

Southeastern Community College



2018-2019 Catalog

Volume 41, Number 1

4564 Chadbourn Highway • P.O. Box 151 • Whiteville, NC 28472-0151
Telephone: (910) 642-7141
Fax: (910) 642-5658

www.sccnc.edu/

An Equal Opportunity/Affirmative Action Institution

This catalog is intended for information purposes only. Changes in policy, fees and other changes, course structure and content, graduation requirements, and other such matters may occur after the publication of this catalog. Efforts will be made to keep changes to a minimum, but the information contained in the catalog is not binding and is subject to change without notice.

NON-DISCRIMINATION POLICY

Southeastern Community College is committed to providing a learning, working and living environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. The College adheres 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, ethnicity, religion, gender, gender identity, sexual orientation, genetic information, age, disability, or political affiliation, or any other legally protected classification. Sexual discrimination violates an individual's fundamental rights and personal dignity.

Southeastern Community College considers discrimination in all its forms to be a serious offense. 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 of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities ACT of 1990, and Executive Order 11375.

INSTITUTIONAL ACCREDITATION

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

ACCREDITATIONS AND CERTIFICATIONS OF SELECT PROGRAMS

The Nursing programs (Associate in Applied Science, Practical Nursing, Nursing Assistant/Nurse Aide II certificate) are approved by the North Carolina Board of Nursing, Post Office Box 2129, Raleigh, North Carolina 27602-2129, 919-782-3211 (November 2002). The Nursing Assistant/Nurse Aide I certificate program is approved by the Division of Facility Services, Nurse Aide I Training & Registry Administration, Health Care Personnel Registry Section, 2709 Mail Service Center, Raleigh, North Carolina 27699-2709, 919-733-2786 (May 1992).

The Phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, 773-714-8880 (October 2005).

The Cosmetology program is licensed by the North Carolina State Board of Cosmetic Arts Examiners (August 1995).

The Basic Law Enforcement program is certified by the North Carolina Department of Justice Criminal Standards Division. (Post-secondary Criminal Justice Certification by the North Carolina Criminal Justice Education and Training Standards Commission [November 1994]).

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, 773-714-8880 (October 2002).

For questions about specific program accreditations or approvals, contact the organizations listed above; for other questions about Southeastern Community College, contact the Help Center at HelpCenter@scnc.edu.

MEMBER OF

Institutional memberships include the American Association of Community Colleges, Southern Association of Colleges and Schools Commission on Colleges, Council for Higher Education Accreditation, Council for Advancement and Support of Education, Region Ten of the National Junior College Athletic Association, North Carolina Association of Community College Trustees, North Carolina Council of Officers for Resource Development, National Council for Marketing and Public Relations, American Library Association, NC Community College Association of Distance Learning, National Safety Council, Safety and Health Council of North Carolina, Carolinas Association of Collegiate Registrars and Admissions Officers, Columbus County Chamber of Commerce and Tourism, Columbus County Fire and Rescue Association, Tabor City Chamber of Commerce, and the Fair Bluff Chamber of Commerce.

Table of Contents

WELCOME TO SCC	8
GENERAL INFORMATION	12
PERFORMANCE MEASURES	18
ADMISSIONS	22
EXPENSES	28
FINANCIAL AID	36
STUDENT LIFE & DEVELOPMENT	52
ACADEMIC INFORMATION	60
CURRICULUM PROGRAMS	98
AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY	106
ASSOCIATE DEGREE NURSING	110
ASSOCIATE IN ARTS	116
ASSOCIATE IN GENERAL EDUCATION	120
ASSOCIATE IN GENERAL EDUCATION – NURSING	125
ASSOCIATE IN SCIENCE	128
BASIC LAW ENFORCEMENT TRAINING	132
BROADCASTING & PRODUCTION TECHNOLOGY	134
BUSINESS ADMINISTRATION	138
COSMETOLOGY	144
COSMETOLOGY INSTRUCTOR	147
CRIMINAL JUSTICE TECHNOLOGY	148
CRIMINAL JUSTICE TECHNOLOGY – FORENSIC SCIENCE	154
EARLY CHILDHOOD EDUCATION	156
ELECTRICAL ENGINEERING TECHNOLOGY	164
INFORMATION TECHNOLOGY	170
MANICURING/NAIL TECHNOLOGY	174
MECHATRONICS ENGINEERING TECHNOLOGY	176
MEDICAL LABORATORY TECHNOLOGY	178
MEDICAL OFFICE ADMINISTRATION	182
NURSE AIDE	186
OFFICE ADMINISTRATION	188
PHLEBOTOMY	194
PRACTICAL NURSING	198
THERAPEUTIC & DIAGNOSTIC SERVICES: NURSE AIDE	202
THERAPEUTIC & DIAGNOSTIC SERVICES: PHLEBOTOMY	206
WELDING TECHNOLOGY	210
CURRICULUM COURSE DESCRIPTIONS	212
CONTINUING EDUCATION	270
SERVICES TO THE COMMUNITY	286
CAMPUS FACILITIES	292
PERSONNEL	296
CURRICULUM CALENDAR	318
INDEX	322

Welcome to SCC



Welcome to Southeastern Community College!

We're glad you are here. I want to assure you of two things. First, whether you are pursuing a degree or other credential or you are improving your skills for the workplace, we recognize that you are critical to our success. We have adopted the slogan, SUCCEEDING TOGETHER, to communicate that we want to work with you to achieve your goals. We are successful when you are successful. That does not mean that everything will be easy, or that you will get all the grades that you want, or that you will agree with all of our decisions. It does mean that we will work with you to help you succeed. We know that it is only when you achieve your goals that we achieve ours. Second, I want you to challenge yourself to complete your degree. In your life you will need the technical knowledge to do your job. However, to be truly effective, successful, and to enjoy life, you will need the ability to communicate, write, do math, think critically and understand and work with others in an increasingly complex and diverse world. This second set of skills is developed and enhanced by completing coursework that challenges you to learn and evaluate new ideas. You will develop the ability to think and learn as you take all of the courses required for an associate's degree.

Finally, I want you to know that Southeastern is dedicated to the serving all of Columbus County and its surrounding communities. We are focused on improving the educational attainment of the citizens of our region and being a key player in the economic development of Columbus County and southeastern North Carolina.

I hope you will join us so we can SUCCEED TOGETHER.

Dr. Anthony Clarke
President

General Information



Historical Information

Chartered on February 6, 1964, Southeastern Community College (SCC) is a public, comprehensive community college providing accessible educational, cultural, and social opportunities for area adults.

Over 100 occupational and liberal arts curriculum certificates, diplomas and degrees are offered by the college.

Classes are small, quality is high, and student services, such as counseling and tutoring, help students realize their potential. More than 2,600 students enroll in SCC's college-credit courses annually.

SCC provides a wide range of continuing education courses throughout Columbus County, serving more than 8,000 students annually. Through the college, enriching cultural events are brought to the area, and community services are provided for citizens of all ages.

The 246-acre campus is on the Chadbourn Highway between Whiteville and Chadbourn in southeastern North Carolina. SCC is a one-hour drive from historic cities of Wilmington and Fayetteville, North Carolina, as well as the beaches of both North and South Carolina.

Mission Statement

To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas.

Originally approved by the Southeastern Community College Board of Trustees, May 2004, amended November 2010; amended May 2015; amended July 2017.

Vision

To be recognized as the PREMIER rural community college in North Carolina.

Approved by the Southeastern Community College Board of Trustees, July 2017.

Degrees and Programs

SCC offers a wide variety of college-credit curriculum programs. Courses in some areas are available through evening and distance learning classes.

Associate degree programs prepare students to enter the workplace immediately upon graduation and/or to continue their education at a four-year institution. After program admission, full-time students can complete associate degree programs in two years if they follow the cohort graduation plan.

Vocational diploma programs are primarily for those who wish to enter a trade prior to completing an associate degree and may be completed in as little as three semesters. In addition, vocational diploma programs are frequently the equivalent of the initial semesters of an associate degree program, and in all cases, courses are earned in completing the diploma count toward the associate degree.

Certificate programs provide short-term training which may be immediately applicable to employment and may be completed in as little as one semester on a full-time basis. The courses earned in completing a certificate program count toward the diploma and/or associate degree.

Financial Assistance Opportunities

SCC offers a variety of financial-aid opportunities, especially for students who without aid would be unable to begin or to continue their college education. Typically, over half of SCC students receive financial aid each year. Types of financial aid include grants, scholarships, and on-campus jobs. Financial aid is available to students who demonstrate need and who are enrolled in degree-granting programs as well as diploma and certificate programs. Applicants must submit the Free Application for Federal Student Aid (FAFSA) to be considered for funds from most of the programs. Some programs require additional forms. Students needing financial assistance should contact the Financial Aid Office as soon as possible for information and applications at (910) 642-7141, ext. 214.

Evening/Weekend Courses and Services

SCC offers evening classes Monday through Thursday throughout the year, as well as daytime classes on Saturday. Courses in some college transfer, business and technology, and allied health subjects are available. Each class usually meets one or two nights a week during a 16-week semester. Students may attend on a part-time basis. Additionally, day, evening, and weekend courses are offered in continuing education and basic skills in both on-campus and off-campus locations.

The Evening Operations Coordinator assists students in choosing a major, coping with college life, transferring to other colleges, and meeting other student service needs. Placement assessment is administered during evening hours. Interested persons should contact Student Services or the SCC web site for dates and times.

The library is open Monday through Thursday in the evenings for the convenience of students. Drink machines are available at the Nesmith Student Center and snack and drink machines are available in most campus buildings.

For further information about the curriculum evening/weekend programs, students should contact the Evening Operations Coordinator at (910) 642-7141, ext. 332, or for continuing education offerings, call (910) 641-7141, ext. 296 or 397.

Collaborative and Contractual Agreements

- Comprehensive Articulation Agreement (CAA) between the North Carolina Community College System and the University of North Carolina system (for transfer of course credits between the college and constituent institutions of the UNC system)
- Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Community College System and the North Carolina Independent College and Universities (for transfer of course credits between the college and constituent institutions of the NCICU)
- North Carolina High School to Community College Articulation Agreement
- The North Carolina Early Childhood Education Articulation Agreement
- The Fayetteville State University Agreements with Southeastern Community College
- The North Carolina State University Agreements with Southeastern Community College
- The University of North Carolina at Pembroke Articulation Agreements with Southeastern Community College
- The University of North Carolina Wilmington Articulation Agreement with Southeastern Community College
- Memorandum of Understanding with Western Governors University
- Memorandum of Agreement with Columbus County Schools for the operation of Columbus Career & College Academy

- Memorandum of Understanding with Southeastern Community College Foundation
- Memorandum of Agreement and Understanding between North Carolina Department of Public Safety and Southeastern Community College.
- Agreement in Reference to Radio Station between Columbus County Schools and Southeastern Community College

Equal Opportunity Policy

SCC is committed to a policy of equal opportunity for all qualified applicants for admission and to all students without regard to race, color, national origin, ethnicity, religion, gender, gender identity, sexual orientation, genetic information, age, disability, or political affiliation, or any other legally protected classification. All of the programs, activities, rights, and privileges generally accorded or made available to students are provided on a non-discriminatory basis. It does not discriminate on any basis in the administration of its educational policies, admission policies, financial-aid programs, or athletic and other school-administered programs including any Workforce Investment Act of 1998 (WIA) Title I financial programs.

Consumer Information

Detailed information concerning the terms and conditions of financial aid, safety on campus, graduation rates, the Family Educational Rights and Privacy Act (FERPA), and other pertinent information about Southeastern Community College is available on the SCC website www.sccnc.edu/about-scc/consumer-information/.

Performance Measures



Performance Measures

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, a Performance Measures Committee was established to develop new performance-based student success measures to go into effect in 2013. During the development of these measures, it was determined that it was important to establish a three-year review process to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success.

To facilitate the first three-year review of the measures, the Performance Measures Adjustment Committee was appointed to review the current set of measures and recommend deletions, revisions, and additions. This included individuals representing college leadership and research. The Committee formally presented the following seven measures to the State Board in March 2015:

- Basic Skills Student Progress
- Student Success Rate in College-Level English Courses
- Student Success Rate in College-Level Math Courses
- First Year Progression
- Curriculum Student Completion
- Licensure and Certification Passing Rate
- College Transfer Performance

These measures were approved by the State Board and adopted by the General Assembly in 2016 through Section 10.1 of S.L.2016-94.

Baselines and Excellence Levels

As previous performance measures were being finalized in 2012, a Performance Funding Committee was appointed to develop a performance funding model incorporated into colleges' regular formula budget allocations. One of the outcomes of this committee was the establishment of system-wide baseline and excellence levels for each measure. The committee recommended using consistent, statistically-defined levels to promote transparency, simplicity, and objectivity. This utilization of the levels is a departure from the System's historical use of "standards."

Based on three years of data (if available) for each measure, baseline levels are set two standard deviations below the system mean, and excellence levels are set one standard deviation above the system mean. These levels remain static for three years and are reset every three years.

Performance Measure Results

Measure	Baseline	System Average	Goal	SCC Measure	SCC Level
Basic Skills Progress	34.5%	60.1%	68.3%	67.1%	Above System Average
Student Success Rates in College-Level English Courses	23.8%	53.0%	55.9%	47.7%	Above System Baseline
Student Success Rates in College-Level Math Courses	10.1%	32.5%	32.5%	28.9%	Above System Baseline
First Year Progression	54.1%	70.9%	75.0%	70.0%	Above System Baseline
Curriculum Completion Rate	35.9%	43.4%	51.9%	35.4%	Below System Baseline
Licensure Passing Rate	69.9%	79.8%	90.9%	79.0%	Above System Baseline
Transfer Performance	65.1%	83.7%	87.6%	81.9%	Above System Baseline

Licensure Pass Rate

Exam	System Average	SCC Pass Rate
Basic Law Enforcement Training	81%	47%
Therapeutic Massage & Bodywork	83%	*
Cosmetology Apprentice	92%	*
Cosmetology	85%	100%
Cosmetology Esthetician	94%	*
EMT	72%	79%
EMT-I	58%	*
EMT-P	73%	*
Practical Nursing	95%	100%
Registered Nursing	90%	83%

*For privacy and statistical validity, examination data is not reported when the number of first-time test takers is fewer than 5 persons.

Admissions



Southeastern Community College maintains an open door admissions policy for all applicants. The College serves students without regard to race, color, national origin, ethnicity, religion, gender, gender identity, sexual orientation, genetic information, age, disability, or political affiliation, or any other legally protected classification. Selective placement of individual students in the different programs of study within the College is determined by the admissions office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered. The college reserves the right to deny admissions to applicants who are suspended from another institution at the time of application.

Any high school graduate, or equivalent, or any person no longer enrolled in secondary school who is at least 18 years of age may be accepted by the College. All high school students may be admitted into credit and continuing education courses in accordance with the Career and College Promise enrollment policies adopted by the State of North Carolina for college transfer and technical career courses. Pursuant to the State Board of Community Colleges Code 1D SBCCC 400.2(g), Southeastern Community College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education.

Admission to some degree, diploma and select certificate programs require a high school diploma, or equivalent. Admission to the college does not imply immediate admission to the curriculum desired by the applicant, and admission to certain programs may have additional academic entrance requirements.

