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.

BLENDING COURSES

Blended 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.

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.

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. 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.

3. 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.
4. Once students have completed the Mandatory Online Course Assessment and received a grade, the online course will be made available to them.

Sampson Community College recommends the following computer hardware and software for student success. Mobile devices, such as tablets or smartphones, may not be sufficient for completing required coursework. Some courses may require additional hardware or software, please check the course requirements posted in Moodle, on the syllabus, contact the instructor, or the division chair. It is the responsibility of the student to have access to the required hardware/software.

Computer Hardware:

- PC or Mac with updated operating system and antivirus protection. Multimedia - speakers, microphone, and webcam are recommended and may be required in some courses.

Additional Computer Software:

- Latest version of Microsoft Office - Sampson CC offers free downloads of the latest version of Microsoft Office and Office 365 to all students and employees at: <http://www.office.com/getOffice365>.
- PDF reader - download free at <https://get.adobe.com/reader/> .
Note: Uncheck the Optional Offers checkboxes at the Adobe Reader download site to avoid downloading unwanted software).

Internet Connection:

- Reliable, high speed Internet access. You can check your Internet connection speed at: <https://www.speedtest.net/> .

Browser:

- Up-to-date version of Google Chrome, Safari, or Microsoft Edge. You can check to see which browser you are currently using by going to: <https://www.whatismybrowser.com/>.

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) 900-4309 between 8:00 a.m. and 5:00 p.m. Monday through Thursday and 8:00 am and 4:00 pm on Fridays.

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](#).

FINANCE OFFICE

The Finance Office is responsible for the collection of all tuition, fees, fines, and other educational costs borne by the student. In addition, the Finance Office distributes all financial aid and work study checks. The Finance 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.

FOOD PANTRY

The mission of the food pantry is to provide momentary food assistance to SCC students at no cost. The goal of the pantry is that enough food will be given to feed the student for the day and help support our students so that they will be able to succeed and complete their classes, degree, or certification.

The food pantry is located in the Activity Center and is open to all Sampson Community College students. Student ID is required in order to receive items. Hours of operation may be found on the College's website. Students may also schedule appointments with the Student Engagement Coordinator.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is located on the first floor of the Kitchin Building. Housed within the LRC is the Academic Success Center, rooms and computers where students can access Zoom meetings, coursework, or group study, and a conference room. To

reserve a space please use the [Library Services Scheduler](#) available on the College's website. Also, the LRC has open computers, study tables, a copier, and a printer for student use. The LRC offers materials for students or employees to check-out with a valid SCC Student ID card including laptops, WIFI hotspots, data print resources (books, periodicals), audiovisual materials (audio books) and equipment. A variety of materials are also available through Interlibrary Loan. Available on the LRC's webpage are numerous databases (NCLIVE, and STAT!Ref), a chat box for reference or general questions, the Library Catalog, and directions for using these resources. LRC staff are eager to provide research and password assistance, and instruction.

During the fall and spring semesters, the LRC is open Monday through Thursday from 7:30 a.m. to 5:00 p.m. and 7:30 a.m. to 4:00 p.m. on Fridays. Operating hours vary during the summer and are posted at the LRC entrance and may be found on the College's website. Students with outstanding library materials will not be allowed to register for the next semester or obtain transcripts. Student records will be blocked until all materials are returned.

LOST AND FOUND

This service is provided through the Student Services Division. All articles found should be turned in to any Student Service's staff member. These articles will be held for two weeks and then discarded.

MEDICAL AID ON CAMPUS

Sampson Community College does not have a Nurse or EMS staff member assigned as an emergency employee for campus medical needs. The campus security officer, the director of EMS training, and nursing faculty are available for responses to medical emergencies. A number of college employees are trained in the use of automated external defibrillators that are located in all of the main buildings. Major illness or injury should be reported by dialing 911 first and then notifying a faculty or staff member as soon as possible. For minor injuries, first aid kits are available in each building on campus.

NOTARY SERVICES

Notary publics are available on campus for employees and students to notarize documents pertaining to college business. Please contact the President's Division or the Student Services Division for information on the availability of notary services.

PASSWORD RESETS

Passwords can be reset in the Academic Success Center located in the Library. Additionally, there is an online reset portal on the College's website under [Password Reset](#).

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.

SGA & STUDENT ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) was organized in 1968 under a student government constitution. The purpose of this organization is to preserve an atmosphere of free discussion, inquiry and self-expression, cultural enrichment, and to insure the personal freedom and general welfare of the members of the student body. The SGA develops student's awareness of personal capabilities and assists in personal and leadership development. All curriculum students who pay activity fees are members of the SGA. Officers are elected each year and include a president, vice-president, and secretary.

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 to:

1. Establish laws to govern student conduct and elections.
2. Establish an annual budget for the Activity Fee Fund.
3. To advise and work with administration in the improvement of student life.
4. Provide a framework within which students may work to improve the college.
5. Encourage and support adherence to campus regulations during all student activities and SCC sponsored events.
6. Inspire the quality, sustainability, and growth of current SCC clubs, and the creation of new SCC clubs.
7. Promote civic responsibility throughout all of SCC.

SGA MEMBERSHIP

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 ACTIVITIES

Student Activities are an integral part of the total development and awareness of personal capabilities of the individual. The Student Government Association (SGA) Constitution provides for these activities through the SGA Senate and student committees in consultation with College staff and administration. These activities provide opportunities for leadership development and training in planning and implementation for students. All students are encouraged to participate in planning and evaluating activities. Financing of student activities is derived primarily from the budget adopted annually by the SGA.

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

THE VIKING VOICE

The Viking Voice is a blog located on the College's website that features items of interest to the student body, staff, faculty and general public. It includes information regarding special events, activities on campus, and student and faculty highlights. Students, staff and faculty are encouraged to submit information and articles to be published to the SCC Advancement Office. The blog is edited by SCC Staff in accordance with guidelines established by the College administration.

VENDING

Beverage and snack vending machines in various buildings are available during the College's regular operating hours.

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 education benefits not the college. Veteran students must obtain a Notice of Basic Benefit Eligibility from the Veterans Administration. Veteran students may obtain additional information and apply for educational benefits at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

The Director of Financial Aid and Veteran Services (Director) at Sampson Community College's is the Certifying Official (SCO). The Director is not employed with the VA but is responsible for enrollment certification and maintaining VA student records. The Director's responsibilities are to coordinate educational benefits from the Department of Veteran Affairs with the SCC Finance Office Coordinator of Financial Services and maintain the veteran student's records in her office.

The Department of Veteran Affairs will notify the veteran student of eligibility of benefits. In compliance with the requirements of 38 USC 3679 (e), VA students are required to bring a

copy of the Notice of Basic Benefit Eligibility to the Director of Financial Aid and Veteran Services located in the Student Services Division no later than the first day of the semester.

After completing all admissions requirements and enrolling in an approved curriculum program, the Certifying Official will submit enrollment information to the Department of Veteran Affairs. Certification will be made for only those courses that are required for graduation in the curriculum in which the student is approved and enrolled. Certifications will not be made for Continuing Education coursework, audited coursework, withdrawals and self-paced developmental math coursework are not paid by the Veterans Administration. Students receiving VA benefits are responsible for notifying the Certifying Official when a class has been dropped or added. Failure to notify the SCO of schedule changes could result in an overpayment in VA Educational Benefits.

The Department of Veterans Affairs requires all prior coursework be evaluated to determine eligible transfer course credit(s) from other colleges/universities. Therefore, official transcripts, from all colleges that have been attended, including military transcripts and any service school transcripts must be evaluated for transfer credit before VA Students are certified to receive education benefits from the Veterans Administration Office.

VA students must maintain the required Sampson Community College cumulative grade point average (GPA) of 2.0 to be eligible to receive VA Benefits. Failure to maintain a 2.0 GPA will result in the VA student being placed on Academic Warning. The student's VA certification will continue for one semester to allow the student to improve their academic performance. After one semester, if the student has not successfully reached the required 2.0 GPA, they will be placed on Academic Suspension and the VA Certifying Official will report this suspension to the DOD by VA Once System.

As required when the School Certifying Official (SCO) certifies students training under Chapter 33 the credit hours must be reported. A standard term is considered to be when a semester is 15 to 19 weeks in length. A non-standard term is considered to be when a semester is shorter or longer than 15 to 19 weeks. Full time at Sampson Community College is considered to be when the student is enrolled in 12 credit hours or more during the fall and spring semester. Full time is considered to be when the student is enrolled 9 credits or more for the summer semester. Important: Financial Aid students that want to receive full award entitlement are required to be 12 credit hours for all semesters attended.

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.

WIRELESS INTERNET ACCESS

Wireless Internet access is available to students and the public in all main buildings on the campus. Printing resources are not accessible through public Internet access and categories with explicit themes may be blocked.

Network Name: SCC Public Wireless – select from list of available networks.

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WD&CE)

Sampson Community College provides diverse training opportunities through the Division of Workforce Development & Continuing Education. Course offerings open the door to education, training, and retraining skills for employment prospects in Sampson County and beyond.