<i>If you...</i>	<i>You may enroll in...</i>
<ul style="list-style-type: none"> • have a high school diploma or GED, 	<ul style="list-style-type: none"> • degree/diploma/certificate programs where you meet program admission requirements
<ul style="list-style-type: none"> • are no longer in school but are over 18 years of age, 	<ul style="list-style-type: none"> • certain programs and courses
<ul style="list-style-type: none"> • are a student at Columbus Career and College Academy, 	<ul style="list-style-type: none"> • degree/diploma/certificate programs where you meet program admission requirements
<ul style="list-style-type: none"> • are a student at another high school or home school (College and Career Promise) 	<ul style="list-style-type: none"> • select pathways leading to a certificate/diploma/degree where you meet program admission requirements

Application

Applicants to Southeastern Community College are required to:

1. Submit a completed Application for Admission online to the admissions office. The online Application for Admission can be found at www.sccnc.edu/admissions/apply/.
2. Have an official high school transcript that indicates graduation or an official copy of GED or High School Equivalency Diploma (HSE) scores sent to the registrar's office when required. Official transcripts must arrive at SCC, unopened, from the issuing schools or agencies. High school or GED/HSE transcripts must be received prior to awarding financial aid. Faxed transcripts are not accepted. Applicants without a high school diploma should see the director of student services to discuss options.
3. Have an official transcript(s) of ALL postsecondary institutions attended sent to the registrar's office. Official transcripts must arrive at SCC, unopened, from the issuing institutions. All college transcripts must be received prior to the awarding of financial aid. Official transcripts may be mailed or sent electronically; faxed transcripts are not accepted.
4. Complete any required SCC placement assessment.

Additional requirements for curriculum programs are listed in the individual program descriptions in this Catalog. Separate admission policies for international student are listed on page 26.

Students are encouraged to begin the admissions process as early as possible. Applicants may need to meet/complete selective admissions requirements and complete application procedures in order to be considered for the next cohort.

Students transferring to SCC desiring transfer credit should make a special effort to apply prior to the beginning of a semester in order to allow for processing of college transcripts.

Placement Assessment

New applicants entering Southeastern Community College may be required to take placement assessments. These assessment tools are used to determine the students' academic skills in reading comprehension, sentence skills, mathematics, computers, and keyboarding. Students who are re-enrolling and have not completed developmental requirements may be required to re-test if placement requirements have changed. Placement scores expire after a period of five years. Some programs may require more recent placement scores.

The placement assessment may be retaken after 126 days (18 weeks) or after completing 35 hours in the Basic Skills Lab. The assessment may not be retaken if the student is currently enrolled in or have begun the developmental sequence of courses without permission of the director of student services. In special circumstances the director of the student services may allow a student to retake the placement assessment.

Mathematics

- Students will be exempted from developmental mathematics coursework if they graduated from a NC public high school within the past five years, completed the "Future-Ready Core" and achieved an overall unweighted GPA of 2.6 or greater, as documented on a high school transcript.
- Students who have earned credit for an appropriate college-level mathematics course may be exempted from the mathematics placement test.
- Students not meeting one of the exemptions above will take the mathematics placement test to determine which developmental mathematics modules (DMAs), if any, they must complete.

English/Reading

- Students will be exempted from developmental English and reading coursework if they graduated from a NC public high school within the past five years, completed the "Future-Ready Core" and achieved an overall unweighted GPA of 2.6 or greater, as documented on a high school transcript.
- Students who have earned credit for ENG 111, or its equivalent, may be exempted from the English/Reading placement test.
- Students not meeting one of the exemptions above will take the English/Reading placement test to determine which developmental English/reading classes (DRE), if any, they must complete.

Other College Placement Scores

The college will accept placement scores from the North Carolina community colleges and high schools administering state-approved assessments, using SCC's cut-off scores and under the same conditions for assessment retake.

Some programs may require that the placement assessment be taken at SCC.

Home Schooled Students

Home schooled students will be considered for admission on the same basis as NC public school students provide that:

1. Evidence that the home school complies with state regulations.
2. A transcript that includes:
 - a. Name of the student.
 - b. Student's social security number and birth date.
 - c. Courses taken and credits earned each year.
 - d. Cumulative grade point average or other measure of academic progress.
 - e. Date of graduation.
 - f. Signature of school administrator.

International Students

International students must submit the following by April 15:

- A completed SCC student application.
- Transcripts from high school and previous colleges attended. Official transcripts (sent to SCC in a sealed envelope from the school) must be submitted in English-translated form. Records should include course taken, grades received, and degrees or certificates earned.
- An official copy of the Test of English as Foreign Language (TOEFL) scores. The minimum score on the TOEFL is:
 - Internet-based – 78
 - Paper-based – 547
 - Computer-based – 210
- Documentation of adequate financial support. A notarized Affidavit of Financial Support (I-134) completed by the sponsor and accompanied by an original letter from the sponsor's bank or financial institution verifying the availability of funds to support a full-time student is required.
- A copy of the student's Visa and a copy of the I-94 card (front and back) issued at the point of entry to the United States.

Once all of the above documentation has been submitted, an I-20 request will be made by SCC Admissions staff. SCC will mail the I-20 to the student overseas. The student will pay SEVIS fees and go to the US Embassy to obtain an F-1 visa stamp before entering the United States. If a student visa is not issued or if the college is notified by Immigration and Naturalization Services of other problems, the student will be withdrawn from the college. All other admission procedures, such as required placement assessment, are also applicable to international students. For further information, send inquiries to admissions@scnc.edu or call (910) 642-7141, ext. 327.

Undocumented Immigrant Students

Undocumented students may enroll in classes at Southeastern Community College. However, tuition is charged at the out-of-state rate.

False Information

Applicants are expected to demonstrate honesty in the completion of all necessary forms. False information will be grounds for rejection or dismissal.

Use of Social Security Numbers

The College collects social security numbers from all applicants for admission to ensure accurate records for required federal and state reporting. The College protects and restricts access to this information.

Changes in Residency Status

If a student's residency classification changes, it is his/her obligation to apply for reclassification with the Residency Determination Service (RDS) at [NC Residency Determination Service](#). A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A student making a fraudulent application is subject to reclassification and, if appropriate, payment of the difference between non-resident and resident tuition for the enrolled semester(s) intervening between the fraudulent application and its discovery.

High School Students

Admissions and other information for high school students can be found beginning on page 289, in the section entitled "Programs for High School Students."

Student Right to Know

The Student Right to Know Act requires institutions to disclose graduation rates for all first-time certificate, diploma, or degree-seeking full-time students. The proportion of these students first enrolled in Fall 2014 that graduated within 150% of their program length is 22.4 percent.

Expenses



Tuition and Fees

Tuition is low at SCC—only \$76* per credit hour, up to a maximum of \$1,216* per semester for 16 credit hours, for North Carolina residents. Tuition and fees for one semester in 2018-2019 (fall or spring) for students who are North Carolina residents taking 16 or more credit hours are as follows:

Tuition*	\$1,216.00
Activity Fee (8 hours or more)	32.00
Technology Fee	32.00
Insurance (subject to change by insurance carrier)	1.25
I.D. Fee	1.75
Campus Access Transportation & Security Fee	12.00
Student Advancement & Graduation Fee	5.00
Maximum Total (tuition and fees for one semester)	\$1,300.00

**Subject to change by the North Carolina Board of Community Colleges or the General Assembly and/or the Southeastern Community College Board of Trustees.*

Out-of-state students (non-residents) pay a tuition fee of \$268 per credit hour, up to a maximum of \$4,288 per semester. With the activity fee of \$32, technology use fee of \$32, I.D. fee of \$1.75, Campus Access Transportation & Security fee of \$12, and insurance fee of \$1.25 (subject to change by insurance carrier), the total maximum semester tuition and fees for non-resident students are \$4,372 for 2018-2019.

Due to special instructional/assessment processes some courses also include special fees to cover these costs.

In cases of instruction provided by Southeastern Community College to individuals belonging to outside agencies, as permitted by the state board of community colleges, tuition and fees will be set by the agreements with those agencies based upon the student's access to campus, technology and activities. When instruction is provided to students of other institutions using Southeastern Community College resources, a campus-use fee consisting of the technology, insurance, ID and CATS fees will be charged to those students and they will be permitted to use campus facilities in the same manner as a Southeastern Community College student. These students may also choose to pay the activity fee to be allowed to participate in student activity funded events.

Estimated Annual Expenses

Annual expenses are estimated for the academic year of two semesters (fall and spring) for average full-time North Carolina students in the 2018-2019 academic year.

Living at Home with Parents	In-State
Tuition and Fees (<i>based on 16 hours</i>)	\$2,446.00
Books and Supplies	1,400.00
Board at Home	4,500.00
Transportation	2,250.00
Miscellaneous	1,350.00
Total for Two Semesters	\$11,946.00

Living Off Campus	In-State
Tuition and Fees (<i>based on 16 hours</i>)	\$2,446.00
Books and Supplies	1,400.00
Board at Home	9,450.00
Transportation	2,250.00
Miscellaneous	1,350.00
Total for Two Semesters	\$16,896.00

Out-of-state students should add \$6,128 to each total because of the higher tuition rates for non-residents. Married students should also expect higher costs for housing and other personal expenses.

The cost of books and supplies varies according to the programs in which students are enrolled. Students in allied health programs must purchase malpractice insurance (approximately \$17.50), clinical uniforms, and shoes; they must obtain the necessary immunizations and drug screen required by the programs. In addition, nursing students are required to purchase testing and laboratory supplies (totaling approximately \$230). Additionally, clinical sites may require background checks for students costing approximately \$94.

Cosmetology students must buy a cosmetology kit required by the state of North Carolina (approximate cost \$1,600), black uniforms, and black closed-toe shoes. Computer students may be required to buy testing vouchers (approximately \$50.75 each, 1 or 2 per class). Bowling students must pay \$60 lane fees. BIO 111, BIO 168, BIO 169, and BIO 275 students have a \$20 lab supply fee. CHM 131, CHM 151, and CHM 152 students have a \$10 lab supply fee.

Continuing Education

Costs of Continuing Education courses can be found in the "Continuing Education" section of this *Catalog*.

Student Activity Fees

Students who take at least one curriculum course and who enroll for eight or more hours pay an activity fee of \$32 each fall and spring semester during the academic year. Students who enroll for seven hours or less pay an activity fee of \$16. During the summer term, there is no activity fee charged. The activity fees are used by the Student Government Association (SGA) to support activities, such as intercollegiate athletics, competitions, student clubs, entertainment, and academic and athletic awards.

Students living more than 50 miles from the Whiteville, NC, campus who are only taking online courses may request a waiver of their student activity fee if they do not desire to participate in the student events on campus. Students should write a request to the vice president of student services and provide appropriate documentation.

Student Identification Card

Students pay a semester fee of \$1.75 for a photo I.D. card. The card admits students to SGA-sponsored activities and entitles students to admission discounts at other college events. Students enrolled in Basic Skills or similar programs will be issued a non-photo I.D. card. The student identification card also serves as a library card. There is a \$5 fee for replacement cards.

Student Insurance

Low-cost student accident insurance is required of all curriculum students for a fee of \$1.25 per semester (fee subject to change by the insurance company).

Malpractice insurance is required of students enrolled in all allied health programs that have a clinical lab.

Campus Access, Transportation & Safety (CATS) Fee

Students pay a semester fee of \$12 for a permit to use campus facilities. This fee is collected to help provide campus access, security and safety for our students.

Student Advancement and Graduation (SAGF) Fee

The Student Advancement and Graduation fee provides funds not only for costs associated with the graduation ceremony and the printing of certificates and diplomas but also resources to assist in improving student success. This fee does not include the costs of cap, gown, and regalia, graduation announcements and personal cards.

Residency

North Carolina residents are eligible for a lower tuition rate than non-residents. The controlling North Carolina statute (G.S. 116-143.1) states that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his/her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the State of North Carolina does not automatically qualify one for the in-state tuition rate.

Residency status is determined by the Residency Determination Service (RDS). The purpose and mission of RDS is to provide leadership and administration of residency determination in accordance with North Carolina residency laws and applicable federal statutes. The RDS goal is to provide students access to transparent information and opportunity to claim NC residency in a simple, accurate and straight forward manner. For more information on residency for tuition purposes contact RDS at www.ncresidency.cfnc.org/residencyInfo/, telephone 844-896-2411 or fax 919-835-2427.

Students may appeal the decision made by RDS. The RDS has up to eight days to make a decision regarding the appeal.

An out-of-state student's tuition paid by an in-state employer will be charged at the in-state rate.

Students must disclose any change of residency to the registrar or director of student services.

Curriculum Tuition Refunds

The *State Board of Community Colleges Code* specifies the circumstances in which tuition refunds can be made. A refund will be made under the following circumstances:

1. A 100 percent refund will be made if the college cancels a course section in which the student is registered.
2. A 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic term as noted in the college calendar.
3. A 75 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the official 10 percent point of the semester.
4. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first class meeting. A 75 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.
5. A 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from a contact hour course section prior to the first day of class of the academic semester or term or if the college cancels the course section. A 75 percent refund will be made if the student officially withdraws from a contact hour course section on or before the tenth calendar day of the class.
6. *Refund Due to Death of Student* - When a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

7. *Military Tuition Refund* – Upon request of the student, each college shall:

- a. Grant a full refund of tuition and registration 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 that make it impossible for them to complete their course requirements; and
- b. Buy back textbooks through the college's bookstore operations to the extent allowable under the colleges' buy back procedures. Colleges shall use distance learning technologies and other educational methodologies to help active duty students, under the guidance of faculty and administrative staff, complete their course requirements.

Applicable federal regulations regarding refunds will supersede state refund regulations stated in this rule.

Graduation Fee

Graduation exercises are held at the end of the spring semesters for all students who have completed degree requirements during the academic year. Prospective summer graduates who will enroll in their final coursework are allowed to participate in the spring ceremony. Students wishing to participate in the graduation ceremony must complete a graduation petition by the deadlines posted on the college website. Students meeting the requirements for graduation may also be identified by the college. The college will notify students that have met the requirements for graduation and will award those students with appropriate degrees. While the college will make every effort to identify students that have met the requirements for graduation, students are ultimately responsible for monitoring their progress toward graduation and submitting a graduation petition in the final semester of their program.

A graduation fee will be charged to students desiring a printed diploma or students participating in the commencement ceremony. There is no charge for students to graduate with a transcription only. Graduation fees cover the cost of degree printing, caps, gowns, diploma covers, and other expenses related to the commencement ceremony.





Student Eligibility Requirements

To be eligible for financial assistance students must meet the requirements in the following areas as determined by the award program:

1. Demonstrate financial need
2. Have a high school diploma or GED
3. Be enrolled as a regular student in an eligible program
4. Be a U.S. citizen or eligible non-citizen
5. Make satisfactory academic progress as defined by the college

Entering students must also meet all admission requirements for the college and their program.

Programs which meet the eligibility requirements for federal funds include all associate degree programs, all technical/vocational diploma programs, and approved certificate programs (see a representative of the SCC Financial Aid Office for a listing of approved certificate programs).

Financial Aid Application Process

Students needing financial assistance should contact their high school guidance counselor or the SCC Financial Aid Office for information and applications.

1. All applicants must complete an SCC admission application and complete all admission requirements, including submission of an official copy of a high school transcript showing graduation and/or a GED, and official copies of all college transcripts.
2. Applicants must complete the financial aid application, Free Application for Federal Student Aid (FAFSA), at [Home - FAFSA on the Web - Federal Student Aid](#). To complete the FAFSA, students will need to have the prior year's income information, such as federal tax returns; W-2 wage statements; and records of benefits received from sources such as child support and disability. Students will be notified by the central processor by email within two to three days. Students without email will be mailed a paper response within 10 days.
3. Applicants who are selected for verification will be required to submit additional satisfactory documentation to verify income reported.
4. When all forms have been received by the SCC Financial Aid Office, the office will send students an award letter indicating the type and amount of aid awarded.