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 Workforce Development & Continuing Education Division at (910) 592-8081, visit the office, or the College website at www.sampsoncc.edu. The Workforce Development & 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 Workforce Development & 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 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

Additional fees will may apply if necessary to cover the cost of insurance, possible equipment and supplies, etc. This will be communicated on or before the event of registration.

REFUNDS

The Refund Policy has been established by the NC General Assembly for all NC community colleges. For any classes cancelled by the College, a full refund will be given. A full refund for a class which was not cancelled 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 Workforce Development & 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. 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 Workforce Development & Continuing Education Office. The number of hours, CEU's, titles of classes, and grades are indicated on each transcript.

PROGRAMS

Public Safety – Training programs are offered on a continual basis to the community's in-service professionals. Certified and experienced instructors are obtained in order to teach the most up-to-date information. Learning opportunities include:

- Fire in-service training
- Law Enforcement in-service training
- Defensive Driver Training
- 4 Hour Defensive Driving
- 8 Hour Defensive Driving
- Alive@25 (aimed at reducing teenage driving-related accidents and deaths)

For more information, contact Aleta Whaley at awhaley@sampsoncc.edu

Emergency Medical Science Program – For more information, please contact Angela Magill at amagill@sampsoncc.edu

Allied Health – Programs are created to meet today's needs of medical fields locally, statewide and globally. All instructors are certified in their respective fields and hold many years of experience in patient care. Learning Opportunities include:

- Medical Billing and Coding
- Medical Terminology
- CPR
- Anatomy and Physiology
- Vet Assistant
- Pharmacy Technician
- Certified Nursing Assistant (CNA)
- EKG Technician

For more information, please contact Alonza Royal at sroyal@sampsoncc.edu

Workforce Development – These training programs work to provide students with the necessary skills to attain a job within a particular trade area. At the completion of these courses students are able to apply their newly learned skills to the workplace immediately. Learning Opportunities include:

- Truck Driver Training
- Notary Public
- Human Resource Development
- Electrical Contractor's License Renewal
- Effective Substitute Teacher Training
- Industrial Maintenance
- Masonry
- Income Maintenance Case Worker
- Ammonia Refrigeration Certificate
- Ed2Go Online Classes

For more information, please call 910-592-7176.

Community Education & Continuing Education – Personal enrichment opportunities are available at the College for those looking to become a life-long learner. These opportunities for adults help satisfy personal fulfillment and interests which contribute to the community's overall enhancement. These classes vary in price and variety throughout the academic year.

Learning Opportunities include:

- Cake Decorating
- Creative Art
- Culinary Basics
- Floral Design
- Photography

For more information, please call 910-592-7176.

Small Business Center (SBC) – The 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. For more information contact Bart Rice, brice@sampsoncc.edu.

Customized Training - Specialized training to Sampson County businesses and industries is provided through the Customized Training program. For more information contact Bart Rice, brice@sampsoncc.edu.

Occupational Extension – 910-900-4055

Human Resources Development – 910-900-4316

COLLEGE AND CAREER READINESS

College and Career Readiness 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.

The College and Career Readiness Department is located on the first floor of the Technology Building on the College's main campus. Programs are provided to assist adult students 16 years of age or older in attaining fundamental educational skills. College and Career Readiness 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 workforce, 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.

Learning Opportunities include:

- High School Equivalency Program (Spanish and English)
- Adult High School
- English as a Second Language (ESL) Program
- Academy of Continuing Excellence (ACE)

No registration fee is charged for these classes. In addition to structured classes, College and Career Readiness provides learning labs and computer-assisted instruction for students. There are no fees charged for use of these resources. For more information, please call 910-592-8081.

ENROLLMENT OF MINORS

College and Career Readiness programs are designed to serve adults. A student must be at least 16 years old to participate in any component of the program. Upon receipt of written recommendation of the 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 College and Career Readiness 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 College and Career Readiness Department offers three nationally recognized tests:

- Pearson Vue
- HiSET
- TASC

Free classes are offered for students who need remediation to successfully complete one of the high school equivalency tests. There are different fees for each test. The subjects tested are English/Writing, Reading, Mathematics, Social Studies, and Science.

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 College & Career Readiness at 910-900-4312.

ACADEMIC POLICIES & PROCEDURES

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.
5. 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.

ACADEMIC FREEDOM POLICY

Academic freedom is the cornerstone of higher education; without it learning cannot occur. In keeping with this core value and belief, Sampson Community College encourages a positive atmosphere for learning where faculty and students are free to engage in academic enquiry and expression free of arbitrary censorship or limitation.

Of course, with freedom comes the responsibility to exercise it with care and with the full consideration of the rights and freedoms of others. Instructors, being citizens with all appropriate Constitutional and legal protections for freedom of expression, are reminded that exercising those rights irresponsibly could adversely affect the College's image in the community. Both instructors and students are encouraged to freely explore multiple perspectives and viewpoints; however, controversial or potentially inflammatory material (lectures, reading materials, assignments) should be presented responsibly and respectfully.

To safeguard academic freedom for both faculty and students, students who believe their right to academic freedom has been compromised or infringed upon have a right to file a grievance in accordance with the grievance procedures outlined in this Catalog and Student Handbook. Faculty should follow the grievance procedures outlined in the SCC Staff Handbook.

ACADEMIC HONORS

PRESIDENT'S LIST

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

DEAN'S LIST

The Dean's List, issued each fall and spring 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.

HONORS LIST

The Honors List, issued each fall and spring semester, includes students who attain a minimum grade point average of 3.50 with no letter grade below "C" while earning less than 12 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.

ATTENDANCE POLICY

Face-to-Face

Students are expected to attend all registered classes and report on time. The College computes attendance beginning with the first scheduled class meeting date and does not distinguish between excused and unexcused absences. An instructor will drop a student when absences exceed 15 percent of the scheduled contact hours.

Online

Students enrolled in online courses must complete a mandatory online course assessment (MOCA) by the 10 percent point of each online course to avoid being dropped from those courses. Online course attendance is established by submitting graded assignments on or before the identified due dates. Failure to submit assignments by the due dates will be interpreted as absences. Once a student's absences have exceeded 15% of the total graded course assignments, the student will be dropped from the course.

Hybrid

Students enrolled in hybrid courses must complete a syllabus acknowledgement quiz by the 10 percent point of each hybrid course to avoid being dropped from those courses. Hybrid course attendance is established by attending face-to-face meetings and submitting assignments online. Failure to attend class meetings or and submit graded online assignments by the due dates will be interpreted as absences.

In the event of extenuating circumstances, an instructor may grant an exception to the Attendance Policy. Guidelines regarding attendance and tardiness are defined in course syllabi.

Effective Spring 2019

CLASS ABSENCES FOR STUDENT ACTIVITIES

The College encourages student participation in college-sponsored events and extracurricular programs. However, in some instances these activities may conflict with a student's class schedule. Students who miss a class, shop, lab, or clinical experience will be counted absent when not in attendance and are expected to complete all missed assignments.

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 contact Student Services concerning their educational plans and to secure program change.

All requests for program changes are recommended to 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. Auditing students are 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. Courses taken for audit are not eligible for financial aid.

COURSE LOAD

To be considered full-time for Fall or Spring semesters, a student must register for 12 credit hours, with a maximum course load of 18 credit hours. The Summer semester full-time load is 9 credit hours with a maximum course load of 12 credit hours.

A student seeking to enroll in more than 18 credit hours during Fall and Spring or 12 credit hours during the Summer semester must receive approval from the appropriate Division Chair or the Vice President of Academic & Student Affairs.

Students should enroll only in the courses recommended by their academic advisor. Students on academic probation may be required to register for a reduced course load.

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 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 corequisites 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 prerequisites and enroll in appropriate corequisites. 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 prerequisites and corequisites carefully before enrolling to avoid course withdrawal. The following stipulations apply:

1. All state prerequisites and corequisites must be honored and cannot be waived without supporting documentation.
2. Local prerequisites may be waived with the recommendation of the Division Chair and must be submitted to the Vice President of Academic and Student Affairs for approval.
3. RISE placement may satisfy gateway English and math prerequisites and corequisites (See the RISE placement section of catalog).
4. Completed curriculum courses may be used to satisfy the prerequisite or corequisite requirement for lower level courses in the same discipline.
5. Credit by Examination "CE" may be used to award credit for approved prerequisite courses.
6. Developmental coursework may be transferred from other colleges. A Transfer Developmental "TD" designation will be assigned to each developmental course transferred.
7. Dual enrolled high school students must meet all course pre-requisites.
8. Students registering for a course requiring a state or local corequisite should be registered for both courses simultaneously.
9. Withdrawing or dropping a course or its assigned corequisite will result in a withdrawal or drop from the associated course unless the corequisite was originally waived.

Official transcripts, test scores, and any other appropriate documentation supporting a waiver of prerequisites or corequisites must receive proper approval and be filed with the Registrar's office.

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 & Student 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 & Student 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. The College does not allow UGETC (transferrable courses) to be challenged.

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.

CREDIT HOURS & SEMESTER SYSTEM

Sampson Community College operates on the semester system. The Fall and Spring Semesters are each sixteen weeks in length and the Summer Semester is approximately 10 weeks in length. The amount of time that a class meets each week is determined by the number of semester hours credit and the lab or clinic hours required by a course. Semester hours credit is awarded as follows: one semester credit hour for each 16 hours of class lecture, one semester credit hour for each 32 hours of laboratory work, one semester credit hour for each 48 hours of clinical, and one semester credit hour for each 160 hours of work experience.

ENROLLMENT OF MINORS

Enrollment opportunities for minors include the Career and College Promise (CCP) program and Career and College Readiness (CCR) Programs.

The CCP program provides structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level job skills.

College and Career Readiness 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.

EXPERIENTIAL LEARNING POLICY (PRIOR LEARNING)

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. 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, then to the Vice President of Academic & Student Affairs further review.

3. If experiential learning credit is approved, the Vice President of Academic & Student 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 & Student 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.

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.
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.
WP	Withdrawal Passing from a course after the 70% date with a passing average at the time of withdrawal.
WF	Withdrawal Failing from a course after the 70% date with a failing average at the time of withdrawal.

GRADE POINT AVERAGE (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 WF	0

GRADING SCALE

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	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

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 by the published deadline. Student must submit a separate graduation application for each degree, diploma or certificate. Applications are required whether or not you intend to participate in the graduation ceremony. Students must indicate on the Application for Graduation if they plan to participate in the graduation ceremony. Students who do not indicate they are walking in the ceremony will not have tickets reserved. Students who do not apply for graduation by the published application deadline will not have tickets reserved. 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 studies 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 have 12 credit hours or less to complete their program requirements and anticipate completing those 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

Selected courses may be available for independent study. Independent study is a class offered without any regularly scheduled class or laboratory sessions. The request to enroll in a course by independent study may be approved if there are extenuating circumstances and when the following conditions are met:

- The course is not offered during the current semester or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer.
- The student has a cumulative grade point average of 2.0 or higher.
- The student has completed 15 semester hours of study in his or her academic program at Sampson Community College.
- A full-time faculty member, with the approval of the division chair, agrees to serve as the instructor for the semester of independent study.

Students who wish to register for a course under this policy should contact their advisor and complete an application for independent study. Independent study must be approved by the Division Chair and the Vice President of Academic & Student Affairs and filed with the Registrar's Office. During the semester, the faculty member will meet with the student to discuss/assess the student's progress in meeting the course competencies and course student learning outcomes. All student/instructor meetings must be documented to include date, time, and the course component discussed/evaluated. Students receiving federal financial aid including veterans' benefits are not eligible for courses delivered under this policy.

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 must see a faculty advisor prior to registering. Students may register via Web Advisor and are requested to register during the periods designated by the College.

REINFORCED INSTRUCTION FOR STUDENT EXCELLENCE (RISE)

RISE is an instructional program designed to provide students with the opportunity to strengthen skills in reading, English, and math. Placement in transition or corequisite courses is based on placement policies and procedures which are outlined in the RISE Placement section of this catalog.

The time required for completion of RISE courses varies based on individual proficiency levels. RISE courses are offered to promote student success and to meet specific course prerequisite or corequisite requirements. RISE 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 RISE (previously developmental) course work.

RISE prerequisites provide instruction through transition courses which offer the developmental foundations prior to enrolling in gateway English and math courses. RISE corequisites are developmental support courses offered at the same time as the gateway English or math courses. Additional guidance for prerequisite and corequisite courses is defined in the Course Prerequisites and Corequisites section of this catalog.

EXIT CRITERIA

RISE transition courses have a minimum passing grade of 80% in each Tier. Students achieving at or above this level of mastery will receive a grade of “P1, P2, or P3” depending on the number of tiers successfully completed. Those who do not reach the 80% level of mastery of at least one Tier will receive a grade of “R” and will be required to retake the course until mastery is demonstrated.

RISE corequisite courses are pass/fail based on students’ attendance and participation in class. However, successful completion of the gateway English or math course indicates that the support course was successful as well, thus earns a grade of “P” for the corresponding corequisite.

TRANSITION COURSES	GRADE
MAT 003	P1 = 80% or higher on Tier 1 P2 = 80% or higher on Tier 1 & Tier 2 P3 = 80% or higher on Tier 1, Tier 2, & Tier 3 R = 0 – 79% on Tier 1
ENG 002	P1 = 80% or higher on Tier 1 P2 = 80% or higher on Tier 1 & Tier 2 R = 0 – 79% on Tier 1

COREQUISITE COURSES	GRADE
MAT 010	P = Pass F = Fail
MAT 043	P = Pass F = Fail
MAT 052	P = Pass F = Fail
MAT 071	P = Pass F = Fail
ENG 011	P = Pass F = Fail

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 August 1 in one year and ending on July 31 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 "Request for Excused Absence for Religious Observance Form" 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 must be completed for each class missed and 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.

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.

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 & Student 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 (Fall or Spring) 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 institutional standards of academic progress may submit a written appeal to the Vice President of Academic & Student Affairs. The Vice President of Academic & Student 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.

SCHEDULE ADJUSTMENT PERIOD

A schedule adjustment period is provided following the registration period for each semester. Students may not add class(es) once the class(es) has/have met.

STUDENT IDENTIFICATION CARDS

All students enrolled in courses or programs offered by the College (Curriculum or Workforce Development & Continuing Education) 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 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. 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 Finance Office for ID cards that are lost.

Students enrolled in Workforce Development & Continuing Education (WD&CE) courses are issued temporary student ID's through the Division of Workforce Development & Continuing Education. WD&CE students who require a standard student ID must have authorization from their instructor prior to obtaining an ID card.

TRANSCRIPTS & 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 are available through Web Advisor at the end of each semester.

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) prior to a student's enrollment in a certificate, degree, or diploma program at SCC, may be eligible for transfer toward graduation. Some programs have additional guidelines for course transferability. Transfer credits from North Carolina Community Colleges will be evaluated by the Registrar's Office. Transfer credits from all other institutions will be evaluated by the appropriate Department Chair, Division Chair, or

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the Vice President of Academic & Student 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 may be granted if the student holds an earned diploma or degree prior to admission. Credit must be evaluated and approved by the Department Chair, the Division Chair, or the Vice President of Academic & Student 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.

External transfer credits are not calculated in the student's curriculum grade point average. Students transferring from other institutions are admitted in good academic standing. At least 25 percent of the curriculum requirements must be completed through SCC.

TRANSFER CREDITS FROM THE COLLEGE

Credits earned at Sampson Community College may be transferred to other North Carolina Community Colleges and other senior institutions. Student Services guides 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 Student Services and their 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) on or before the 70 percent date of the course and receive a grade(s) of "W". After the published 70 percent date of the course, students will receive a grade of "WP" or "WF" depending on their grade average at the time of withdrawal. The grade of "WF" will be calculated as a failing grade in determining the student's GPA. After the 70 percent date, students with extenuating circumstances who receive a "WF" may request approval from the VP of Academic and Student Affairs to withdraw with a grade of "W".

Students who stop participating in a course 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 a course(s) by the census date (the 10 percent date of the course) will receive a grade of “NG”. A student who withdraws on or before the course census date will receive no grade indication.

GENERAL POLICIES & PROCEDURES

COMMUNICABLE DISEASE POLICY

Sampson Community College is committed to assure, to the extent possible, that each employee and student enjoys a safe and healthful work and study conditions. The college, in its effort to control communicable diseases on the campus, has adopted the following Communicable Disease and Blood-borne Pathogens policy provisions:

Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from enrollment or employment, or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, or others associated with the institution through clinical, cooperative, intern, or other such experiences involving the general public.

Persons who know, or have a reasonable basis for believing, that they have been infected or have a communicable disease which may pose a threat to others are expected to seek expert advice and are obligated ethically and legally to conduct themselves so as to protect themselves and others.

Employees, employees of contractors, or students infected with a communicable disease have the responsibility of reporting this information to the Personnel Officer or the Dean of Student Services, as appropriate. The institution will continue a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures. The education program will include, but not be limited to written publications, seminars and workshops, and curriculum content.

STUDENT ADMISSIONS AND PARTICIPATION IN PROGRAMS

Curriculum Programs – students entering healthcare programs will be required:

1. To show satisfactory written evidence to have begun or completed all hepatitis B (HB) immunizations as specified in a pre-entrance medical record review prior to admission or,
2. To show satisfactory written evidence of the applicant’s acquired immunity form HB, or
3. To show satisfactory written evidence provided from a licensed physician that the vaccination is contraindicated for medical reasons, or
4. To sign a waiver form indicating their refusal to submit to the vaccination schedule.

Students who have begun an immunization schedule must complete this schedule appropriately. Those students who reject immunizations could jeopardize their ability to fulfill clinical requirements. In such circumstances the student could be suspended from further studies until clinical privileges could be restored. Students admitted into these programs will be required to

sign an immunization form(s) releasing the college from liability related to the failure to have immunizations.

Continuing Education Programs – Students who enter non-curriculum continuing education programs potential exposure to blood or other body fluids will be required to:

1. Show satisfactory written evidence to have begun or completed all HB immunizations as specified in a pre-entrance medical record review prior to admission, or
2. Show satisfactory written evidence of the applicants acquired immunity from HB, or
3. Show satisfactory written evidence provided from a licensed physician that the vaccination is contraindicated for medical reasons, or
4. To sign a waiver form indicating their refusal to submit the vaccination schedule.