Deadlines

Students should apply as soon after October 1 as possible for aid for the following fall semester. To have the best chance of receiving campus-based aid and having the award process completed prior to enrollment, students should apply as soon as possible. There are deadlines to apply for financial aid for it to be dispersed at the start of each term. Please contact the financial aid office for more information. The later the application, the less chance there is of receiving campus-based aid. Awards are made as complete information is received on each student. However, applications for Pell Grant and state grants are processed throughout the academic year.

Separate applications are required for summer school financial aid.

**DON'T MISS
THE DEADLINE!**

Dependency Status

Certain questions on the FAFSA will determine whether students are considered dependent upon the support of their parents. If students feel that they have unusual circumstances that would make them independent, they should contact representatives of the SCC Financial Aid Office.

Special Circumstances

If students or their families have experienced a significant reduction in family income since the prior year's report on the FAFSA, they may request consideration for financial aid based on the current year's situation. Examples of reasons for change are unemployment, divorce, separation, death, medical expenses, and disability. Students should complete a recalculation form.

Financial Need

Financial aid from most of the student aid programs is awarded on the basis of financial need. The information reported by students on the FAFSA is used in a formula that calculates student need and eligibility. Eligibility for the Pell Grant program is determined by the EFC (Expected Family Contribution). If this number is low enough, students will be eligible for a Pell Grant. The lower the number, the larger the grant award will be. The maximum EFC to receive the Pell Grant is determined by Congress each year.

Financial need is determined by using the following equation: Cost of Education - Expected Family Contribution = Financial Need.

Award Disbursements

Students who have received an official award notification from the SCC Financial Aid Office will receive disbursement of the designated financial aid award on a semester basis. Students may charge their tuition, fees, and books against Pell Grant and other designated awards. Further information on policies, practices, and disbursement of financial aid is listed on the college website and in the *Student Handbook*.

Financial Aid Policy

Financial Aid Satisfactory Academic Progress

According to Federal and State regulation students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The financial aid office monitors students' academic progress as a condition of eligibility when students apply for financial aid and at the end of each enrollment period (semester). These requirements are applied to students' entire academic history at SCC including transfer hours from other schools and including periods when financial aid was not received. A student is considered to be making satisfactory academic progress when the following three requirements are satisfied.

1. Qualitative Standard (Cumulative Grade Point Average)
A student must maintain a minimum cumulative grade point average of 2.0
2. Quantitative Standard (Completion Rate)
A student must pass at least 67% of credit hours attempted.

3. Maximum Time Frame

Students must successfully complete a program of study within its time frame. Federal regulations specify that the time frame may not exceed 150% of the published length of the program. For example, if the degree requires 64 credit hours to graduate, they are eligible to receive financial assistance until they have attempted 96 credits hours. Additional time needed to complete the degree beyond the maximum stipulated must be entirely at students' expense. Once a student exceeds the time frame for their program of study, they are no longer eligible to receive financial aid. However, students can appeal to the financial aid office to have their eligibility extended if there are extenuating circumstances. Course withdrawals, incompletes and course failures count as hours attempted. Repeated courses and transfer credit hours received from another college will be counted in hours attempted. All remedial classes are counted towards maximum time frame (150%).

For more financial aid information, see SCC Student Handbook.

Note: All credit hours for which a student enrolls during any semester are included as "attempted" hours, whether or not the student successfully completes the course or officially withdraws.

General Information

1. **Transfer Students:** Credit hours transferred from other institutions will be counted in total hours earned toward a degree at SCC. They will count toward the 150% maximum time frame for financial aid eligibility. Grades for transferred courses are not included in calculating a student's GPA at SCC.
2. **Course Repeats (A* B* C* D* F*):** All courses taken will be included in attempted hours, including repeated courses taken to improve GPA.
3. **Incomplete Course (I):** The credits for an incomplete course will be counted as hours attempted but not earned. A grade of I is not considered in computing grade point averages.
4. **Course Withdrawals (W):** A grade of W is not considered in computing grade point averages. These courses are counted toward attempted hours.
5. **Audited Courses (AU):** Because students do not receive credit for audited courses, these courses are not counted as hours attempted or completed. (Financial Aid will not be awarded for classes taken on an audit basis.)
6. **Developmental/Independent Study/Distance Learning Courses:** These are counted as hours attempted in determining satisfactory academic progress.
7. **Courses Taken Through Consortium Agreements:** Students attending multiple institutions simultaneously under a consortium agreement must have a transcript sent to SCC immediately after the semester ends. Credit hours for those courses will be counted in the quantitative component of the policy.
8. **Grade of (F):** Grades of F are used when computing the GPA, but do not qualify as successful completion of credit hours attempted.
9. **Grade of (D):** Grades of D are used when computing the GPA, but may not qualify as successful completion of credit hours if a "D" grade is disallowed by a program.
10. **Re-admitted Students:** Students who return to SCC after an absence of one semester or more will resume with the same academic status as they had previously.
11. **Academic Fresh Start:** SCC has an Academic Fresh Start procedure which allows previously earned grades to no longer be calculated in a student's GPA. However, for Title IV programs, the SCC Financial Aid Office cannot exclude the earned grades from previous enrollment periods in determining a student's qualitative and quantitative measurement of satisfactory academic progress.

12. Other Institutional Policies: Southeastern Community College has established satisfactory academic progress criteria for all students. Students who receive financial aid must meet college requirements in addition to the financial aid requirements previously described.

Repayment Policy

Repayment of financial aid awarded depends upon whether the aid is a grant, scholarship, or work-study and whether the aid source requires a minimum number of hours of enrollment.

For federal funding sources such as Pell Grant and Federal Supplemental Educational Opportunity Grant, students may be required to repay a portion of the funds received if they stop attending classes before the 60 percent point of the semester; this process is known as Return to Title IV or R2T4. The amount to be repaid will be determined by a formula that includes the total federal aid received for the semester and the total number of days the student attended class in the semester. Any repayment due to the institution and/or the U.S. Department of Education must be made before the student can re-enroll at SCC or receive any federal funds. The 60 percent point of each semester is published in award letter attachments and is also available in the Financial Aid Office.

If students have outstanding accounts, they are not allowed to register for further classes. Exceptions for mitigating circumstances may be allowed by the President or his/her designee and will be in compliance with federal guidelines.

Refund Policy

The institution's refund policy applies to all financial aid recipients. For students receiving financial aid who officially withdraw from the college and are eligible for a tuition refund, the refund must first be applied to the financial aid programs.



Types of Aid

Below are brief descriptions of the financial aid programs administered by SCC.

Grants

Federal Pell Grant. The Federal Pell Grant is an award made to undergraduate students to help pay for their education after high school. Federal Pell Grant awards vary per student based on financial need. The FAFSA must be completed and on record with the U. S. Department of Education, and an electronic Student Aid Report must be received by the Financial Aid Office before consideration can be made for this grant.

Federal Supplemental Educational Opportunity Grant (FSEOG). The Federal SEOG is an award to help undergraduate students who demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients. Application is made by completing the FAFSA.

North Carolina Community College Grant. This is a need-based grant established by the NC Legislature to provide funds to help meet the education costs of North Carolina residents attending community colleges. Applicants must complete the FAFSA by the published deadline. Applicants must be North Carolina residents and enroll for at least half time (minimum of six credit hours) in an eligible curriculum program.

North Carolina Educational Lottery Scholarship (NCELS). To receive this grant, students must be a North Carolina resident and have an estimated family contribution of \$5,000 or less, meet the Satisfactory Academic Progress requirements of Southeastern Community College, and be enrolled in at least six credit hours per semester in a curriculum program. Application is made by completing the FAFSA.

SCC Foundation Grant. Through the non-profit SCC Foundation, Inc., this grant provides assistance to both full- and part-time students having financial needs that cannot be met by other sources of financial aid. Awards vary, depending on need and available funds. A separate application is required.

Scholarships

A large number of scholarships from \$100 to \$3,500 are offered to SCC students by businesses, civic organizations, service clubs, individual donors, and the state of North Carolina. They are awarded annually to students who have demonstrated above-average academic ability. All scholarships require at least a 2.0 GPA; some require a higher GPA. In most cases, when scholarships are awarded, financial need is secondary to academic achievement. Some scholarships are especially for students in designated programs or from specified high schools. All scholarship amounts are based on funds available each year, and amounts vary from year to year. Separate application forms are required. Interested persons should contact the Financial Aid Office for details.

A.R. Ammons Literary Scholarship. This scholarship is endowed in memory of Andre Randolph Ammons, a nationally acclaimed poet raised in Columbus County. Recipients must reside in Columbus or Bladen counties, have a 3.0 GPA, and be enrolled in a college transfer program with a preference of English or education.

Aileen G. and Lester V. Lowe Memorial Scholarship. The Aileen Garrell and Lester Vincent Lowe Memorial Scholarship was established to provide an annual scholarship to students who enroll in a curriculum program and are residents of southeastern North Carolina.

Ambassador Leadership Program Scholarship. This scholarship was established by the members of the Ambassador Leadership Program to aid a student needing funds for emergency educational needs.

Ashley Poovey Memorial Scholarship. This \$500 scholarship in memory of Ashley Poovey is awarded to graduates of Whiteville High School who choose to pursue a career in pharmacy technology or pre-pharmacy. Recipients must maintain a 2.5 GPA.

Audrey Kay Canady Art and Music Scholarship. This scholarship, funded by an endowment established by Kay S. Canady, is awarded to a full-time student enrolled in the art or music program. Recipients must be a Columbus County resident. Preference is given to graduates of South Columbus High School. Recipients must maintain a 3.0 GPA.

Baseball Scholarship. These scholarships may be offered to students who are selected to play on the men's baseball team. The maximum award covers the cost of tuition per term.

Bill Hooks Trust. The scholarship is funded from the endowment established by the Bill Hooks Family in memory of Mr. William H. Hooks. Recipients must have earned a 2.0 GPA in previous educational work and maintain that average to retain the scholarship.

Carl Meares, Sr. Scholarship. An endowment was established through a bequest from Carl Meares, Sr., to provide scholarships to students who maintain academic progress.

Cartrette Family Scholarship. An endowment was established by the James Allen Cartrette family to provide scholarships to students who maintain satisfactory academic progress.

Casey/Briley Nursing Scholarship. Gifts to the Foundation from the families of Mr. and Mrs. William T. Casey and Dr. and Mrs. Brantley Briley have funded this endowed scholarship. Dr. Brantley Briley is a former SCC President. The scholarship is awarded annually to a student who has been accepted into the Associate Degree Nursing Program at SCC.

Chadbourn Presbyterian Church Nursing Scholarship. This \$1,000 scholarship, funded annually by the members of the church, is designated for a student accepted into the Associate Degree Nursing or Practical Nursing programs at SCC and who is a resident of Columbus County.

Charles R. Long Scholarship. The Charles R. Long Scholarship was established to provide an annual scholarship to students in a business curriculum (emphasis on accounting) or in music or another liberal arts program. Recipients must demonstrate leadership potential and citizenship.

Clyde W. Morris Memorial Scholarship. This scholarship was established in memory of Clyde W. Morris by his sister, Hilda Morris Small, and her husband, Billy Small. Recipients must be enrolled in the Agricultural Biotechnology Program at SCC.

Columbus County Farm Bureau. One \$500 scholarship is awarded annually to a graduate of each of the following high schools: East Columbus, South Columbus, West Columbus, and Whiteville. Recipients must be enrolled full time, have at least a 2.5 GPA, be a member or the child of a member of the Columbus County Farm Bureau, and submit proof of Columbus County Farm Bureau membership.

Columbus County Youth and Families Association, Inc. Scholarship. This non-profit, Christian-based organization funds this scholarship. It is awarded to a senior graduating from a public or private high school in Columbus County.

Comstock Scholarships. These scholarships, made available through the James A. Comstock Memorial Trust, are for students planning to complete a two-year engineering degree.

Crutchfield Family Scholarship. The scholarship is endowed in honor of Richard L. Crutchfield and his family. Recipients must maintain a 3.0 GPA and be a Columbus County resident.

Daniel Otto and Flossie White Hinson Memorial Scholarship. This scholarship is funded by a gift from Frederick and Joann Hinson. The scholarship will be awarded annually to a student in a nursing, business or pre-teaching program at SCC. The recipient must be a graduate of a Columbus County High School and have a 3.0 GPA in previous academic endeavors.

Dennis Grainger Memorial Scholarship. This scholarship, in memory of Dennis Grainger, was funded by Carolyn Grainger and awarded to a full-time student enrolled in a business program. Recipients must maintain a 2.5 GPA.

Dr. H.G. Walters Medical Scholarship. This scholarship is endowed in honor of Dr. H.G. Walters. Recipients must be enrolled fulltime in an allied health program and maintain a 3.0 GPA.

Dr. John F. Munroe Medical Scholarship. The purpose of this scholarship is to assist full-time nursing students. Recipients must have earned a 3.0 GPA and maintain that average. They must also be the child of a practicing nurse and a Columbus County resident.

Dr. Paula H. Stanley Achievement Scholarship. This scholarship, funded by the family of Dr. Paula H. Stanley, is awarded to a graduate of Whiteville High School and is based on academic achievement.

Dr. Stephen C. Scott Scholarship. This scholarship is in honor of former SCC President Dr. Stephen C. Scott. Recipients must achieve a minimum GPA of 3.0 and be Columbus County residents.

Dr. W. F. and Lilma Barefoot Memorial Scholarship. The Dr. W. F. and Lilma Barefoot Memorial Scholarship is funded from the estate of Dr. Barefoot. The recipients of the \$1,500 scholarship must have a 2.0 GPA, have been a resident of Columbus County for more than four years, and have graduated from a Columbus County high school. They must maintain full-time status.

Dr. William & Elizabeth Hoskins General Scholarship. This scholarship was established through a trust set up by Dr. and Mrs. William H. Hoskins to assist students in any degree program.

Dr. William & Elizabeth Hoskins Nursing Scholarship. This scholarship was established through a trust set up by Dr. and Mrs. William H. Hoskins to assist students in any nursing curriculum (except continuing education).

Edward P. Leatherbury Scholarship. In memory of Edward P. Leatherbury, III, this scholarship assists students with the cost of tuition, fees, and books. Recipients must maintain a 2.0 GPA.

Eleen Williams Nursing Scholarship. This nursing scholarship was established by Johnny R. Williams in memory of his mother, Eleen Williams, a practicing nurse for 43 years in Columbus County. The scholarship is awarded to a recipient for two consecutive years. The recipient must be a resident of Columbus County, be accepted into the Associate Degree Nursing program at the time of award and maintain a 3.0 GPA.

Esther and Wilbur Smith Nursing Scholarship. This scholarship was established by family and friends of Esther and Wilbur Smith to provide financial assistance to a full-time nursing student.

Evelyn & Georgia Floyd Memorial Scholarship. This scholarship is funded from the estates of sisters Evelyn and Georgia Floyd. Recipients must have earned a 3.0 GPA and be an education major at SCC.

Evelyn Walker Memorial Scholarship. This scholarship is funded by an endowment established by Harold Walker in memory of his mother. Recipients must maintain a 2.0 GPA. The scholarship is renewable for one year.

Faculty Senate Scholarship. This \$250 scholarship is funded by members of the SCC Faculty Senate. The recipient must have a minimum of a 2.5 GPA in their college program of study and be recommended by a faculty member.

Fox Family Scholarship. The Fox Family Scholarship is named in memory of Amy Lynn Fox Schmitzer, 1969-2011; in honor of Elizabeth Fox Fields, a 2000 graduate of SCC's ADN program; and in honor of Leon M. Fox, Jr., a valued employee of SCC from 1972-2006.