These students who reject immunizations could jeopardize their ability to fulfill clinical requirements. Students participating in these programs will be required to sign an immunization form(s) releasing the college from liability related to the failure to have immunizations.

ELECTRONIC DEVICE USE POLICY

All electronic devices, including but not limited to pagers, cell phones, radios, two-way radios, players, cameras, book readers, and electronic games must be turned off in classrooms, labs, the library, or any other environment on campus where their use may be viewed as disruptive to the educational environment and except where their use is specifically part of the instructor's direction to students for that class. With prior approval from the instructor, cell phones may remain on vibrate for students who are employed or volunteer for a safety organization or have extenuating circumstances. Approval may be revoked at any time it becomes disruptive to the classroom environment. Electronic devices, including cell phones, are not allowed out during testing including iPhone watches and other such devices.

ELECTRONIC SIGNATURE POLICY

Sampson Community College recognizes an electronic signature as a valid signature from faculty, staff, and students. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submit class work, tests, etc. Faculty and staff use electronic signatures to submit grades, view personal payroll data, log into campus computers, access protected data through the administrative computing system and custom web applications provided by the college, etc.

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

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password

- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to protect the confidentiality of his/her username and password. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes.

SCC will take steps to ensure the password is protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

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

EMERGENCY CALLS

Classes will not be interrupted for incoming calls for students except during emergency situations. The Dean of Student Services, Security Officer or other College designee will screen all messages in order to determine the nature of the emergency. If it is apparent that an emergency exists, the staff will make every effort to relay the message. Callers must identify themselves and the number from which they are calling.

If a person visits the campus requesting the location of a student concerning an emergency situation, the person should be referred to the Dean of Student Services or the Security Officer. If an emergency situation exists, reasonable measures will be taken to deliver the message will be delivered to the student giving the name of the person, a brief message, and where the person will be waiting.

If a law enforcement officer wishes or asks to see a student, the officer should be referred to the Student Services Division. In situations where the safety of the College community is in question, the officer will be referred to the Dean of Student Services.

Emergency Messages should be directed to:

(910) 592-8084 (day)

(910) 990-4994 (night)

FOOD & DRINK IN CLASSROOMS

Vended-type snacks and drinks may be permitted in classrooms at the discretion of the instructor. Drinks must have a spill-proof top. If snacks or drinks are allowed, the classroom must be left clean. No snacks or drinks are permitted in laboratories (computer, science, shops).

FUNDRAISING

Approval for solicitation of gifts by clubs and organizations must be coordinated and approved by the SCC Foundation Office. Approval forms may be obtained through the SGA Office or the SCC Foundation Office. For your convenience, detailed information on fund-raising procedures is available in the Library, SGA Office, or Foundation Office. Limited resources are available through the SCC Foundation for special club needs. For more information, contact your club advisor.

GRIEVANCES / FILING A COMPLAINT

NON-ACADEMIC GRIEVANCES

Any student who has a non-academic grievance related to the 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 described in the section on appeal of non-academic sanctions.

ACADEMIC GRIEVANCES

Any student who has an academic grievance related to academic programs, instruction, or grades should follow the appropriate appeals process defined in the College Catalog/Student Handbook.

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.

WD&CE | WORKFORCE DEVELOPMENT & 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 Workforce Development & Continuing Education. The Dean of Workforce Development & 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.

INTELLECTUAL PROPERTY RIGHTS

Sampson Community College recognizes the need to protect ownership rights in intellectual property, defined as any work that could lead to copyright or patent. This includes, but is not limited to, course materials, artistic creations, software programs, or inventions. The College's intellectual property rights policy applies to all employees (full-time and part-time), consultants hired by or under contract to the College, and students. As a general rule, all rights to copyrightable or patentable material belong to the creator. In the case of independent works, a College employee or student owns all rights to copyrightable or patentable work, provided:

- The work is the result of individual initiative and not the product of a specific contract or assignment made as a result of employment with, or enrollment at, the College.
- The work is not a product of the employee's job duties.
- The work is produced by an employee outside his/her work schedule.
- The work is produced by an employee or student without College funds or significant use of College owned and controlled facilities.

In the case of College-sponsored work, the College is the creator and retains all intellectual property rights to the work unless the College chooses to formally relinquish them. College-sponsored works are defined using the following criteria:

- The work is the product of a specific contract or assignment made as a result of employment with, or enrollment at, the College.
- The work is a product of the employee's job duties.
- The work is produced by an employee during his/her work schedule.
- The work is produced by an employee or student with College funds and/or with significant use of College owned and controlled facilities.

College funds include but are not limited to:

- Release time
- Grant funds
- Salary supplements
- Leave with pay
- Other material or financial assistance

The College controls any revenues or other benefits related to or deriving from College sponsored works. The College is permitted to charge a reasonable rental fee to use any College sponsored works. Furthermore, items such as a learned journal, work of art, book, publication, textbook, library book, form, bulleting, or instructional supply may be, as allowed under the Umstead Act, sold by the College.

With authorization of the Board of Trustees, the President may enter into an equitable written agreement with an employee or student for shared or joint ownership, royalty sharing, or reimbursement to the College for its cost and support of any College-sponsored work. In such cases the College retains a royalty-free license to use the intellectual property for research and educational purposes.

Should a dispute arise over ownership of intellectual property, the employees may assert their rights under the employee grievance procedure. Students may assert their rights under the student grievance procedure.

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 \$10.00 with subsequent tickets being \$25.00. 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 Finance Office.

SPEAKER APPROVAL

Any group, club, or staff member must obtain approval prior to having a guest speaker in accordance with the College's Free Speech and Public Assembly Policy. For more information, contact the Student Services Division.

STUDENT ORGANIZATIONS

COLLEGE SPONSORED ORGANIZATIONS

The College has established student clubs, organizations, and societies for the purpose of assisting the College in carrying out its mission and goals. These groups are sanctioned by the College and directly relate to the purposes of the institution. Clubs and organizations shall fall into one of three categories: (1) Honor Societies which promote scholarship among students; (2) Curriculum Clubs/Organizations which promote student interest in specific programs of study; (3) Cultural Clubs which promote interest in the diversity of the College's student body and service area.

All college-sponsored clubs shall have at least one advisor from the instructional or non-instructional faculty. These clubs may conduct fundraisers with approval by the College administration and in compliance with state and federal laws. Any solicitation from local businesses must be done with the approval and assistance of the College's Resource Development Office.

STUDENT CLUBS & ORGANIZATIONS

The College does not infringe upon students' freedom to organize and exercise their rights to free speech and free 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 events. These clubs may use the College's facilities and resources to the same extent as the public may use them. Any employee of the College assisting a student club in this category shall do so on their own time and shall not act as an agent of the College.

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, 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 and paying the \$5.00 transcript fee. 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. 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 Finance 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.

Students may also request official transcripts electronically through the National Student Clearinghouse, www.studentclearinghouse.org. The cost for electronic transcript requests is also \$5.00.

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.

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 2016 first-time, full-time degree-seeking cohort: 31% graduation within normal time
- Fall 2016 first-time, full-time degree-seeking cohort: 9% transfer out-rate
- Fall 2016 first-time, full-time degree-seeking cohort: 46% retention (first year to second year)

Source: IPEDS Data Center report for Sampson Community College, FY 2017-2018 information (final release).

STUDENTS' ROLE AND PARTICIPATION IN DECISION-MAKING

Sampson Community College encourages all students to participate in the institution's decision-making process to the fullest extent possible. Opportunities for participation are provided through formalized structure and the administration's practice of an open-door policy. Formalized participation is provided in the following ways:

1. The Student Government Association President serves as an ex-officio member of the Board of Trustees (ex-officio status accords the SGA President all rights as other Trustees except the voting privilege).
2. Student representatives serve on several standing committees of the College.
3. When appropriate, student representatives serve on College ad-hoc committees.
4. The President meets with the SGA Senate and students periodically to discuss how the College can best meet student needs.
5. Students may appeal decisions made by faculty and staff through the academic and grievance processes.

Students may as individuals or groups present ideas for improvement or concerns to the appropriate administrator or the President at any time. The College administration will respond to such input in a timely manner. The College believes it can achieve excellence only by the full participation of those it serves, the students, in institutional decision-making.

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.

SEXUAL HARASSMENT POLICY AND PROCEDURES

PURPOSE

This policy is adopted to promote an atmosphere in which all members of the Sampson Community College community may work and study free of sexual harassment and to provide for the orderly resolution of complaints of sexual harassment. The sexual harassment policy and

procedures are distributed and made available to the campus community through the Student Handbook, College website, and an informational brochure. The policy is also posted on the College information board in the North Building.

POLICY

All members of this College community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any student or employee by any other student or employee is a violation of the policy of this College and will not be tolerated. Any such person violating the policy will be disciplined in accordance with the procedures outlined below.

DEFINITION

Requests or demands for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any student or employee constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. such conduct has the effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile or offensive working/learning environment and is not protected by free speech under the First Amendment to the Constitution.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, and that, therefore, interferes with the individual's work/learning effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:

- **Verbal:** Comments of a sexual nature, including innuendos, suggestive comments, jokes, propositions, threats, and degrading/ discriminating/stereotypical words; comments directed primarily at one's gender.
- **Nonverbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- **Physical:** Unwanted physical contact including touching, pinching, brushing the body, pushing.

EXAMPLES OF PROHIBITED CONDUCT

Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior such as:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Repeated pressure or requests for sexual activities
- Rewards for sexual favors or withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

- Teasing a person about their sexual orientation

When reporting an incident, it is helpful to provide as much information as possible. Such information includes:

- A description of the event or events,
- The number of occurrences with dates and places,
- The names of any witnesses, and
- If appropriate, documents, papers, and/or other exhibits

Sexual harassment can apply to people of the same gender, not just male/female interactions. Whatever form it takes, sexual harassment is insulting and demeaning to the recipient, and will not be tolerated at the College. All employees, administrators, faculty and staff alike, are responsible for maintaining an environment that is free from sexual harassment. Students, as well, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Employees or students who violate this policy will be subject to appropriate disciplinary action up to and including termination or expulsion.

Do not take sexual harassment lightly. The College cannot address the problem unless and until it is made aware a problem exists. Do not wait until the situation becomes intolerable to report sexual harassment.

APPOINTMENT OF GRIEVANCE OFFICER

The President shall appoint two or more sexual harassment officers (hereafter termed “grievance officers”) whose duty is to receive complaints in an informal manner. The names of the grievance officers are posted annually on the official bulletin board of the College (located at the east entrance of North Building) with the list of College committees.

SEXUAL HARRASSMENT GRIEVANCE OFFICERS

Dean of Student Services
 Counselor, Student Services
 Frankie Sutter, Title IX Compliance Officer
 Director of Security

If none of these grievances 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.

APPLICATION OF GRIEVANCE PROCEDURES

Any employee who believes that she/he has been sexually harassed by a supervisor, a co-worker, or by anyone else associated with the College, or who believes that another employee is being subjected to sexual harassment, should report the matter immediately to either of the grievance officers so that appropriate corrective action may be taken.

Any student who believes that she/he has been the subject of sexual harassment or who believes that another student is being sexually harassed, should report the situation immediately to either of the grievance officers so that appropriate corrective action may be taken.

Following a complaint of sexual harassment, an investigation will be undertaken by the College. The College will, to the maximum extent feasible, maintain the confidentiality of all complaints

on a need-to-know basis. However, an adequate investigation of such complaints generally will require disclosure to the accused party and other witnesses in order to gather pertinent facts.

No retaliatory measures will be taken against any student or any employee for complaining of sexual harassment. Likewise, no retaliatory measures will be taken against any individual for assisting or cooperating with the College in its investigation of sexual harassment complaints.

Any employee, student, or member of the College community who feels he or she has been or may have been subjected to sexual harassment is strongly encouraged to seek assistance from one of the grievance officers.

Any employee or student who has reported a violation but does not feel that appropriate corrective action has been taken may appeal the College's action to the College's Board of Trustees as set forth in Chapter VIII of the Board Manual. Also, the person or persons against whom the complaint was made may appeal to the Board of Trustees as set forth in Chapter VIII. The Board Manual may be found in the College Library and on the College's website.

TOBACCO USE 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, the use of any tobacco product (including electronic cigarettes) is prohibited in campus buildings and on all parts of the campus outside of designated smoking areas, in all college-owned or leased vehicles, and at all classes taught by College personnel without regard to location. 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 must check in at the appropriate office area. 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.

WEAPONS ON CAMPUS

Sampson Community College (SCC) upholds all federal and state laws pertaining to the possession of weapons on campus. Carrying a "weapon" either openly or concealed on community college property is generally prohibited by North Carolina general statute N.C.G.S. § 14-269.2. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. Law enforcement officers acting in their official capacity are allowed to carry weapons on campus. In accordance with state law S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k), a firearm is permissible on the College's campus **ONLY** under the following limited circumstances:

1. The firearm is a handgun; **AND**
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; **AND**

3. The handgun remains in either: a closed compartment or container within the permit holder's locked vehicle; or a locked container securely affixed to the permit holder's locked vehicle; **AND**
4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; **AND**
5. The firearm remains in the closed compartment at all times.

Any person on the campus of Sampson Community College who is found to be in possession of an **unauthorized** weapon will be charged with violation of all applicable federal and/or state laws. Penalties for violations of the SCC Weapons on Campus Policy and/or Student Code of Conduct may be imposed independently of any criminal charges or legal sanctions.

Approved by SCC Board of Trustees October 2013

STUDENT CODE OF CONDUCT

STUDENT RIGHTS & RESPONSIBILITIES

STUDENT RIGHTS

1. Students have the right to receive in writing the requirements, evaluation methods, and the method of grade determination of a course at the beginning of each semester.
2. Students have a right to be informed about personal grooming requirements of a curriculum in which such requirements are applicable.
3. Students have a right to reasonably frequent evaluation including the grading and timely return of all work submitted on time by the student based solely on an academic basis in accordance with the College's grading scale and designed to measure student progress and acquired knowledge. Students may discuss their grades with the appropriate instructors. (In Health Science programs, letter grades are determined using published criteria.)
4. Students have the right in a classroom to non-disruptive open discussion, inquiry, and self-expression.
5. Students have the right to participate in a College-approved process of course evaluations.
6. Students have the right to attend classes under the guidelines established by the College's attendance policy; when students are late for classes, they can be admitted as "tardy" as long as they are not disruptive to the ongoing class.
7. Students have the right of access to their official academic records and the assurance that official records are free from information on personal, social, religious, or political activities or beliefs.
8. Students have the right to privacy of individual official student records. Access to student records will be granted to parents of a dependent student, appropriate College officials, and persons or agencies having a legitimate educational interest. Others wishing access must have written consent from the student. An exception to the above right will be made in the event of legal action or when the safety of persons or property is involved.
9. Students have the right to have protected the privacy of personally identifiable information contained in student records.
10. Students who have completed a course of study have the right to have their academic transcript permanently maintained by the Records Office.
11. Students have the right to express their views on issues of College policy on matters of interest to the student body.
12. Students have the right to a clearly defined means of participating in the formulation of College policy affecting academic issues and student affairs issues.
13. Students have the right to representation on committees that involve student life.
14. Students have the right to elect and be represented by Student Government Association officers in accordance with the College-approved procedures set forth in the SGA Constitution.
15. Students have the right to sponsor and produce publications free from undue censorship provided proper journalism techniques and general College publication guidelines are followed.
16. Students have the right to organize and join clubs and associations and to plan and participate in activities sponsored by those clubs and associations.

17. Students have the right to invite non-classroom guest speakers to the College. Guest Speaker Authorization Forms are located in the SGA office.
18. Students have the right to receive through publications such as a student handbook or a generally available body of institutional regulations, written statements of policies, rules, regulations, and penalties regarding the standards of behavior considered essential to the College's educational mission, its community life, and the educational progress of the individual.
19. Students have the right of access to a clearly defined, official grievance review process and the right to appeal a disciplinary action (See Section G.)
20. Students who are formally charged with an infraction of College rules and regulations are entitled to attend classes until the charge is adjudicated unless it is determined that the student's presence is a danger to person(s) or College property.
21. Students have the right to the same protection of their rights and liberties as provided to any other citizen of the United States or resident of North Carolina where infractions of Federal or State laws are being investigated.

STUDENT RESPONSIBILITIES

1. Students are responsible for an awareness of and for abiding by institutional rules, regulations, and policies.
2. Students are responsible for maintaining individual honor in their academic pursuits by neither participating in nor condoning acts of academic dishonesty.
3. Students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.
4. Students are responsible for learning the content and demonstrating the competencies of any course of study in which they are enrolled.
5. Students are responsible for maintaining in each course the standard of classroom conduct deemed by the institution to be conducive to the learning process.
6. Students are responsible for complying with institutional procedures governing tardies and absences.
7. Students are responsible for periodically reviewing their institutional academic record for completeness and accuracy.
8. Students are responsible for making arrangements to meet periodically with their advisors to review progress toward graduation.
9. Students are responsible for conducting themselves in an appropriate manner while on campus or while functioning as a representative of SCC.
10. Students are responsible for the creditable expression, individually and collectively, of views on issues of institutional policy and matters of interest to the student body.
11. Students are responsible for producing creditable student publications that follow proper journalism techniques and general College publication guidelines.
12. Students are responsible for conducting the business of student clubs and associations in a fair and equitable manner.
13. Students are responsible for adhering to and complying with prescribed institutional grievance procedures.

NOTE: All information listed in Student Rights and Responsibilities and Student Code of Conduct applies to students enrolled in curriculum programs or Workforce Development & Continuing Education courses.

STUDENT CODE OF CONDUCT

Sampson Community College reserves the right to maintain a safe and orderly educational environment. Therefore, when in the judgment of College officials a student's conduct disrupts or threatens to disrupt the sanctity of the community; appropriate disciplinary action will be taken. All students are expected to conduct themselves in accordance with generally accepted 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. The code of conduct applies to all currently enrolled students participating in any of the programs offered by the college. Officers of the Clinton Police Department will enforce criminal laws on the college campus.