Garrell-Yam City-Time Saver Scholarship. In the awarding of this scholarship, preference is given to employees or their dependents of Yam City Oil Co. and Time Saver Stores. Recipients must be graduates of a Columbus County high school, preferably South Columbus. Recipients should be majoring in business.

Golden Leaf Scholarship. This scholarship is designed to assist current high school seniors, current North Carolina Community College students, and students currently enrolled at public North Carolina four-year universities. Recipients must be a permanent resident of a qualifying rural county that is economically distressed (Tier I, II or III) and/or tobacco dependent. Priority for scholarships will be given to students from families adversely affected by the decline of the tobacco industry.

Hannah Grace DeMoss Scholarship. This \$1,000 annual scholarship is funded by Hannah's parents, Donna and Jeff DeMoss, and family. Recipients must have earned a 3.2 GPA in previous educational endeavors. Preference is given to students enrolled in therapy-related careers.

Helen Dasher High Music Scholarship. This scholarship will be funded with the income from an endowment established by Sarah Helen High Clagett, Robert O. High, Jr., Williams Dasher High and Walter Bankston High. Recipients must have earned a 2.0 GPA, be enrolled as a full-time student in the music program at SCC, be a Columbus County resident, and be a graduate of a public or Christian school in Columbus County.

Helen A. Hilton Honorary Scholarship. This scholarship will be funded with the income from an endowment established by her son, Richard Bryant, Jr., of Fayetteville, NC. The award will be made to a female student with a 3.5 GPA.

Horry J. Watts Scholarship. This \$500 scholarship was established in memory of Horry J. Watts. Recipients must be graduates of a public high school in Columbus County, maintain a 3.0 GPA, and be enrolled full time in a degree or certificate program.

J. C. FormyDuval, Jr. Memorial Scholarship. This scholarship is named in memory of James Cecil FormyDuval, Jr. The scholarship recipient must maintain a 3.0 GPA and be enrolled in a college transfer program at SCC with a preference in education, history or liberal arts. Preference is given to Columbus County residents, former students of Old Dock School, or students of parents or custodians who are current or retired educators.

J. M. Council, Sr. Scholarship. Recipients of this scholarship must maintain full-time enrollment in a degree program at SCC and demonstrate academic merit. They must maintain a 3.0 GPA.

Jeanette P. Tedder Memorial Scholarship. The Jeanette P. Tedder Memorial Scholarship provides scholarships to students in the Banking and Finance curriculum. Recipients may be enrolled part time.

Jennifer L. Stocks Scholarship. This \$500 scholarship in memory of Jennifer L. Stocks is awarded to students who are female residents of Columbus County and who have earned a 2.0 GPA.

Jesse Roland Barker Criminal Justice Scholarship. This \$1,000 scholarship, funded by Kelly Barker Horne, is to be awarded annually to a student in the Criminal Justice Technology Program at SCC. A 2.5 GPA is required.

Jonathan O'Neill Cribb Memorial Scholarship. This scholarship is awarded to students who have demonstrated academic achievement, leadership potential, and citizenship.

Jones Family Scholarship. The purpose of this fund is to provide scholarship aid to Southeastern Community College students from high schools in the surrounding area. The Jones Family Fund was established with gifts from Jones Stores. Recipients must maintain a 3.0 GPA, demonstrate financial need, be enrolled full time in a degree or diploma program, and reside in Columbus, Bladen, Robeson, Horry or Marion County.

John & Harriett Koonce Memorial Scholarship. The John and Harriett Koonce Memorial Scholarship provides an annual scholarship to students in any degree program.

Joseph T. Wyche Scholarship. In memory of Dr. Wyche, this scholarship is awarded to Columbus County residents.

Judy V. Smith Nursing Scholarship. This \$600 scholarship in memory of Judy V. Smith, a long-time employee of SCC, is awarded to associate-degree nursing students who have earned and maintain a 2.5 GPA.

Kathy Todd Book Fund. This scholarship was established by friends and family of former SCC employee Kathy Todd and provides financial assistance for textbook purchases. Recipients must be a Columbus County resident, be enrolled in a two-year program, and must maintain a 2.0 GPA.

Lewis A. Sikes Foundation Forestry Scholarship. This \$1,500 scholarship award is made to a student who is a resident of Columbus County, NC, or Horry County, SC. Recipients must have completed two semesters as a full-time Forest Management Technology student at SCC and earned a cumulative GPA of 2.5.

Lisa Claire Elvington Memorial Scholarship. This \$1,000 scholarship, in memory of Lisa Claire Elvington, will be awarded to a female graduate of West Columbus High School with a 3.0 GPA. The scholarship is funded by Brice and Carolyn Elvington of Fair Bluff, NC.

Lloyd and Beth W. Batten Memorial Scholarship. This scholarship is funded from the estate of Lloyd Batten. The recipients must be a resident of Columbus County and maintain a 2.5 GPA.

M.I.K.E. Scholarship. The M.I.K.E. Scholarship Award was established by Congressman Mike McIntyre to further his commitment to supporting the youth of southeastern North Carolina in their endeavors toward higher education. The Scholarship Award is designed to honor graduating high school seniors who have excelled in four distinct areas that are represented in the award's title. Students must demonstrate moral force of character, inspired leadership, knowledge and superior academic performance, and exemplary citizenship. The recipient of the award must be a resident of the Seventh Congressional District of North Carolina (as of August 31 of the year preceding his or her graduation from high school). The scholarship is awarded every 4 years as it rotates among the community colleges in the seventh district.

Mack Canady, Jr., Agricultural Biotechnology Memorial Scholarship. This scholarship, funded by an endowment established by Kay S. Canady, is awarded to a full-time student enrolled in the Agricultural Biotechnology program. Recipients must be Columbus County residents and preference is given to graduates of South Columbus High School. Recipients must maintain a 3.0 GPA.

Mary Jane Donayre Scholarship. This annual scholarship, funded by Dr. Luis Donayre in honor of his wife, Mary Jane "Sue" Donayre, will be awarded to a student who is a member of Sacred Heart Catholic Church in Whiteville, North Carolina.

Mary T. Meares Memorial Scholarship. This scholarship, funded by the estate of Mary T. Meares, provides a scholarship to a student enrolled in an allied health program at SCC.

Medical Laboratory Technology Scholarship. This tuition scholarship provides funds to sophomore students while enrolled in the clinical portion of the MLT program. Recipients must have a cumulative 2.5 GPA.

Natalie Padrick Platt Nursing Scholarship. This scholarship is funded by family and friends of the late Natalie Padrick Platt, a graduate of SCC's nursing program. The recipient must be a resident of Columbus County, be a first year student in the Associate Degree Nursing Program and maintain a 2.7 GPA.

Norma Sidbury Stroschio Excellence in Nursing Scholarship. Mrs. Stroschio was noted for the dedication she brought to her career as a nurse. She mentored many nursing students. Her daughter, Gail Stroschio Jones, her son, Michael A. Stroschio, and an anonymous donor funded this scholarship in her memory. The recipient must be accepted into either the Associate Degree Nursing or Practical Nursing programs at SCC and have a 3.0 G.P.A.

Norris Memorial Scholarship. This scholarship was established in memory of long-time SCC Registrar, Roland C. Norris. Recipients must be enrolled full time in a degree program and be a North Carolina resident.

Ora G. Watts Scholarship. This \$500 scholarship, named in memory of Mrs. Ora G. Watts, was established to assist graduates of Columbus County's public high schools in their pursuit of a college education. Recipients must maintain a 3.0 GPA and be enrolled full time.

Peggy Yoder Blackmon Nursing Scholarship. This endowed scholarship, funded by family and friends of longtime SCC Dean of Nursing, Peggy Yoder Blackmon, is for students who have been accepted into either the LPN or ADN programs. Recipients must be a resident of Columbus County and have earned a GPA of 2.5.

Ray Scholarship. Mr. and Mrs. Royce Ray established this scholarship for students enrolled in either the associate degree music or nursing program. Recipients must maintain a 3.0 GPA.

Richard F. Burkhardt Memorial Music Scholarship. This scholarship is funded from a trust initiated by the late Richard F. Burkhardt, long-time music instructor at SCC. Recipients must have earned and maintained a 2.5 GPA and be enrolled full time in the music program at SCC.

Rhone Sasser Blue Cross & Blue Shield of North Carolina Honorary Scholarship. This scholarship is endowed in honor of Rhone Sasser, a former BCBSNC board member and SCC Board of Trustees member. Recipients must be enrolled in an allied health curriculum and have earned a 3.0 GPA.

Robert C. & Myrtle N. Soles Living Endowment Scholarship. The Robert C. and Myrtle N. Soles Living Endowment Scholarship Trust was established to provide financial assistance to worthy men and women of Columbus County who are enrolled in curriculum programs at SCC.

Sam T. Gore Family Scholarship. This scholarship is funded by the Sam T. Gore family to provide scholarships to recipients who have earned a 2.0 GPA and demonstrate potential for future achievement.

Samuel G. Koonce, Sr. Memorial Scholarship. Mr. Koonce was a founding father of SCC. He served as a member of the Board of Trustees from 1964-2003, serving as chair for 11 of those years. He helped to establish the SCC Foundation and ensured its success. Family and friends of Mr. Koonce have chosen to honor his memory by endowing this scholarship in his name. Financial need and a 2.0 GPA are required.

Sarah W. Prince Memorial Scholarship. The Sarah Wooten Prince Memorial Scholarship provides scholarships to students who are graduates of Clarkton, West Bladen, East Columbus or West Columbus High Schools. A 2.0 GPA is required.

SCC Environmental Science Scholarship. This scholarship is funded by the Environmental Action Club and is awarded to a SCC student enrolled in the Environmental Science and Agricultural Biotechnology programs.

Sol and Miriam Mann Memorial Scholarship. This scholarship honors longtime college supporters, Sol and Miriam Mann, and was established by a gift from the Mann estate. Recipients must be Columbus County residents and preference is given to graduates of Whiteville High School. Recipients must maintain a 3.0 GPA.

Spc. McKenzie Fisher Callihan Memorial Scholarship. This \$500 scholarship is funded by the family of the late Spc. Callihan. Preference is given to applicants with valid military service. Recipients must maintain a 2.5 GPA.

State Employees Credit Union Foundation Scholarship. Each community college in North Carolina offers two \$2,500 scholarships annually. Recipients must be a U.S. citizen, a N.C. resident, and a graduate of a N.C. high school. Recipients must have achieved a minimum 2.5 GPA and cannot be a Director, employee, or family member of an employee or Director of the State Employees' Credit Union or the SECU Foundation. Recipients must also demonstrate financial need using the Free Application for Federal Student Aid (FAFSA) and indicating an Expected Family Contribution (EFC) between \$3,601 and \$5,000.

Student Government Association President's Scholarship. A tuition scholarship is awarded to the SGA President for the fall and spring semesters of his/her term in office.

Softball Scholarships. These scholarships may be offered to students who are selected to play on the women's softball team. Recipients must enroll full time each semester. The maximum award covers the cost of in-state tuition per semester.

Targeted Assistance Program. Funded by the State Board of Community Colleges, this scholarship provides need-based assistance to students who are N.C. residents enrolled in low-enrollment programs that prepare students for high-demand occupations. Credit and non-credit programs may be eligible. Eligible programs are determined by each college. Applicants must complete the Free Application for Federal Student Aid (FAFSA).

Thompson Scholarship. This scholarship was established in memory of Wray Thompson to assist nursing students at SCC. Recipients must maintain a 2.0 GPA.

Trustees' Academic Scholarship. Each year, the Board of Trustees of the college funds two scholarships for each public high school and one for each private high school in Columbus County. In schools with graduating classes of 100 or more, the scholarships are given to students with the highest grade point average who rank in the top 10 percent of their graduating class and enroll at SCC. In smaller graduating classes, the awards are made to SCC applicants in the top 20 percent of their class. The scholarship has a \$2,500 maximum award.

W. A. "Al" and Edith Williams Memorial Scholarship. The scholarship is funded from an endowment established by the family and friends of Mr. and Mrs. Samuel G. Koonce, Sr. Recipients must have earned a 2.0 GPA and maintain that average to retain the scholarship, be a Columbus County resident, and be a full-time student.

W. Horace and Linda Carter Tabor/Loris Tribune Scholarship. This scholarship, funded by an endowment from W. Horace and Linda Carter, is awarded to graduates of either South Columbus, Green Sea-Floyds, or Loris High School. Preference is given to students who demonstrate an interest in a career in journalism. Recipients must maintain a 3.0 GPA.

Wells Scholarship. This scholarship was established by the family of Elizabeth "Betty" Fisher Wells to provide financial assistance to Columbus County residents who are currently enrolled full time in any 2-year curriculum program at Southeastern Community College. Recipients must demonstrate financial need and maintain a 2.5 GPA.

William F. "Bill" and Sarah Spivey Norris and Broadus Turbeville Memorial Scholarship. This memorial scholarship was named by Lynda F. Turbeville and Samuel P. Gaskins of Sanford, NC. The \$500 scholarship will be awarded annually to a Columbus County resident enrolled in the College Transfer program. A 3.0 GPA is required.

Wyche Scholarship. This scholarship is named in honor of Georgia and Henry Wyche. Priority for this scholarship is given to graduates of East Columbus High School. Recipients must be enrolled in a two-year degree program.

Student Employment Program

Federal College Work Study Program (FCWS). This federally funded program provides on-campus work opportunities for students with limited financial resources. Students are paid an hourly wage. An effort is made to assign students to jobs related to their major field of study or to utilize their specific skills and interests.



Other Sources of Aid

Students with disabilities may obtain grants-in-aid covering fees, books, and supplies through the Vocational Rehabilitation Service. Further information can be found in the telephone book under the State of North Carolina Division of Vocational Rehabilitation.

Veterans Administration funds may be available to those who have served in the armed forces, as well as to dependents of deceased veterans or disabled veterans with a service-connected disability. Interested persons should contact the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, North Carolina 27155.

Eligible students may qualify for training assistance through the Workforce Innovation and Opportunity Act (WIOA) and other available programs. They may contact the Columbus County NCWorks Career Center, located in A-Building, for further information.

The NC Army National Guard offers educational benefits that include part-time employment, a student loan repayment plan, the NC State Tuition Assistance program, and the GI Bill. They may be contacted at the following address: NC Army National Guard, Company D(-), 1-20th Inf. Bn., Whiteville, NC 28472-9299.

Student Life & Development



Purpose Statement

The purpose of SCC Student Services is to assist students in accomplishing their educational, social, and career goals by providing them with opportunities leading to increased self-confidence, leadership, self-direction, clarification of values, and community awareness and responsibility.

Goals

1. Students' educational, career, social, and other goals will be accomplished.
2. The various needs of individuals will be recognized.
3. Student participation in programs and services will be reflective of the college's service area.
4. Minorities and females will be included in leadership roles.
5. Southeastern will be promoted through development and public relations activities.

General Information

Official Announcements

Southeastern Community College publishes official college information in the *SCC Catalog* and the *Student Handbook*. All students are responsible for reading these publications.

The *Student Handbook* supplements the *Catalog*. The *Catalog* describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. The *Handbook* and the *Catalog* are updated annually.

Course offerings for curriculum and continuing education programs are listed in the semester schedule, which is posted on the college website (www.sccnc.edu).

Student information and notices are distributed via student email.

Library

Southeastern's Williamson Library houses the largest microform collection in the North Carolina Community College System (over 164,000 pieces). A book collection of over 66,000 volumes is the sixth largest in the system.

Over 7600 audio-visual units, 200 current periodical subscriptions, and various computerized resources, round out the library's holdings. Special resources include The New York Times from its first issue in 1851 to the present, as well as extensive genealogy and North Carolina history collections.

Students, faculty, and community members also have access to the holdings of many other libraries through the Interlibrary Loan Service available at SCC.

Bookstore

Textbooks can be bought and resold at the Orcutt Bookstore. School supplies, sportswear, greeting cards, stationery, jewelry, stuffed animals, and gift items are also available. The bookstore is located on the first floor of the Nesmith Student Center.

Student Center

The Nesmith Student Center is a popular gathering place for SCC students. A variety of food is available at the Ram's Café. Forms of entertainment include televisions and a gaming center. The student engagement office is located in the student center as well as the fitness center.

Students with Disabilities

SCC complies with the requirements of Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 and is committed to providing opportunities to qualified persons with disabilities in employment and access to education, when such action does not pose an undue burden or fundamentally alter the programs of the institution.

The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services, or activities. Disability services are available for on-campus and distance learners. Individuals who require reasonable accommodation for a disability should make this requirement known to disability services as soon as possible.

SCC Student Services provides disability services to assist students in requesting disability-related accommodations for documented physical, learning, and psychological disabilities. For additional information regarding accommodations, contact disability services in A-Building, Room 124, or at 910-642-7141, ext. 327, or www.sccnc.edu/admissions/disability-services/.

Students who feel they have been discriminated against due to a disability should see the Student Grievance Process located in the *Student Handbook*.

Student Services

Counseling

Even before students enroll at SCC, the student services staff can help them discover their educational aptitudes, interests and goals; find suitable programs; discuss financial aid; and complete the admissions process. Once students are enrolled, SCC staff are available to help with academic, occupational, and transfer concerns. They work with other staff members to best meet the needs of students. A counselor is also available to provide referral assistance and guidance for those students experiencing personal concerns.

After students graduate from SCC, they may continue to receive career counseling and job readiness services. Student services staff offers career exploration services on an individual basis. These sessions are designed to assist graduates in further clarifying their career goals. These services can be explored by contacting student services.

Counseling services are available to distance learners.

Program Advising

New students are assigned advisors to assist with making program decisions and planning their course schedules. Students should schedule appointments to meet with their advisors to discuss academic process and issues related to program completion.

Additionally, students planning to transfer to a senior college or university should meet with their advisors to plan course selections.

Academic Skills Lab

The Academic Skills Lab, located in the Nesmith Student Center, offers a variety of services, including the following:

1. Free peer and staff tutoring for most courses offered by SCC
2. Computer-assisted tutoring for many basic courses
3. Computer-assisted enrichment activities in some courses
4. Audio-visual materials to supplement the instruction in some courses

Career Planning, Job Readiness and Job Placement

Student Services assists students through the following:

1. Helping identify career options that match particular skills, interests, and personalities.
2. Helping develop individual job search plans, which include effective resume writing and job interview preparation through the NCWorks Career Center.

Student Activities

The Student Engagement Department is committed to complimenting the academic experience. Students have the opportunity to become engaged through a variety of educational, cultural, entertaining, and fun programs throughout the year. Located in the Nesmith Student Center, this department is a link to SCC clubs, organizations and resources.

Ambassador Program

The SCC Ambassador Program is an honorary group of students who are selected to represent the college at special events on campus and in the community. All Ambassadors have completed a successful interview with the selection committee, have at least a 3.0 GPA, participate in a special leadership training class, and serve the college 3-5 hours each week.

Art Club

The Art Club visits exhibitions and museums, displays, and sells member's works in fairs. The club also invites artists and craftsmen to campus for demonstrations and workshops. Members are exposed to an advanced level of artistry in a variety of mediums and have opportunities to work with acclaimed artists. The Art Club assists with the art shows held in the Wyche Gallery located on the 2nd floor of A-Building. You do not have to be an art major to join!

Campus Crusade for Christ (CRU)

The purpose of Campus Crusade for Christ (CRU) is to build movements of people who are transformed by Jesus Christ. The student-led movements seek to introduce students to Christ, help them grow in faith, encourage them to passionately live life in a manner consistent with belief in the God of the Bible, and inspire commitment to advancing the purposes of God in the world. The group meets for a time of devotion and prayer. CRU members coordinate the See You at the Pole event and assist with the student Christmas Party. All students are welcome to participate!

Club Trio

The goal of Club TRIO is to meet the continuous need of students that are interested in pursuing a degree of higher learning. Club TRIO exposes club members to various colleges and universities of higher learning through campus visits and tours. Members also participate in educational opportunities, college awareness events, and leadership workshops. The club serves our campus and community through service projects and exhibitions that enhance the cultural diversity on the campus. All students are invited to participate in Club Trio.

Cosmetology Club

The Cosmetology Club sponsors educational programs and trips to enhance classroom learning and to promote understanding between cosmetologists and the public. Members may participate in SkillsUSA competitions on local, state and higher levels, where students have the opportunity to earn scholarship monies. You must be enrolled in a cosmetology program to join this club.

Future Educators Club

The Future Educators Club enhances the professional growth and encourages fellowship among current and future teacher leaders. Members promote and advocate for high quality and excellence in care, education, and service for young children, students, and families.

Medical Laboratory Technology (MLT) Club

The MLT Club provides members with information about current trends in the profession, promotes public awareness of the profession, provides funds for the MLT scholarships and supports social activities for MLT students. MLT and pre-MLT students are encouraged to join, but the club is open to any student who has an interest in MLT.

Phi Beta Lambda

Phi Beta Lambda (PBL) is the collegiate division of Future Business Leaders of America. PBL offers students opportunities in leadership, community services, and competitive events. The SCC chapter participates in local, state, and national level competitions and is a multi-award winning chapter. PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Past members have won numerous state, regional, and national awards.

Phi Theta Kappa

Phi Theta Kappa (PTK) is a national collegiate level academic honor society which recognizes academic excellence of SCC students. College transfer and technical students accumulating a grade point average of 3.5 or better with at least 12 semester hours are eligible for nomination to this prestigious organization. PTK provides opportunities for development of leadership and service to the campus and community as well as opportunities for financial scholarships. The SCC chapter is the second oldest chapter in the Carolina region and has inducted over 3,000 SCC students into PTK.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps students excel by providing educational programs, events and competitions that support career and technical education in the classroom. SkillsUSA members have the opportunity to compete at local, state and national levels in a variety of events. Medalists in the events may be awarded scholarships to be used to further their education.

Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Southeastern Community College. All students of SCC are automatically members of SGA and are encouraged to assist with planning student activities and participating or volunteering at events as well as running for office. The SGA is a vital component of student life as it provides a variety of activities for students to participate in; it is the voice of the student body and has paved the way for open lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in SGA. The SGA president is a non-voting member of the college's Board of Trustees. SGA representatives serve on standing college committees. Elections for SGA officer positions are held annually.



Rules and Regulations

Traffic and Parking Regulations

Students enrolled in at least one course on campus are required to register all vehicles they drive on campus and to display a current parking sticker according to the directions printed on the permit. Parking stickers are available at the reception desk in the lobby of A-Building.

Traffic tickets are given (and fines levied) for violations of traffic regulations, which are explained fully in the *Student Handbook*.

Visitors

SCC encourages appropriate use of its facilities by citizens of the area in accordance with the purpose and policies of the institution. Organizations may request facility use by calling (910) 642-7141, ext. 246.

SCC's president has authorized appropriate college officials to ban any student or non-student from the campus whose presence or actions may be inappropriate at a particular place or event.

Other Rules and Regulations

The *Student Handbook* lists other rules and regulations and grievance procedures; the *Library Handbook* lists rules pertaining to the library; and the *Computer Information Systems Policy* specifies procedures for the use of computers.

Academic Information



Understanding Terminology

The Academic Year

The college operates on the semester system. There are two semesters and a summer session in the academic year.

Academic Credit

Credit hours are earned when a student learns a skill, such as welding, or an academic body of knowledge, such as history.

Courses for which credit hours are awarded toward a certificate, diploma, or degree are called curriculum or credit courses. The number of credit hours for each course is determined by the State Board of Community Colleges and specified in the North Carolina Community College System Combined Course Library.

Student Classification

- Full-Time Student...
a student enrolled for 12 or more credit hours per semester.
- Part-Time Student...
a student enrolled for less than 12 credit hours per semester.
- Freshman...
a student who has earned less than 32 credit hours.
- Sophomore...
a student who has earned 32 or more credit hours.
- Special Student...
a student taking individual credit courses but not working toward graduation. When a special student has accumulated 12 credit hours, he/she is encouraged to enter an academic program. A special student is generally not eligible for many types of financial assistance.

General Information

Access to Student Academic Records

The Family Education Rights and Privacy Act, "FERPA," (amended by S. J. Res. 40) gives students the opportunity to inspect their educational records and, if they wish, to challenge the content of their records. Parents of dependent students also have the right to inspect their children's records.

The college presumes that parents of students who have not yet reached the age of 21 and who are currently attending the college claim the students as dependents for tax purposes. Students at the college who are at least 18 years of age and who do not want their parents to have access to their cumulative records must so inform the registrar of the college and prove that they are not tax dependents of their parents. If parents of current students or former students who are at least 18

years of age wish to inspect and review their children's cumulative records, they must prove to the registrar that they claim the students as dependents for federal income tax purposes.

Parents or eligible students who wish to inspect and review cumulative records must submit requests in writing to the registrar of the college. When he/she receives written requests for review of the records from parents or students who have a right to inspect the records, the registrar schedules the review. The review date should be as early as possible but never later than 20 days after the request was made. The inspection and review are made in the registrar's office or at another designated location. A college official competent in interpreting student records is present to explain the implications of the records that are examined. Procedures on hearings to correct inaccuracies, disclosure to persons other than parents or students, and waiver of rights are on file in the office of the registrar.

The college may release student directory information upon request, unless students indicate to the registrar's office in writing that their information should not be released. Such information includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance at SCC, degrees and awards (including honor roll status), and most recent previous school attended. Academic and disciplinary records are not released without the written consent of student.

Retention and Disposition of Student Records

Retention and disposition of records maintained by counseling/admissions and the registrar's office are handled in accordance with the schedules published in the Public Records Retention and Disposition Schedules as prepared by the North Carolina Community College System and the State Board of Community Colleges for institutions in the community college system.

Student Responsibility for Program Requirements

All students are responsible for knowing the academic regulations of SCC, for maintaining their academic standing, and for meeting all graduation requirements for their program of study. Faculty advisors and counselors will assist in course planning and program completion, but the final responsibility rests with the students.

Electronic Communication

To ensure, to the extent possible, that students who are taking courses who are communicating with an instructor and submitting assignments electronically are the students who registered for the courses, the college requires use of its official email systems. The official system for students relies on the issuance of a student identification number to all students when they register. Students then follow guidelines posted on the college website to create logins and passwords. This system validates that the communication is coming from the student assigned that particular account and serves as an electronic signature for them. No other student may be permitted to access the email system using the created logins and passwords, and students may not allow access under their individual logins and passwords.

Students and faculty communicating with each other about any course-related questions or when sending or receiving assignments must do so using college approved email systems or through Moodle. For students, both on and off campus, the communication must take place with Moodle or by using Rams email (sample address might be abc1234@rams.sccnc.edu); for faculty or staff teaching, the communication must be through an assigned college email address (sample address would look like firstname.lastname@sccnc.edu). Again, security of usernames and passwords is essential as communication in these accounts are considered to have been electronically signed.

Failure to use one of these systems will result in questions or assignments being viewed as having not occurred. Faculty (full-time and adjunct) are not permitted to accept assignments unless sent through an official email system, uploaded through Moodle, or delivered in person.

Enrolling in Classes

Student Course Load

Students who register for more than 19 credit hours and vocational or technical students who want to register for more hours in a semester than the curriculum specifies must obtain permission from the division chair/director. Dual enrolled high school students are allowed to take 18 credit hours per semester. Students wishing to take additional hours must obtain permission from the high school principal or designee and the vice president of student services.

Advising System

SCC students are assigned a program advisor to help them make program decisions and plan their course schedules. Program advising is a collaborative partnership between the student and advisor. Though program advisors are available to assist students, students are ultimately responsible for their graduation plans and academic progress. Students are urged to meet with their advisors regularly and before changing their schedules, adding or dropping courses, or changing their program of study. For students planning to transfer to a senior college or university, their advisor will assist in advising students in accordance with the Comprehensive Articulation Agreement (CAA) between UNC System and the Community College System. To ensure advisement time, students should schedule appointments with their advisors.

Faculty Position on Student Responsibility in Academic Achievement

Earning a college degree, diploma or certificate is an arduous task that requires mastery of skills and materials, sometimes on a very sophisticated level. SCC's faculty are committed, both personally and professionally, to teach their respective disciplines in an effective and appropriate manner and to demonstrate excellence in their profession.

Commitment on the part of the faculty must be accompanied by commitment on the part of students. Students who are pursuing a college degree must be aware that this pursuit requires a desire to learn, dedication to the multiple tasks involved in learning, preparation for class and lab, and completion of all assigned work in a timely and conscientious manner. Regular class and lab attendance is also required. Students must be aware that real learning requires serious effort on their part. They cannot become educated individuals without active involvement in the educational process.

The open door policy of the community college system ensures that all students will have access to a quality education. However, it must also be recognized that adequate preparation is a prerequisite in any course or program. Therefore, students who do not have the appropriate skills may be required to take developmental courses before being admitted to a particular class or program.

Student Rights and Responsibilities

Appropriate Academic Behaviors

In order to create the most effective classroom environment possible to support learning, faculty and administration expect the following behaviors from students:

1. *Academic Participation.* Students should express their views in classroom discussions in an appropriate manner. Students should also listen respectfully to others expressing their opinions and ideas. The exchange of ideas in a non-combative, non-abusive, and orderly manner is essential for learning and fundamental to academic freedom.
2. *Academic Environment.* Students should not disrupt the learning environment through any inappropriate behavior. It is the responsibility of the instructor to ensure that the appropriate learning environment exists in the class and remove from the class any student who disrupts the climate and interferes with other students' right to learn.
3. *Academic Courtesy.* Students should be in class for the complete class session. Entering a classroom late or leaving early is disruptive to the instructor and other students. If rare instances make students late for class, they should enter quietly, be seated as close to the door as possible, and draw as little attention as possible. Students should never leave early without the instructor's permission. Students should see the instructor after class to explain their lateness; the instructor may have already taken attendance.
4. *Academic Responsibility.* Students bear the responsibility for knowing what was covered in a missed class. They should inform an instructor before being absent from a class, if possible. Students have the responsibility to find out in advance, if possible, the assignments and activities for the missed class. Students are responsible for arranging any make up work and completing assignments due at the next class period. Students should not expect to be able to make up all work missed, especially unannounced quizzes or tests. Students are responsible for knowing what was covered in the missed class and getting notes from other classmates. It is not the responsibility of the instructor to re-teach what was missed. An individual instructor's policies may be more lenient than the above, but it is still a student responsibility to know what was missed. Students should understand that faculty are in the classroom to aid them in learning but that faculty also have the responsibility to certify that students have met the required outcomes of the course. Ultimately, students are responsible for their own learning.
5. *Academic Focus.* Students must focus on a class' activities while in that class. They must not work on non-related activities or sleep. If Internet use is a part of the class, students should use it only for class prescribed activities.
6. *Academic Exchange.* Students need to be prepared for a class to more effectively learn. There cannot be an effective exchange between an instructor and students without this preparation. Being prepared means reading any assigned work for the class and noting questions or reactions to the reading, preparing any requested written work, or preparing questions to ask in the class. Students always have homework in a class even if nothing is specifically assigned. At the least, students should review previous class notes to check their understanding and be prepared to ask questions the next class session for clarity.