ACADEMIC MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

Academic misconduct is defined to include but is not limited to:

1. Giving or receiving unauthorized aid (aid or material used without the instructor's permission or approval) on an assignment. Unauthorized material includes but is not necessarily limited to test information, research papers, books, periodicals, and unauthorized electronic information.
2. Plagiarism as defined by the *American Heritage Dictionary* is "to steal and use the ideas and writings of another as one's own." Plagiarism includes not giving proper acknowledgment via footnote, endnote, or in-text citation. Quoting part of a source (a sentence or more) without proper acknowledgment through the above citation is plagiarism.
3. Copying, taking, or acquiring without permission any academic material (test information, research papers, notes, books periodicals, etc.) from a member of the College staff, faculty, or student body or any comparable violation of academic security.

DISCIPLINARY PROCEDURES FOR ACADEMIC MISCONDUCT

Faculty members will make a preliminary judgment about the seriousness of the incident and determine whether it is a possible violation of the Academic Code of Conduct. If the incident appears to be a violation, the faculty member will then decide whether the incident justifies a formal charge or whether a sanction on the test or assignment is appropriate. If the finding is that a violation rising to the level of a code of conduct charge has occurred, the faculty member may impose a variety of penalties for academic misconduct depending on the nature of the offense. Penalties include giving the student a grade of "F" or zero on the assignment or a grade of "F" in the course. Penalties will be included in the course syllabus.

In the event that the student wishes to appeal an individual grade resulting from alleged academic misconduct, including overcuts, the student must submit a written appeal within **three (3) business days** from the date they are informed of the penalty. Students may continue to attend class during the entire appeal process provided that they have initiated a written notice of appeal at each stage of the review process.

The student must present to the department or division chair supervising the faculty member a written notice of appeal outlining the grounds for the appeal. The department or division chair will provide the student with written notice of his or her finding as soon as practicable but not to exceed **three (3) business days** from notice of the appeal.

OTHER MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

1. All forms of dishonesty including falsifying information to the College or another student and forgery, alteration, or use with intent to defraud the College's documents or instruments of identification without the College's permission.
2. Theft of, misuse of, or damage to College property; or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; trespassing which includes unauthorized entry upon the property of the College or into a College facility or a portion thereof that has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or College supervised functions off campus or in College-owned vehicles.
4. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages may not in any way limit the responsibility of the individual for the consequences of his or her actions.
5. Possession or use of an unauthorized firearm, incendiary device, or explosive, except in connection with a College-approved activity. This also includes unauthorized possession or use of any instrument that may be used to inflict serious bodily injury to any person.
6. Lewd or indecent conduct, including public, physical, or verbal action or distribution of or wearing clothes bearing obscene or libelous written material.
7. Intimidating, threatening, or mentally or physically abusing any person on College premises or at a College-sponsored or College-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any such persons or that promote hatred or racial prejudice.
8. Violation of College regulations regarding the operation and parking of motor vehicles.
9. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
10. Engaging in any conduct that causes or is likely to result in any material disruption of any lawful function or activity of the College including the intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings or other College activities including public service functions and other duly authorized activities on College premises.
11. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to person or property; that interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
12. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
13. Unauthorized use, or misuse, of the College's computing resources including:
 - Logging on an account without the knowledge and permission of the account owner.
 - Changing, deleting, or adding to the programs, files, and data without authorization of the account owner.
 - Theft of program data and machine resources.
 - Attempts to thwart security of any College computer or computer system.
 - Attempts to disrupt the normal operations of any College computer system(s) including hardware and software.

14. Smoking or the use of other forms of tobacco products, in classrooms, shops, labs or any unauthorized areas.
15. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Violation of a local, state, or federal criminal law on the College campus.
18. Violation of the terms of a disciplinary action or any College regulation during the period of probation, suspension or expulsion.

DISCIPLINARY PROCEDURES FOR OTHER MISCONDUCT

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an employee or administrative officer may direct the student(s) involved to cease such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fails to comply with the directions, the instructor or administrator may then excuse the student(s) from the class or activity. The Dean of Student Services or another administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. The college official invoking such action is required to notify the Dean of Student Services and the assigned Clinton Police Officer in writing of the individual(s) involved and the nature of the infraction immediately. In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process, the Dean of Student Services, or an appointed designee, is responsible for conducting such investigation as necessary and appropriate to determine the accuracy of the allegation(s) of misconduct and for handling the judicial procedures associated with the hearings and possible sanctions. All persons involved in reported incidents of misconduct are expected to comply with requests for information and to assist in any investigation.

The Dean of Student Services will notify the parties involved of the alleged misconduct and complete an investigation within **five (5) business days** after the charge is filed. The accused may be permitted to attend classes and participate in campus activities during the course of the investigation unless his or her presence poses an immediate or imminent threat to the safety and well-being of the campus community. The Dean will meet with all parties involved to present the findings of the investigation. If a party cannot be reached to schedule an appointment or refuses to cooperate, he or she will be notified of the outcome in writing. The Dean will send a certified letter to the address on record providing a list of the charges, the imposed sanction, and instructions governing the appeal process.

After concluding the investigation of misconduct, the Dean may act as follows:

1. Drop the charges.
2. Impose a sanction consistent with those described in the levels of sanctions below.

NON-ACADEMIC SANCTIONS

1. **Counseling Intervention/Warning:** The student will receive counseling and verbal or written communication that gives official notice that any subsequent offense of the Student Code of Conduct will result in heavier penalties. This sanction has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; and (2) if the individual errs again, further action

will be taken. This sanction will remain in effect for no more than two semesters of the student's attendance.

2. **Restrictive Probation:** Restrictive probation results in the loss of good standing and becomes a matter of record. Restrictive conditions may limit the student's activity within the College community. Generally, the student will not be eligible for initiation into any local, state, or national organization and may not receive any College award or honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This sanction will remain in effect for no more than two semesters of the student's attendance.
3. **Suspension:** The student is dismissed from campus (and is not allowed to participate in any courses including distance education delivery) for a minimum of one semester to a maximum of one full academic year (three (3) semesters). This sanction is reserved for those offenses warranting discipline more severe than reprimands or for repeated misconduct. Students who are suspended from the College must submit a written request for readmission to the Dean of Student Services and obtain written permission before returning to the campus. Failure to secure permission prior to returning to campus may result in arrest for trespassing.
4. **Expulsion:** The student is dismissed from campus (and is not allowed to participate in any courses including distance education delivery) for an indefinite period and loses student status.

All of the above sanctions may be imposed on a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the group's affiliation with the College may be revoked or activities restricted.

OTHER SANCTIONS

1. **Restitution:** The student is required to pay for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or other students.
2. **Financial Obligation:** The College has the right to withhold transcripts, diplomas, or the right to register or participate in graduation ceremonies.

INSTITUTIONAL POLICIES AND STAFF CONDUCT

The complaint of a student or applicant who believes that he or she has been subjected to unfair, arbitrary, or discriminatory action resulting from any institutional policy or subjected to unfair, arbitrary, discriminatory or unprofessional conduct by a member of the College staff is a grievance to be resolved through the grievance procedures set forth below. (For code of conduct violations set forth, use procedures under that section. For appeals of course grades, use procedures under that section.)

1. The student or applicant shall be referred to the staff member involved for resolution of the grievance; or, if the complainant does not wish to consult with the staff member on the grievance, he/she shall be referred to the division chair or staff member's supervisor.
2. If the grievance cannot be resolved by consultation between the student and the staff member, the assigned division chair or supervisor shall mediate.
3. If such mediation does not result in a resolution of the grievance, the complainant, the staff member, and the division chair, supervisor, or any two of them, shall present the grievance to the division chair or dean for resolution.

4. If further review is sought, the finding of the dean may be appealed in writing to the President of the College.
5. Further appeal may be made in writing to the Board of Trustees.

APPEALS PROCESS

APPEAL OF ACADEMIC STANDING

Students who have a legitimate reason for not meeting one or all of the academic standards for satisfactory academic progress, as outlined in the College Catalog, may submit a written appeal to the Vice President of Academic & Student Affairs. 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. If a student's appeal is successful, then the student is still considered to be maintaining satisfactory progress for enrollment purposes. The Vice President of Academic & Student Affairs will appoint an Appeals Committee to review the appeal and provide a decision. Students will be notified of the outcome in writing within five (5) business days of the committee's decision. The decision of the appeals committee is final.

APPEAL OF ASSIGNMENT GRADE

A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should attempt to resolve the issue with the appropriate instructor. If a mutual agreement has not been reached, the student should confer with the department chair and/or division chair.

FINAL COURSE GRADE APPEALS

Any student who protests a **final course grade** shall first attempt to resolve the disagreement with the course instructor. The student has the responsibility to identify the error in the assignment of the grade or to provide substantial evidence in support of a claim that the grade was not assigned in an impartial manner. Failing such resolution, the student may appeal the grade in accordance with the procedures outlined below. All final course grade appeals must be initiated **within 10 business days** of the Registrar's distribution of final course grades for the academic term. Students may continue to attend classes provided an appeal has been filed as noted in the policy until the appeal decision is made.