General Expectations

Either inside the classroom or in any activities on campus or in other facilities where the college carries out classes or activities, students should observe the following:

1. Students should have food or drink only in appropriate locations. Food and drink are not permitted in classrooms, labs, or the auditorium.
2. Students should treat each other and all college personnel with respect in all interactions.
3. On-campus Basic Skills students must abide by the rules stated in their signed agreement form entitled, "SCC Basic Skills Program On-Campus Rules," in addition to the expectations stated in this section and the section above.
4. Students must abide by all policies and procedures governing their behavior in the *Policies and Procedures*, the *Student Handbook*, and in the *Catalog*.

Course Prerequisites and Corequisites

Prerequisite courses are courses that must be completed before students can enroll in subsequent courses. Students must comply with catalog requirements in that courses may not be taken until all prerequisites have been met. (Exceptions may occur when students are in specially designed curricula which allow for meeting prerequisites in an alternative manner. Such programs will have been approved by the appropriate faculty and academic chair/director and authorized by the vice president of academic affairs upon the presentation of specific documentation showing how the prerequisite skills or knowledge content are being met.) Advisors will assist, but it is the responsibility of students to check course prerequisite requirements. Registering for a course without having the appropriate prerequisite will result in students being dropped from courses when the improper registrations are discovered. The removal from a course may have an effect on students' full-time status and/or financial aid. (Any refund will be based on the college's current refund policy.)

If students feel that they have met a prerequisite by one of the following means, they may provide appropriate documentation to the vice president of academic affairs prior to registration:

1. A course or combination of courses taken at another institution covering the knowledge and abilities equivalent to those specified in the prerequisite course.
2. Documented knowledge and abilities through work experience, experiential learning, or formal assessment equivalent to those specified in the prerequisite course.
3. Professional certification and/or licensure demonstrating the knowledge and abilities equivalent to those specified in the prerequisite course.

The vice president will notify in writing students, students' advisors, and the registrar's office if a prerequisite has been satisfied by one of the above means. The vice president's decision is final.

Under no circumstance will prerequisites be waived without completion of one of the above procedures, even for courses at the developmental level.

Corequisite courses are courses that must be taken at the same time as another course or prior to the course to be taken. Note: Some lecture courses having corequisite labs are "Split Courses" (see page 84) and must be taken together during the same semester. Additionally, the following courses with labs must be taken together: COS 111/112, COS 113/114, COS 115/116, and COS 117/118. Students must comply with catalog requirements in that courses may not be taken without the appropriate corequisite. (Exceptions may occur when students are in specially designed curricula which allow for meeting corequisites in an alternative manner. Such programs will have been approved by the appropriate faculty and academic chair/director and authorized by the vice president of academic affairs upon the presentation of specific documentation showing how the corequisite skills or knowledge content are being met.)

Advisors will assist, but it is the responsibility of students to check course corequisite requirements. Registering for a course without having the appropriate corequisite will result in students being dropped from courses when the improper registrations are discovered. The removal from a course may affect students' full-time status and/or financial aid. (Any refund will be based on the college's current refund policy.)

If students feel that they have met a corequisite by one of the following means, they may provide appropriate documentation to the vice president of academic affairs prior to registration:

1. A course or combination of courses taken at another institution covering the knowledge and abilities equivalent to those specified in the corequisite course.
2. Documented knowledge and abilities through work experience, experiential learning, or formal assessment equivalent to those specified in the corequisite course.
3. Professional certification and/or licensure demonstrating the knowledge and abilities equivalent to those specified in the corequisite course.

The vice president will notify in writing students, students' advisors, and the registrar's office if a corequisite has been satisfied by one of the above means. The vice president's decision is final.

The corequisite components of COS 111/112, COS 113/114, COS 115/116, and COS 117/118, may not be waived.

Under no circumstances will a corequisite be waived for other courses without completion of one of the above procedures.

Some programs/curricula have admission or continuation requirements which are not courses. These requirements function as prerequisites which must be met. (See individual programs for specific requirements.)

Curriculum Student Registration

Registration for curriculum day, night, and distance learning classes occur prior to the beginning of each semester, and registration for night classes and classes beginning later in the term continues through the first class meeting. Exact times and dates are announced in advance through campus publications and public media. Returning students should schedule an appointment with their advisor to complete the registration process.

Students wishing to add a class that has met must complete a Drop/Add/Withdrawal Form, available in counseling/admissions. After the form is completed, it should be signed by the instructor of the course being added and the students' faculty advisor. The completed form is submitted to the registrar's office. For most classes, the add period is the first two days of the semester. Beginning the first day of class, students wishing to add distance learning classes must obtain the approval of appropriate academic chair/director. For evening classes and those beginning later in the term, the add period is considered to be through the first class meeting.

Students may not add a course after the Add Period on the Schedule of Courses unless the following procedure is followed:

1. The instructor must submit a written justification, along with an add form, to allow students to add a class. This justification must state why it is appropriate for students to enter the class at the late date and how the students will be able to make up successfully the lost class time.
2. The appropriate division chair or director will review the instructor's recommendation. If the division chair or director approves the addition of the course, the request will then go to the vice president of academic affairs, who will then give final approval or reject the request.

Students wishing to drop a class for which they have registered must complete a Drop/Add/Withdrawal Form, available in counseling/admissions. After the form is completed, it should be signed by the instructors affected by the change and the students' faculty advisor. The completed form must be submitted to the registrar's office in order for the drop to be official.

To avoid a transcript entry for the dropped course, students must drop the class prior to the 10 percent point of the class. After the 10 percent point, a grade of W will be recorded for the course until the exam period.

Students desiring to withdraw from individual courses with a grade of W may do so until the exam period. Also, instructors may withdraw students because of excessive absences with a grade of W until the exam period. After that time, instructors may withdraw students with a grade of F.

Students desiring to withdraw from the college should contact the Student Success Center for the forms and procedures necessary for official withdrawal. Students who fail to withdraw officially will receive a grade of F for each course in which they are enrolled and may be unable to register in subsequent semesters. Students may withdraw from the college with a grade of W in all courses prior to the first day of the final examination period. If the students' final examinations are to be given before the regular examination period, then the students must withdraw before the examination is administered in that class.

Course Audits

Auditing is taking a course without receiving credit. A notation of the audited course, represented by AU, will be made on the students' permanent records. Audit units do not count toward full-time status needed to meet health insurance and scholarship requirements; do not earn credit toward graduation requirements; do not count toward the determination of continuous enrollment for catalog purposes; and are not eligible for financial aid and veteran benefits. Audits are limited based on the space availability in the classroom. Clinical courses cannot be audited.

To audit a course, students must first obtain permission from the instructor using the Audit Request Form obtained in the registrar's office. Students undergo the same registration procedure and pay the same fees as for credit courses. Auditing students must meet all course requisite and admission requirements. Changes from audit to credit or from credit to audit must be accomplished by the ten percent date of the course.

Students auditing a course must abide by the attendance policy and may be expected, at the discretion of the instructor, to complete the same requirements as those taking the course for credit. Audit students who fail to attend classes on a regular basis may be withdrawn with a grade of W for exceeding authorized absences. Dropping an audit course is governed by the same procedures as dropping a course taken for credit.

Credit for Prior Knowledge, Experience, or Certifications

Students who feel they are already proficient in a required curriculum course may receive credit for the course either through credit by exam or through professional review of certifications/experience. Students must be currently enrolled at the college in order to be eligible; however, students must not be enrolled in the course for which they are requesting credit by exam or professional review of certifications/experience. Students should complete the following steps:

1. Request permission from the advisor. The advisor completes the appropriate form, justifying the request.
2. Obtain permission from the division chair/director.
3. Submit the form to the office of the vice president of academic affairs. The vice-president's office will identify the process the student needs to follow and the appropriate curriculum faculty needed to complete the examination/review. The student will also be notified of the appropriate fees. Note: Any examination or review of certification/experience requires that students have met the equivalent learning outcomes of the Southeastern course. The fees for any examination/review are based upon the cost to the institution to provide this service.
4. Take the form to the business office and pay the fees.
5. Take the form to the designated person to complete the examination, if credit by exam, or the review, if certifications/experience.
6. After the exam or review is completed, the examiner will provide the result on the form to the registrar and notify the student of the outcome. The registrar will maintain the record of the exam or review in the student's file.

Those who pass the exam or review receive course credit toward graduation requirements. A grade of CR is recorded on the students' transcript in the term in which they complete the credit by exam or review. The CR grade and course hours are not included when calculating students' grade point averages (GPA), although the credit hours are applied toward graduation. No notation will appear on the students' transcript if they are unsuccessful. Financial Aid awards will not pay for courses in which a grade of CR is given.

Directed Independent Study

All independent study contracts need to be processed in the registrar's office, along with an official registration/add form. Before enrolling students in independent study courses, instructors should contact the appropriate division chair or director to discuss the situation. If both agree that independent study is the best option, then the following procedure should be used:

1. The instructor for the course should complete the contract before the advisor and student plan the student's schedule. The student should take the schedule and the independent study contract to the registrar's office where the staff will key in the entire schedule.
2. At the end of the semester, the instructor should forward to the division chair or director the documented number of hours that the instructor has spent with the student.

Credit for Courses Not Completed at SCC

Students seeking to transfer course work should note that they must earn at least twenty-five percent of the hours required in their degree program at SCC. This policy applies no matter how many hours are awarded through transcript evaluation or other forms of credit. Transferred credits are indicated by a grade of TR on students' transcripts.

Students need to be aware that awarding of credit for courses not taken at SCC does not guarantee that those courses will be accepted by another institution of higher learning. Each institution sets its own policies.

Credit for Coursework from Other Colleges and Universities Taken Before Admission to Southeastern Community College (Transcript Evaluation)

1. Other than the exceptions listed below, SCC accepts all courses from a North Carolina community college with a grade of A, B, or C for transfer if they are in the Combined Course Library.
 - a) Transfer of nursing and allied health program courses have additional requirements listed in Item 2c below.
 - b) If SCC does not offer the courses, students receive elective credits, if applicable, toward specific degrees.
 - c) If the courses are in a program that the college does not offer and the courses are not applicable to a degree offered, students will not receive transfer credits toward degrees.
2. Transfer of credit from any other institution must meet the following criteria:
 - a) The courses must either be taught by a college or university that is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or one of the seven other federally recognized regional accrediting bodies (Middle States Commission on Higher Education, New England Association of Schools and Colleges Commission on Institutions of Higher Education, New England Association of Schools and Colleges Commission on Technical and Career Institutions, North Central Association of Colleges and Schools The Higher Learning Commission, Northwest Commission on Colleges and Universities, WASC Senior College and University Commission, Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges) or the student must furnish the following for each course they want to transfer:

- The course syllabus, which should contain a course description, course objectives, the number and type of assignments, and a topic outline
- The number of credit and contact hours

The evaluator will use this information, along with consultation with appropriate discipline faculty to determine the transfer credit to be awarded, if any. The courses must be equivalent in content and credit hours to courses SCC offers. In some instances, students may be granted either general education credit or elective credit for courses in an area (e.g., science or math) the college requires specific courses in, even though the college may not teach those courses.

Students may submit course syllabi for classes from the regionally accredited institutions to support their equivalence to Southeastern courses.

- Grades for transferable courses must be A, B, or C. Grades of D, F, S, or P are not accepted. (Numerical grades will transfer if they are equivalent to A, B, or C on the transcript legend.)
 - Students desiring to transfer courses into a nursing or allied health program must meet the following criteria:
 - Meet with an admission counselor to verify that all program admission requirements have been met.
 - Have been enrolled in an approved or accredited program at the former institution within the past twelve months.
 - Have written verification of good academic standing and consistently safe clinical performance from the former institution's program director.
 - Have nursing courses evaluated by the director of nursing. To be eligible to transfer, the courses must be equivalent to courses offered at SCC in both theory and clinical experience.
 - Enter the nursing or allied health program at SCC within twelve months of leaving the former institution.
 - Understand that nursing and allied health program courses over two years old will not be accepted for transfer, nor will courses that are in the second year of the associate degree nursing and medical laboratory technology programs.
- Credit for study skills or orientation courses from other than a North Carolina community college are not accepted as the equivalent of ACA 115. To receive equivalent credit to ACA 115, students must provide the transcript evaluator with course syllabi and successfully complete the ACA 085 competency test.
 - Credit hours other than semester hours (e.g. quarter, unit) are translated to semester hours for transfer credit.
 - College junior or senior level courses may receive transfer credit for freshman or sophomore level courses if they are equivalent to lower level courses the college teaches. No other upper division or graduate courses transfer.
 - Appeals of transcript evaluations must be made to the director of student services. Students may have to present course syllabi to the transcript evaluator to challenge denials of transfer credit. The director of student services may consult with faculty who teach in specific subject areas to determine if credit should be awarded. The director will then inform students of the decision. Students may appeal to the vice president of academic affairs whose decision is final.
 - Credit for developmental (or remedial) courses taken prior to 1997 is not awarded.
 - Courses may receive transfer credit but may not be acceptable in certain programs unless they were taken within a specific time limit. (e.g. BIO 168, Anatomy and Physiology taken more than ten years before entry into the ADN program). Students must meet program requirements for recentness of courses.

9. Transcript evaluation usually takes two to three weeks from the date the college receives the transcript from the sending institution. Students should check with the registrar's office to determine if their transcripts have been received by the college. If students do not receive an evaluation within three weeks of the transcripts' arriving at the college, they should contact the registrar's office.

Credit for Coursework taken at Other Colleges and Universities After Admissions to Southeastern Community College (Transient Coursework)

The programs students enroll in at SCC are designed to be taken at SCC; however, under certain circumstances, permission can be given to take courses at other institutions while attending SCC.

A student who wishes to attend another collegiate institution should contact the registrar's office at Southeastern to secure a "Consortium Form" and with their advisor determine whether the intended transfer courses are acceptable. The completed consortium form should be taken to the appropriate Southeastern Community College division chair/director for approval. Failure to obtain prior approval may result in the coursework being unacceptable for transfer to Southeastern Community College.

In some circumstances, a student may not be permitted to take coursework at another collegiate institution while concurrently enrolled at Southeastern if the course for which the student wants transfer credit is scheduled and available at SCC during the academic term in question or if it contains general education/program specific outcomes required for graduation.

The combined load of residence courses and transient courses in a term should not exceed the maximum load allowed. Once a student has enrolled in a SCC program, she or he should not enroll as a visiting student at another collegiate institution unless prior approval has been received from SCC.

Students wishing to apply for financial aid to attend other schools should contact the SCC Financial Aid Office after the registrar and the appropriate program chair/director sign the Consortium Form.

Credit for Military Training

Veteran students may receive course credit for specialized and technical training done under the auspices of the United States armed forces. Such credit is based on a military transcript and/or *Education Experience in the Military*, published annually by the American Council of Education.