The student should present the appeal to the department or division chair supervising the faculty member. By conferring with the instructor and the student, the chair will seek resolution by mutual agreement. If the student is not satisfied with the Department Chair and Division Chair's decisions, the student has the right to appeal that decision, in writing, to the Vice President of Academic & Student Affairs. The Vice President of Academic & Student Affairs will appoint an Appeals Committee to review the appeal and provide a decision. The committee will consist of the vice president, serving as the committee chair, the Dean of Student Services, the appropriate division chair/dean, and at least two faculty members appointed by the Vice President.

The committee will meet with the student and review any information provided in support of his/her appeal. Likewise, the committee will meet with the instructor(s) who must provide evidence in support of the assigned grade. If the committee affirms the instructor's final course grade assignment, the Vice President will notify in writing the faculty member, the student, and the appropriate department and/or division chair. If the committee supports the student's

appeal, it will (1) identify the source of the error in the calculation of the grade and direct the faculty member to reassign the grade and (2) prescribe the method and conditions under which the student will be re-evaluated. In the event that the recalculation of the grade or the reevaluation of the student's work results in a grade change, the established course grade change procedure will be followed. If the committee affirms the instructor's final course grade assignment and the course is a prerequisite for currently enrolled classes, the student will be withdrawn from those specific courses. The decision of the appeals committee is final.

FINANCIAL AID APPEAL

Appeal for Waiver of Unsatisfactory Progress: This appeal may be filed based on unusual circumstances that have negatively affected the student's academic performance. These factors are: Death in the Immediate Family, Illness or Injury, or Special Circumstances. Appropriate documentation must be submitted with the appeal. Students who have a legitimate reason for not meeting one or all of the academic standards may 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 Appeal Committee review with the Vice President of Academic & Student Affairs, 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 fourteen (14) business days.

Maximum Timeframe Appeal: Students who have exceeded the maximum time frame allowed to complete degree, diploma, or certificate requirements may appeal on the basis of having a limited number of courses remaining to complete the program of study. Students seeking an appeal must complete a Maximum Timeframe Appeal Form with their academic advisor. 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 advisor and submitted to the Financial Aid Office. Maximum timeframe appeals will be forwarded to the Director of Financial Aid who will review the appeals and present them to an Appeals Committee. The Director of Financial Aid will coordinate an Appeal Committee review with the Vice President of Academic & Student Affairs, 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 fourteen (14) business days.

APPEAL OF NON-ACADEMIC SANCTIONS

A student who disputes the imposed sanction may request a hearing before a Student Appeals Committee. The student must provide a written notice outlining the grounds for appeal to the Dean of Student Services within **three (3) business days** from the date he or she is informed of the penalty. The Dean shall refer the matter to the Student Appeals Committee and provide a report detailing the nature of the alleged misconduct and the relevant facts revealed during the investigation. The accused student will remain in good standing and be permitted to attend classes throughout the appeal process unless the presence of the accused poses an immediate or imminent threat to the safety and well-being of the campus community. If a student disagrees with the decision of the committee, he or she may appeal to the President following the process described below.

APPEALS TO THE PRESIDENT

Students who wish to appeal any non-academic sanctions must submit a written notice of their appeal to the President within **three (3) business** days from the date of the written decision of the findings of the appropriate appeals committee. The decision of the President will be presented to the student via **certified letter within five (5) business days**. Students may appeal the finding of the President to the Board of Trustees as described below.

APPEALS TO THE BOARD OF TRUSTEES

If an Appeal to the President is denied, any student may then submit an appeal to the Board of Trustees filing a written notice of appeal with the Chair of the Board of Trustees within **three (3) business days** after notification of the rendering of the decision of the President. The Notice of Appeal shall contain the following:

1. The words "An Appeal to the Board of Trustees of Sampson Community College" as its title.
2. A statement of the decision of the administration from which the appeal is taken.
3. The particular area or areas of disagreement with the administration's decision.
4. The appellant's allegation of facts to support the relief, solution, or remedy sought.
5. The relief, solution, or remedy sought.
6. The names and addresses of witnesses to be called by the appellant(s) at the hearing.
7. The name(s), address(es), and telephone number(s), and signature(s) of legal counselor(s), if any, who will represent the appellant(s) at the hearing.
8. The name(s), address(es), telephone number(s), and signature(s) of the appellant(s).
9. Date(s) of signature(s).

Also, the Notice of Appeal shall contain any other information required under the provisions of the particular section which authorizes the appeal.

HEARING COMMITTEE

Upon the filing of a Notice of Appeal, the Chair shall appoint at least three trustees to the Hearing Committee and one of the appointed trustees as Chair of the Hearing Committee. The Chair of the Board of Trustees may serve as Chair of the Hearing Committee or as a member of the committee without being Chair. The Chair of the Board may ask the Board of Trustees to appoint the committee or the Board of Trustees without being requested may appoint the committee or, if prior to the beginning of the hearing, modify the composition of the committee appointed by the Chair.

PRE-HEARING CONFERENCE

The Chair of the Hearing Committee will call and conduct a pre-hearing conference. Both the appellant(s) and the administration of the College must be represented at the conference and must be given at least three business days' notice of the conference. At this conference he/she will set a time and place of the hearing and notify the parties verbally; determine if a transcript or audio-visual tape recording of the hearing will be made and notify the parties of his/her determination; obtain from the parties the names and addresses of any counsel that will be representing them at the hearing; obtain a list of witnesses to be called; explain the format of the due process hearing; and receive any brief of law the parties may submit.

RIGHT TO LEGAL COUNSEL

An appellant who exercises any of the rights granted hereunder has the right to be represented by legal counsel or by another person designated in writing to act on the appellant's behalf

throughout the appeal. The appellant will be responsible for his or her own legal fees. If the appellant is to be represented by legal counsel, he or she must so inform the Hearing Committee in the notice of appeal or by separate written documents filed with the President at or prior to the Pre-Hearing Conference.

PROCEEDINGS TO BE CLOSED

All proceedings before the Hearing Committee will be closed with only the Committee members, the appellant(s), the President, any other College official involved in the matter, the appellant(s) representative(s) or legal counsel, any legal counsel representing the College officials involved in the matter, the legal counsel representing the Hearing Committee, and such witnesses as may be called by either side to be in attendance. Witnesses may be sequestered before their testimony and requested to leave following their testimony. Either a written transcript or an audio tape recording of all proceedings before the Committee will be kept, and upon request, a copy will be furnished to the appellant at his/her or their expense.

WAIVER OF PRIVACY RIGHTS

By taking any appeal hereunder, an appellant consents to all of his or her relevant College records being made available to the College officials involved in the matter, all members of the Hearing Committee, all legal counsel involved in the matter, and such witnesses as may be called by either side.

BURDEN OF PROOF

Burden of proof means that the party(ies) having the burden is (are) required to present evidence to prove the existence of those contentions. The appellant(s) will have the burden of proof, unless stated facts which entitle him/her or them to a favorable answer to his/her or their contentions otherwise in this manual or unless the law provides otherwise.

HEARING

The hearing will be conducted under the control of the Chair of the Hearing Committee. The Hearing Committee may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers fair and reliable. All witnesses may be questioned by the Hearing Committee members, the appellant(s), the College officials involved in the matter, the legal counsel or representative(s) of the appellant(s), the legal counsel representing the College officials involved in the matter, and the legal counsel representing the Hearing Committee. The Committee may call additional witnesses or request to see any additional records or other information it deems relevant. If the Committee requests additional testimony or evidence, such evidence may be represented and such witnesses may be questioned in accordance herewith. Any such additional evidence may be questioned in accordance herewith. Any such additional evidence may be represented at the initial Hearing or the Chair, in his or her sole discretion, may postpone the Hearing for up to ten (10) business days and reconvene at that time to hear such evidence.

The Hearing will begin with presentation by the party having the burden of proof of evidence to support his or her contentions. The College officials or appellant(s) involved in the matter will then be entitled to present rebuttal evidence. The Chair of the Hearing Committee may then allow such rebuttal or hear any additional positions of the appellant(s) and/or the College officials involved in the matter as the Chair deems reasonable. During these proceedings, the Hearing Committee may at any time meet in closed session with only the Committee members and any other person(s) so requested to be in attendance. At the end of all presentation of

evidence, the Hearing Committee will meet in closed session to consider and reach a final disposition of the matter.

The Hearing Committee will notify in writing the appellant, the President, and any other parties involved in writing of its decision within ten (10) business days of the final hearing in the matter. If the Hearing Committee affirms the decision below, then this will constitute the final action of the College in the matter, and all proceedings hereunder will be deemed to be terminated. If the Hearing Committee decides that some relief is merited then the committee will notify the President, the appellant, and any parties involved, of its disposition of the matter, which will be deemed to terminate all proceedings hereunder, or will recommend such other action as it deems appropriate in its sole discretion.

IMPLEMENTATION AND ENFORCEMENT OF DECISIONS

Any decision of the Hearing Committee rendered hereunder will be implemented and enforced by the President.