Credit for College-Level Examination Program (CLEP) Tests

SCC will award credit for CLEP tests as follows:

Business*

Test	Minimum Score	SCC Course(s)	Hours
Accounting, Principles of	50	ACC 120	4
Business Law, Introductory	50	BUS 115	3
Information Systems and Computer Applications	50	CIS 110	3
Management, Principles of	50	BUS 137	3
Marketing, Principles of	50	MKT 120	3

Composition and Literature*

Test	Minimum Score	SCC Course(s)	Hours
American Literature	50	ENG 231, 232	6
Analyzing and Interpreting Literature	50	ENG 131	3
English Literature	50	ENG 241, 242	6
Freshman College Composition	50	ENG 111, 112	6
Humanities	50	HUM 211, 212	6

Foreign Language*

Test	Minimum Score	SCC Course(s)	Hours
Spanish Language, Level 1 (two semesters)	50	SPA 111, 112	6
Spanish Language, Level 2 (four semesters)	66	SPA 111, 112, 211, 212	2

History and Social Sciences*

Test	Minimum Score	SCC Course(s)	Hours
American Government	50	POL 120	3
History of the United States I	50	HIS 131	3
History of the United States II	50	HIS 132	3
Human Growth and Development	50	PSY 241	3
Macroeconomics, Principles of	50	ECO 252	3
Microeconomics, Principles of	50	ECO 251	3
Psychology, Introductory	50	PSY 150	3
Social Sciences and History	50	Elective	3
Sociology, Introductory	50	SOC 210	3
Western Civilization I	50	HIS 121	3
Western Civilization II	50	HIS 122	3

Science and Mathematics*

Test	Minimum Score	SCC Course(s)	Hours
Biology	50	BIO 111, 112	8
Calculus	50	MAT 271	4
Chemistry	50	CHM 151, 152	8
College Algebra	50	MAT 161	3
College Mathematics	50	MAT 143	3
Precalculus	50	MAT 175	3
Natural Sciences	50	Elective	6

*Scores and credit hours awarded are based on American Council on Education (ACE) recommendations.

Credit for High School Courses

College Tech-Prep. Certain college tech-prep courses taken in high schools receive credit under articulation agreements between SCC and the Columbus County and Whiteville City school systems. Grades of TP rather than TR are recorded on students' transcripts.

Advanced Placement. To aid students in getting a head start on their education and in meeting degree requirements, Southeastern offers credit for Advanced Placement (AP) courses. Proper documentation must be presented to counseling/admissions and the registrar's office to receive AP credit. Specific test scores required and matching SCC courses are provided in the table below:

AP Examination	Minimum Score	Semester Hours	SCC Course(s)
Art History	3	3	ART 114
Art History	5	6	ART 114, 115
Biology	3	4	BIO 111
Biology	5	8	BIO 111, 112
Calculus AB	3	4	MAT 271
Calculus BC	5	8	MAT 271, 272
Chemistry	3	4	CHM 151
Chemistry	5	8	CHM 151, 152
Computer Science A	3	3	CIS 110
Computer Science AB	5	6 to 8	To be determined
Economics: Macro	3	3	ECO 252
Economics: Micro	3	3	ECO 251
English Language and Composition	3	3	ENG 111
English Language and Composition	5	6	ENG 111, 112
Environmental Science	3	4	BIO 140/140A

AP Examination	Minimum Score	Semester Hours	SCC Course(s)
Government & Politics: Comparative	3	3	POL 210
Government & Politics: United States	3	3	POL 120
Music Theory	3	4	MUS 121
Music Theory	5	8	MUS 121, 122
Physics B	3	6 to 8	To be determined
Physics C: Mechanics	3	4	To be determined
Physics C: Electricity and Magnetism	3	4	To be determined
Psychology	3	3	PSY 150
Spanish Language	3	3	SPA 111
Spanish Language	5	6	SPA 111, 112
Statistics	3	3	MAT 152
Studio Art: Drawing	3	3	ART 131
Studio Art: Drawing	5	6	ART 131, 132
U.S. History	3	3	HIS 131
U.S. History	5	6	HIS 131, 132
World History	3	3	HIS 111
World History	5	6	HIS 111, 112

North Carolina Community College Systems – University of North Carolina Comprehensive Articulation Agreement (CAA)

Transfer Assured Admissions Policy (TAAP)

The TAAP assures admission to one of the 16 UNC institutions under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an associate in arts or associate in science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of C or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, then he or she will be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website (www.cfnc.org) where the student will be given information regarding space availability and contacts in the respective UNC Admission offices. It is the student's responsibility to contact each institution's admissions office to get specific information about admission and available majors.

If the previous steps do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

Transfer of Credits.

The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

Eligibility. To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of C or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

Definition of the General Education Courses and Pre-Major Courses. The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of 60-61 semester hours credit for graduation and are transferrable to any UNC institution. The overall total is comprised of both lower-division general education and pre-major courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

The AA and AS degree programs of study are structured to include two components:

- **Universal General Education Transfer Component** comprises a minimum of 30 semester hours of credit, and
- **Additional general education, pre-major, and elective courses** that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student's intended major and transfer institution.

Each receiving institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

The specific number of distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique. Students are directed to the pre-majors for specific regarding courses and distribution.

Transfer of Associate in Arts and Associate in Science Degree Program.

1. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
2. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
3. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower-division general education requirements.
4. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
5. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of C or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
6. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
7. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
8. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a C will not negate the provisions of the CAA.

UNC Minimum Admission Requirements (MAR) and Minimum Course Requirements (MCR).

1. A student who completes the Associate in Arts or the Associate in Science degree will satisfy UNC's minimum admission requirements (MAR) and minimum course requirements (MCR).
2. A transfer student will also be considered to have satisfied (MAR) and (MCR) if he or she has:
 - a. received the baccalaureate, or any higher degree, or
 - b. completed at least six (6) semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-04 and beyond) a second language.

Student not completing the Associate in Arts or Associate in Science degrees. A North Carolina community college student who satisfactorily completes, with a grade of C or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

Certification of University General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion. Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

Four-Year Degree Plan for Community College Transfer Students. Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC institution will develop, publish, and maintain four-year degree plans identifying community college course that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower-division general education and other degree requirements.

Transfer of courses taken in other associate degree programs. Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in Applied Science (AAS) or Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of C or better in all courses that are designated for college transfer will receive credit for those courses. AAS or AFA students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the

course will count as general education or pre-major/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution.

Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs.

The TAC encourages the development of new bilateral articulation agreements among institutions; however, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

Transfer of courses not originated at North Carolina community Colleges. Transfer courses that do not originate at a North Carolina community college or UNC institution may be used under the CAA with the following stipulations:

1. Courses must be completed at a regionally accredited (e.g., SACS) institution of higher education;
2. Courses must meet general education requirements; and
3. Courses may total no more than 14 semester hours of general education course credit.
4. For courses not originating at a North Carolina community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

Transfer of Advanced Placement (AP) course credit. Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the CAA. Student who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy.

Transfer Credit Appeal.

If a transfer student perceives that the terms of the CAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix E of the CAA located at https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/academic-programs/attachments/caa_tac_08.2016.pdf.

Students Enrolled Prior to Fall Semester 2014.

Students officially enrolled in an Associate in Arts or Associate in Science program at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the CAA in place at the time of their initial enrollment as long as they have remained continuously enrolled.

North Carolina Community College Systems –North Carolina Independent Colleges and Universities (ICAA)

The 2015 Independent Comprehensive Articulation Agreement (ICAA) between Signatory Institutions of the North Carolina Independent Colleges and Universities (NCICU) and the North Carolina Community College System (NCCCS) is intended to provide smooth transfer for community college students who wish to continue their education at an NCICU Signatory Institution. The ultimate goal of this agreement is the seamless articulation from the community college to the NCICU institution with minimal loss of credit or repetition of work. The Signatory Institutions which adopt this agreement do so for the benefit of the transferring student. The Signatory Institutions include: Barton College, Belmont Abbey College, Bennett College, Brevard College, Campbell University, Chowan University, Gardner-Webb University, Greensboro College, Guilford College, Johnston C. Smith University, Lees-McRae College, Lenoir-Rhyne University, Livingstone College, Mars Hill University, Meredith College, Methodist University, Montreat College, North Carolina Wesleyan College, Pfeiffer University, Saint Augustine's University, Salem College, Shaw University, St. Andrews University, University of Mount Olive, William Peace University, and Wingate University.

The ICAA rests upon assumptions common to successful articulation agreements. The primary assumption is that institutions recognize the professional integrity of other public post-secondary institutions that are regionally accredited for college transfer programs. All courses approved for college transfer under this agreement will be taught by faculty who meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements. Another assumption is that substantial commonality exists in the lower-division general education requirements and courses currently offered at senior institutions and community colleges for the purpose of transfer.

The general education requirements of the receiving institutions remain in effect for all students not participating in this articulation agreement. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower-level courses required for each major at the senior institution are determined by the senior institution and outlined in the baccalaureate degree completion plans published by the senior institution. Upper-division general education requirements and graduation requirements at the senior institution are not affected by this agreement.

Transfer of Credits.

The ICAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a signatory institution of the NCICU. The ICAA does not address admission to a specific institution or to a specific major within an institution.

Eligibility. To be eligible for the transfer of credits under the ICAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree, have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and a grade of C or better in all ICAA courses. Students who do not complete the degree are eligible to transfer credits on a course by course basis.

Definition of General Education Courses and Pre-Major Courses. The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of sixty or sixty-one semester hours credit for graduation and are transferable to Signatory Institution of North Carolina Independent Colleges and Universities. The degrees are comprised of both lower-division general education and pre-major courses. The curricula reflect the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving senior institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution

The AA and AS degree programs of study are structured to include:

- the **Universal General Education Transfer Component (UGETC)** which includes a minimum of 30 semester hours of credit, and
- **additional general education, pre-major, and elective courses** that prepare students for successful transfer into selected majors at the senior institution and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and preferred transfer institution before completing 30 semester hours of credit at the community college. Each receiving senior institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency. Additional general education, pre-major, and elective courses in the associate degree should be selected based on a student's intended major and the baccalaureate degree plan published by the senior institution.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique.

Transfer of Associate in Arts and Associate in Science degree programs.

1. The ICAA enables North Carolina community college graduates of two-year associate in arts and associate in science degree programs who are admitted to signatory institutions of the NCICU to transfer with junior status if they follow the senior institution's published baccalaureate degree completion plans.
2. Senior institutions cannot place requirements on students transferring under the ICAA that are not required of their native students.
3. Students who completes the Associate in Arts or Associate in Science degree prior to transfer to the senior institution will have fulfilled the senior institution's lower-division general education requirements.
4. Due to degree requirements in some majors, additional courses at the senior institution may be required beyond the general education courses and pre-major courses taken at the community college.
5. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a Signatory Institution of the ICAA.
6. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

7. All courses approved for transfer in the ICAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
8. ICAA courses taken beyond the 60-61 SHC of credit in which the student received a grade of less than a "C" will not negate the provisions of the ICAA.

Students not completing the Associate in Arts or Associate in Science degrees. A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component will receive equivalency credit applied toward the senior institution's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

Certificate of Universal General Education Transfer Component Courses, Associate in Arts Degree or Associate in Science Degree Completion. Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

Four-Year Degree Plan for Community College Transfer Students. Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's baccalaureate major or program emphasis. Each senior institution will develop, publish, and maintain four-year baccalaureate degree completion plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by the senior institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the senior institution with all courses fulfilling lower division general education and other degree requirements

Transfer of courses taken in other associate degree programs. Upon admission to a Signatory Institution of the ICAA, a community college student who was enrolled in an Associate in Applied Science (AAS) or Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer will receive credit for those courses. Students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution.

Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled through bilateral articulation agreements. Under bilateral agreements, individual senior institutions and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs.

Transfer of courses not originated at North Carolina community colleges. Transfer courses that do not originate at a North Carolina community college may be used under the ICAA with the following stipulations:

1. Courses must be completed at a regionally accredited (e.g., SACSCOC) institution of higher education;
2. Courses must meet general education requirements; and
3. Courses may total no more than 14 semester hours of general education course credit.
4. For courses not originating at a NC community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

Transfer of Advanced Placement (AP) course credit. Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the ICAA. Students who receive AP course credit at a community college, but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the senior institution's AP policy.

Transfer Credit Appeal.

If a transfer student perceives that the terms of the ICAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix C of the ICAA located at http://www.nccommunitycolleges.edu/sites/default/files/basic-pages/academic-programs/attachments/icaa_with_signatures_04.30.2018_1.pdf.

Students Enrolled Prior to Fall Semester 2014.

The 2015 ICAA is based on the community college AA and AS degrees which were effective for students beginning their enrollment at a community college for Fall Semester 2014. Students enrolled at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the ICAA in place at the time of their initial community college enrollment as long as they have remained continuously enrolled.

Course Repeat Policy

General

Students who earned a grade below a C in a course or who completed the course five or more years earlier are allowed to repeat curriculum courses to improve the grade received in the course, to refresh their knowledge of the subject, or to refresh their skills in the subject. Additionally, students may repeat a course if mandated by their program of study. The vice president of academic affairs will approve any exceptions to the above on an individual basis.

Southeastern Community College is subject to funding agency requirements related to repetition of courses; therefore, student may not be able to repeat previously taken courses and receive benefits.

College Split Courses

In some cases, the college may split a course into segments to facilitate scheduling and/or to maximize enrollment capacity. All parts of these split courses must be completed in the offered groupings to receive credit for the whole course. If a course group is not completed as offered the entire group must be retaken in the future to receive the whole course credit. Split courses are offered as simultaneously scheduled parts or sequentially scheduled parts. Courses split in two parts are identified by AB and BB suffixes; courses split in three parts as AC, BC, CC.

Example 1: BIO 168AB and BIO 168BB are offered in a fall term. Both must be completed to receive credit for BIO 168. If an unsatisfactory grade is received in one of the two parts, both parts must be taken again in a future term to receive credit for BIO 168.

Example 2: AHR 112AB and AHR 112BB are offered with one in the fall term and one in the spring term. If the student successfully completes AHR 112AB in the fall but is unsuccessfully in AHR 112BB in the spring they have not successfully completed AHR 112 and will need to take both parts again if the course is offered in a split format in the future.

Advisors should ensure that advisees signing up for the courses are aware of this policy.

Course Substitution Policy

A set of courses, including a set of one course, may be substituted for a required set of courses, including a set of one course, in a curriculum if the set being substituted is the functional equivalent of the required set. In no case will substitutions be permitted which would allow completion of a program without meeting all student learning outcomes for that program. Specific course requirements mandated by the State of North Carolina for a particular program may not be substituted. All substitutions must be approved by the program faculty, the associated curriculum division chair/director and the vice president of academic affairs.

Academic Fresh Start

Academic Fresh Start is designed for students who have experienced severe academic difficulty in their initial period of enrollment at Southeastern Community College, who have resumed their post-secondary education, and who have made significant improvements in their academic achievement after a period of re-enrollment.

Students who have not been enrolled in curriculum courses at the college for 60 months and then re-enroll may request Academic Fresh Start from the director of student services. Returning students must meet the following criteria: be enrolled the semester prior to making the request, be in a curriculum program and earned at least a C grade in every course, and made the request within 12 months of re-enrollment at the college.

Responses to requests for fresh start will be made within five working days of receipt of the requests. If requests are approved, courses taken 60 months or more prior to re-enrollment as Academic Fresh Start will not be considered in the GPA calculation. Grade point averages will be calculated beginning at the time of Academic Fresh Start re-enrollment.

To meet program completion/graduation requirements, students must complete a minimum of one-half the total credit hours required in the program after the Academic Fresh Start re-enrollment period has begun. Previous major courses of C or better will be treated like transfer courses where grades are not assigned.

In instances where academic fresh start is granted for courses completed at Southeastern Community College and then transferred to another college or university, the receiving institution is not required to disregard those course grades. Academic Fresh Start may not affect admission or readmission to an allied health program at Southeastern Community College. Financial aid applicants approved for Academic Fresh Start are not exempt from the college's Satisfactory Academic Progress Requirements for Financial Aid Recipients.

Approval of a request for recalculation of grade point average under this policy is only granted once for each student.

Making Changes

Changing Program

Students wishing to change their program of study should see an SCC counselor.