COMPLIANCE WITH TIME REQUIREMENTS

If applicant(s) fail(s) to comply with any of the time requirements set forth herein with respect to completing and filing the documents required to pursue his or her appeal, to appear or be represented at the Pre-Hearing Conference, or otherwise to proceed under this appeal procedures, then the last substantive decision rendered on behalf of the College will stand as final, and all proceedings hereunder will be deemed to be terminated.

NOTICE TO APPELLANTS

Notices, decision, and other documents in this proceeding may be mailed to the appellant(s) at his or their address(es) of record by U.S. Postal Service first-class mail, postage prepaid and such mailing will be deemed delivered upon actual receipt by the party to whom sent or after three calendar days of when sent, whichever first occurs. The address of record from an appellant is the address of the appellant shown on the Notice of Appeal unless thereafter amended by the appellant. Personal delivery of documents to the appellant or to his legal counselor shall also constitute valid delivery and notice of documents.

DEFINITION OF BUSINESS DAY

Business day is defined as any day the College is open to do business.

DIRECTORY

ADMINISTRATION, FACULTY & STAFF

Jacqueline Ammons
Instructor, Nursing

Chester “Chet” Bass
*Department Chair/Instructor, Agricultural
Technologies*

Kelly Batts-Rodriguez
Instructor, Nursing

Susan Baxter
*Division Chair, Education, Business & Human
Services Technologies*

Michael Blankenship
Computer Systems Technician

Edwin Boone
Maintenance

Larry Boone
Housekeeping

Mary Bordeaux
Housekeeping

Julia “Amanda” Bradshaw
*Dean of Workforce Development & Continuing
Education*

Nancy Brake
Instructor, Life Sciences

Holly Brewington
Financial Aid & Veteran’s Affairs Specialist

Emily Brown
Lead High School Career Coach

Mark Brown
Instructor, Welding Technology

Sarah Burgin
Instructor, Psychology

Patricia “Susan” Burns
Lead Instructor, Science

Sue Butler
Aide/Driver, ACE

Laura Carraway
Instructor, English

Melissa Carter
WD&CE Administrative Assistant

Alisha Carwise
Instructor, Nursing

Kristina Cashwell
Instructor, Nursing

Kristy Cashwell
Instructor, Nursing

Carol Chambers
*Library Technical Assistant/Bookstore &
Auxiliary Services Assistant*

Torwana Coe
Instructor, Education

Elizabeth “Beth” Daughtery
Division Secretary, Arts & Sciences

Jolly Davila
Support Staff, CCR

Cheyenne Davis
Marketing Specialist/Public Information Officer

Kimberly “Kim” Davis
Assistant to the Director of Financial Aid

Jim DeMay
Director of Public Safety

Sherri Dunn
Instructor, Medical Assistant

Jennifer Eavenson
Instructor, Mathematics

Amelia Elmore
Director of Enrollment & Student Success

Melissa Ezzell
Instructor, Mathematics

Miranda Faircloth
Online Instructional Support Specialist, WD&CE

LaVoice Faison-Stevens
Director of College & Career Readiness

Bonnie Fann
Instructor, ACE

Jason Frazier
Instructor, English

Jose Garcia
High School Career Coach

Carla Garcia-Colin
Distance Learning Assistant

Shaneita Garner
Instructor, CCR

Dale Godbold
Instructor, Welding/Industrial Systems

Robin Goodman
Instructor, Truck Driver Training

Summer Goodman
*Bookstore Manager/Auxiliary Services
Coordinator*

Barney Grady
*Division Chair, Construction, Agricultural,
Public Service & Information Technologies*

Darryl Grady
Director of Security

Lewis "Lew" Gravis
Division Chair, Arts & Sciences

Myra Gray
Housekeeping Supervisor

Tiffany Griffin
Instructor, Nursing

Nancy Gump
Instructor, CCR

Karely Habrego
Enrollment Specialist

Anna "Blair" Hairr
Vice President of Academics & Student Affairs

Dustin Hatcher
*Department Chair/Instructor, Building &
Construction Technologies*

Benita Hayes
*Department Chair,
Office Administration/Medical Office
Administration*

Yire Hernandez
Instructor, Nursing

Kim Hinson
HVAC/General Maintenance Technician

Britt Honeycutt
Instructor, English

Adriene Howard
LEIS Coordinator/Chief HSE Examiner

Loreen Hudson
Housekeeping

Lauren Huskey
*Department Chair/Instructor, Business &
Accounting/Logistics*

Kelly Jackson
Vice President of Finance & Auxiliary Services

Amanda Jasinski
*Department Chair/Instructor, Criminal Justice
& Public Safety*

Susan Jernigan
Instructor, Mathematics

Emily Johnson
Instructor, English

Leanne Jones
Coordinator/Instructor, Unlicensed Healthcare Programs

Loreta Jones
Department Chair, Cosmetology/Instructor

Nicole Jordan
Payroll Officer/Accounts Receivable Coordinator

William “Bill” Kemmer
Computer Systems Technician

Billy “BG” Kennedy
Department Chair, Human Services Technology/Instructor

Wanda Kenny
Computer Lab Coordinator

Durwood King
Instructor, Industrial Systems/Industrial Maintenance

Casey Knowles
Instructor, History

Stephanie Knowles
Instructor, Nursing

Lantz Lackey
Instructor, Truck Driver Training

Peggy “Krista” Lewis
Advancement Specialist

Stephen Locklear
Instructor, Truck Driver Training

Kenny Lynch
Maintenance

Nathan McKee
Department Chair, Information Technology/Instructor

Carlie McPhail
High School Career Coach

Angela Magill
Department Chair–EMS/Coordinator, EMS

Amber Martinez
Transfer & Student Success Coach

Caleb “Cal” Mason
Instructor, Business/Accounting

April Melvin
Instructor, CCR

Cheryl Merritt
Accounts Payable Coordinator/Payroll Specialist

Jacob Miller
Instructor, Industrial Technologies

Michelle Milliken
Director of Library Services

Larry Monaco
Instructor, Truck Driver Training

Morgan Odum
Instructor, Nursing

Carole Phipps
Instructor, Mathematics

Billie Jo Pittman
Registrar

Marion Pope
Director of Distance Learning

Sabrina Pope
Instructor, Nursing

Marleen Powell
Director of Financial Aid

Chris Pritchard
*Clinical Coordinator/Course
Developer/Instructor, EMS*

Waldyn Ramirez
Coordinator of ESL & Digital Literacy Initiative

Kevin Randolph
Instructor, Truck Driver Training

Amanda Raynor
Student Engagement & Enrollment Coordinator

Lisa Recchuiti
Instructor, Psychology

Ashley Register
Division Secretary, Health Programs

Bart Rice
Director of Business & Industry

Naomi Rivera
High School Career Coach

Edith Rogers
*Division Secretary, Construction, Industrial,
Agricultural, Public Service & Information
Technologies*

Joy Rogers
Instructor, Communications

Marvin Rondon
*Acting Dean of Student Services/Dean of
Academic Services & Institutional Effectiveness*

Stanley "Alonza" Royal
Director of Healthcare & HRD

Ryan Rutherford
Director of Facility Services

Shelley Ryals
Library Services Coordinator

Karen Sadvary
Director of Internal Controls

Kayla Shatley
Director of Financial Services

Lucinda "Cindy" Shillady
Instructor, Biology

Pharris Shirley
Instructor, Cosmetology

Lisa Smith
Department Chair of Nursing/Instructor

Tonita Smith
Director of Counseling, Accessibility & Testing

Frederick "Fred" Stamey
Director of Transportation Programs

William "Bill" Starling
President

Charisse Stephens
Instructor, Chemistry

Veronica Stevens
Division Chair of Health Programs

Kim Stroud
Cashier/Finance Office Assistant

Frankie Sutter
Director of Personnel

Kim Testerman
Coordinator, ACE

Ida Thornton
Aide/Driver, ACE

Lisa Turlington
Dean of Advancement

Allie Turner
Lead Instructor, ACE

John Turner
Lead Instructor, EMS

Ricky Tyree
Instructor, Information Technology

Brenda Wallace
Housekeeping

Angela “Angie” Warner
Planning and Research Coordinator

Carol Watson
Registrar Specialist & Training, WD&CE

Janet Wenrich
Purchasing Agent

Levonda West
Instructor, Unlicensed Healthcare Programs

Sharon West
Division Secretary, Education, Business & Human Services Technologies

Aleta Whaley
Director of Continuing Education

Crystal White
Instructor, English

Katherine “Vicky” Williams
*Instructor, Office Administration/
Medical Office Administration*

Jennifer Williams
Instructor, Spanish

Patricia Willoughby
Instructor, Spanish

Misti Wood
Department Chair, Medical Assisting/Instructor

Deborah “Renee” Woods
Cashier/Finance Office Assistant

Phillip Wrench
Computer Systems Technician

INQUIRIES

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

- Academic Services & Institutional Effectiveness – Director of Academic Services & Institutional Effectiveness
- Admissions - Director of Admissions
- Business Operations - VP of Finance & Auxiliary Services
- Workforce Development & Continuing Education - Dean of Workforce Dev. & Continuing Education
- Curriculum - VP of Academic Affairs
- Disability Services - Disability Services Counselor
- Faculty - VP of Academic Affairs
- 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:
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