Adding Classes

Students wishing to add a class that has met must complete a Drop/Add/ Withdrawal Form, available in student services. After the form is completed, it should be signed by the instructor of the course being added and the students' faculty advisor. The completed form is submitted to the registrar's office. For most classes, the add period is the first two days of the semester. Beginning the first day of class, students wishing to add distance learning classes must obtain the approval of appropriate division chair/director. For evening classes and those beginning later in the term, the add period is considered to be through the first class meeting.

Students may not add a course after the Add Period on the Schedule of Courses unless the following procedure is followed:

1. The instructor must submit a written justification, along with an add form, to allow students to add a class. This justification must state why it is appropriate for students to enter the class at the late date and how the students will be able to make up successfully the lost class time.
2. The appropriate division chair or director will review the instructor's recommendation. If the chair or director approves the addition of the course, the request will then go to the vice president of academic affairs, who will then give final approval or reject the request.

Dropping Classes

Students wishing to drop a class for which they have registered must complete a Drop/Add/Withdrawal Form, available in student services. After the form is completed, it should be signed by the instructors affected by the change and the students' faculty advisor. The completed form must be submitted to the registrar's office in order for the drop to be official.

To avoid transcript entry for the dropped course, students must drop the class prior to the 10 percent point of the class.

Withdrawing from Classes

Students desiring to withdraw from individual courses with a grade of W may do so until the exam period. Also, instructors may withdraw students because of excessive absences with a grade of W until the exam period. After that time, instructors may withdraw students with a grade of F.

Students desiring to withdraw from the college should contact student services for the forms and procedures necessary for official withdrawal. Students who fail to withdraw officially will receive a grade of F for each course in which they are enrolled and may be unable to register in subsequent semesters. Students may withdraw from the college with a grade of W in all courses prior to the first day of the final examination period. If the students' final examinations are to be given before the regular examination period, students must withdraw before the examination is administered in that class.

Removing an Incomplete Grade

A temporary grade of I may be assigned when at least 85 percent of the course work has been completed. Work must be finished by the sixth week of the following semester (fall, spring, summer) unless an earlier completion date is set. Failure to complete the work by the designated date will result in an F in the course. The course is not considered for GPA until the course is completed.

Request for a Grade Change Policy

Students requesting grade changes on their transcripts should initiate the requests within the semester following the one in which the grades were received. Students must contact instructors to initiate the changes.

Beginning with the second semester following the grade posting, students must request approval from both the instructors and the division chair/director who supervised the instructors. If the instructors are no longer employed by the college, students should make their requests to the chair/director of the division in which the course was taught.

Students may not receive approval for grade changes five or more years after the semester in which the grades were posted.

Attending Class

Course Syllabi

Students are given a course syllabus in every class in which they are enrolled. The core syllabus contains, at a minimum, an identification of any prerequisites or corequisites, a course description, the course objectives, a course outline, the course requirements, the grading criteria, a statement indicating how student success will be measured (for example, any pretest and post-test measures), a general statement on student access to instructors, a statement relating to students with disabilities, the college policy on minimum attendance requirements, and a listing of supplemental resources and additional information. This core syllabus is the same for any section of a particular course. The core syllabus may contain other information which is common among all sections of a course.

Along with the syllabus, students are given an addendum prepared by the individual faculty member which gives specific information on student access to the instructor, specific information on the instructor's attendance and lateness policy, information on textbooks and/or other required materials, and other information, which may include, but not be limited to, a specific course outline with dates various topics will be covered, the projected dates for tests and/or examinations, due dates for assignments, and any other information the instructor wants students to know at the beginning of the course.

The core syllabus will not change during the term unless changes in college policy/procedures or in knowledge on the topics covered necessitate a change, but the information in the addendum is subject to change. The instructor will notify students of any changes either orally or in writing as early as practicable. Instructors will make every effort to keep changes to a minimum but reserve the right to adjust the course as circumstances or need dictates. Students are responsible for learning about changes if they miss a class period in which a change was announced or given in writing.

Attendance

Students are expected to attend all lecture and laboratory sessions, and participate in all electronic forums in courses for which they are registered. Absences interfere with the students' progress and reduce the quality of classroom interaction. Instructors are required to drop all students who never attend a course prior to the 10 percent of the course. Instructors may elect to drop students whose absences exceed 5 percent of all scheduled contact hours for the course. Absences are counted from the first class meeting of the semester.

Students who miss class due to participation in an official college function must notify the instructor prior to the absence. (An official college function is one that has been approved by the appropriate college vice president.) Under normal circumstances, the absence should not result in the students' total absences exceeding the maximum allowed by the course syllabus. If, however, the absence would result in a violation of the class attendance policy, then students must obtain written approval from the class instructor in order to be eligible to participate in the official college function.

Attendance requirements for each class are printed in the course syllabus distributed by the instructor. In addition, rules governing tardiness and leaving class early are addressed in each instructor's addendum to the syllabus.

Grading System

Grade reports are issued to students at the end of each semester. End-of-semester grades become a part of students' permanent records.

Grade Explanation

SCC uses a 4.0-point system of grading:

<u>Grade</u>	<u>Explanation</u>	<u>Quality Points/Credit Hour</u>
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor, but passing	1.0
F	Failure	0.0

Note: Developmental courses (courses with course numbers below 100) do not have the D as a possible grade.

Other grades which may appear on grade reports or transcripts (No quality points are awarded.):

AU – Audit...Grade for those who register and complete a course as audit students.

P – Passed...Grade for students in developmental coursework that indicates they have met the outcomes for the course and may now proceed to the next level developmental course or college or college gateway course.

I – Incomplete...Temporary grade (85 percent of course work completed). Work must be finished by the sixth week of the following semester (fall, spring, summer) unless an earlier completion date is set. Failure to complete the work by the designated date will result in an “F” in the course. Incompletes are not considered in the calculation of GPA until the course is completed.

NA – Never Attended...A withdrawal status assigned when withdrawn by the instructor after the course census date to indicate the student never attended class.

CR – Credit...Grade for credit received for a course through CLEP, military credit, AP, proficiency examination or other methods (see Credit for Prior Knowledge, Experience, or Certifications, p. 68).

R – Repeat...Grade indicating that a student in a developmental course has not completed all require work to receive credit, but should complete the requirements in a subsequent attempt progressing at the same rate. Note: For financial aid calculations this grade is considered to be equivalent to a withdrawal.

RA-RF – Removed from GPA...An “R” preceding a previously assigned grade, which results from students’ applying for and being awarded Academic Fresh Start status, p. 84.

TP – Tech Prep Credit...Grade credit awarded for high school Tech Prep courses equivalent to college courses.

TR – Transfer Credit...Credit through transfer from another institution.

W – Withdrawal...Assigned when students withdraw or are withdrawn from a course by their instructor prior to the exam period.



Computation of Grade Point Average (GPA)

The letter grade in each course is converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points for all courses are then divided by the total credit hours attempted to give the GPA.

EXAMPLE:

Class	Grade	Quality Points Per Hour	x	Hours	=	Total Quality Points
ENG 111	A	4.0	x	3	=	12
BIO 163	B	3.0	x	5	=	15
PSY 150	C	2.0	x	3	=	6
TOTALS				11	=	33

Thirty-three (33) quality points divided by 11 hours = 3.0 GPA (a B average).

A cumulative grade point average of 2.0 (C) or better is required for graduation in all programs. A lower GPA will affect also financial aid eligibility. Grades of W, I, NA, AU and CR are not counted as hours attempted in calculating the GPA. If grades are changed, the GPA will be recomputed.

Statements concerning academic honors, academic high honors, academic warning, or academic probation appear on the grade transcript for the appropriate term in which the status was earned. These statements will not be removed from the transcript by students improving their grade point average by repeating a class.

Effects of Repeating a Class

If a course is repeated, generally the higher grade will be computed in the GPA; the hours earned/attempted (and quality points, if any) on the lower grade will no longer be used in the computation of the GPA. If the same grade is earned on the repeated course, the hours earned/attempted (and quality points, if any) from the first class will no longer be used in the GPA computation. Students should complete the Repeat Request Form obtained from the registrar's office for timely consideration for exclusion from their GPA of appropriate courses.

Those students transferring courses to other institutions may find that the receiving institutions calculate the GPA based on all grades.

Academic Progress

Southeastern Community College policies for academic progress are designed to assist students in successfully completing their program of study. It is the student's responsibility to be aware of their academic progress. Counseling, tutoring services and faculty advising are available to help students maintain satisfactory academic progress.

Students working toward completion of a degree, diploma, or certificate, must complete all courses in their program with a minimum 2.0 grade point average (GPA) to be eligible for graduation. Other programs may have additional requirements and students are directed to meet with their advisor to review grade policy and requirements for their particular program.

All students are subject to the academic progress policy, including those not seeking degrees. Satisfactory academic progress will be determined based on the final grades and a minimum 2.0 cumulative GPA for attempted credit hours.

Unsatisfactory progress is defined as follows:

Academic Probation. Students who have earned less than a minimum 2.0 cumulative GPA are placed on academic probation. When a student's cumulative GPA reaches or exceeds 2.0 they will be removed from academic probation and considered to be in good standing. A student who has been on academic probation for two consecutive semesters of attendance may be subject to academic suspension. A student is notified by Rammail of their status and the steps that must be taken to remove the status of probation.

Students on academic probation must make an appointment to meet with their faculty or academic advisor to register. The advisor may:

1. Limit their enrollment to nine (9) credit hours or less for the semester.
2. Prescribe specific developmental or required courses for enrollment.
3. Specify the mechanism by which courses are delivered, e.g., student may be restricted from taking any online courses.
4. Require the student to meet with the advisor at various times throughout the semester to discuss the student's academic progress.
5. Require students with grade of "F" to repeat failed courses before registering for new additional courses in the subsequent semester.

Academic Suspension. A student may be placed upon academic suspension by the vice president of academic affairs for consistent failure to show active initiative toward fulfillment of his/her chosen educational goal. A student remains on academic suspension for a minimum of one semester. A student will be notified by an official college email of their status and the steps he/she must take to remove the status of academic suspension.

Students have the right to appeal academic suspension to the vice president of academic affairs. A student must appeal in writing using official email to the vice president of academic affairs within 10 school days of the delivery of the academic suspension notice. The appeal must state specific reasons why the student did not make satisfactory progress and why academic suspension should not occur.

Students who have earned a cumulative GPA below 2.0 for a third consecutive semester of attendance may be subject to academic suspension. The vice president of academic affairs may:

1. Require the student to spend time working in the basic skills lab to help promote the student's academic success.
2. Require the student to attend study skills related workshops through the academic skill lab or student development.
3. Require the student to demonstrate responsibility by completing a prescribed number of community service hours within the college.
4. Require the student to complete the career readiness certificate offered through the division of continuing education to assist the student in developing an academic plan.

Reinstatement. Students seeking to return to Southeastern Community College after academic suspension must meet with their advisor, discuss their program of study and course selection. The advisor will notify the registrar's office and the student's status will be returned to Academic Probation. Credit hours may be restricted. Students raising their cumulative GPA to 2.0 or above will return to good standing.

Students receiving financial aid must meet all the requirements of the financial aid progress policy. Students are advised to contact the financial aid office (910-642-7141, ext. 214) regarding their status.

Special Courses

Work-Based Learning

The Work-Based Learning (WBL) Program gives students the opportunity to integrate classroom study with practical work experience in their major field. Generally, students alternate study and work periods or work part time while enrolled at the college.

Student Eligibility Requirements.

1. Minimum age to participate in work-based learning is subject to the rules and regulations of the North Carolina Department of Labor Youth Employment Laws, the United States Department of Fair Labor Standards Act, as well as SBCCC that apply to students participating in curriculum courses in general. Colleges should inform students under the age of 18 that they must complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.
2. A student participating in a WBL course must be enrolled in the appropriate program and be considered in good academic standing and progressing in the program. Normally, this means that the student maintains a GPA of 2.0 or better in the program courses and has completed or is currently completing prerequisite and corequisite courses. Colleges must insure that students take WBL courses in sequence with other program courses to enhance student learning.
3. Students must have completed a minimum of nine semester hours within the appropriate program of study and a minimum of three semester hours from core classes within the major.
4. Students must be recommended by their advisor as having the skills to be creditable employees.

Insurance Requirements. There are several types of insurance coverage for which students and employers must be provided information before accepting any WBL position.

1. Accident Insurance. The student is highly encouraged to be covered by adequate health and accident insurance during a WBL experience. WBL students are highly encouraged to purchase their personal "accident" insurance, either through the college or through an individual policy. This insurance should cover the WBL student en route as well as on the work site. The WBL student may be required to provide the name of the insurance company and policy number on the "Placed Student Information Worksheet" prior to beginning the WBL activity, if not automatically covered by the college student insurance policy. This information should be placed in the student's WBL file.
2. Workman's Compensation Insurance. The employer may be required to provide "workman's compensation" coverage at the place of employment for the WBL student (for paid positions) during the entire length of the WBL activity. North Carolina law requires all employers to provide this coverage if employing three (3) or more employees.
3. Unemployment Insurance. By action of the federal government and the North Carolina General Assembly, WBL students may not apply for unemployment insurance based upon WBL employment. Therefore, unemployment insurance premiums shall not be paid on WBL students working in the state. NOTE: Reference the General Statutes of NC, 1974 Cumulative Supplement, Chapter 96-8, Section G, No 16 and the ratification of HB247, on April 2, 1985, Section 1.G.S.

4. Additional Insurance Information.
 - a. A college may require WBL students to obtain professional liability insurance from the college (in addition to accident insurance). Typically, this requirement is for early childhood, human services, and nursing curriculums.
 - b. An employer may provide health and accident insurance for WBL students as a benefit of employment.
 - c. An employer may require that a WBL student enrolled in an Early Childhood Program be covered by a "Child Care liability" insurance policy. If so, the provision of this insurance becomes the responsibility of the employer.

Academic Credit. Credit of one semester hour is awarded for satisfactory completion of each 160 hours of work experience. The WBL coordinator or faculty advisor will assign a grade for the WBL class based on reports submitted by the student, on-site visits, and employer evaluations.

A maximum of three credit hours may be earned in WBL per student per semester. The total maximum academic credit that may be earned through WBL is as follows:

Associate in Applied Science (AHS)	8 SHC
Diploma	4 SHC
Certificate	2 SHC

Application Procedure.

1. Students should obtain a "Work-Based Learning Application" form from their advisors or WBL coordinator and make an appointment to review the completed application, along with a current resume and college transcript
2. The advisors or WBL coordinator will conduct an in-depth interview with students regarding career interests and possible work assignments.
3. If students are accepted, the advisor or WBL coordinator will work with them to locate appropriate training positions and to complete appropriate documentation.

For further information, students should contact any division chair/director or the WBL coordinator.

Distance Education

As stated in Commitment 13 of the SCC's purpose statement, the college seeks "to provide appropriate, efficient, and secure access to technology in support of the college." The mission and commitments of the distance education area at Southeastern build upon this statement.

Distance education continuously works to make high quality and relevant learning experiences available to SCC students. It is our vision to meet the needs of learners in today's information and technology age . . . Anytime, Anywhere.

The distance learning area is committed to:

1. Training - provide training related to online courses, rammail, and instructional technologies.
2. Quality Assurance - assist the college in increasing the effective use of technology on campus,
3. Customer Service - provide assistance to stakeholders relating to online courses, Rammail, and audio-visual; and operate Edu-Cable.

Beginning fall semester 1998, SCC began offering distance learning courses as part of the Associate in Arts and the Associates in Applied Science in Business Administration and Information Systems degrees. Since then, the college has expanded these offerings so that they are now included in all curriculum programs. These courses utilize three forms for the electronic delivery of instruction:

North Carolina Information Highway Courses (NCIH). This mode of delivery represents synchronous communication and emphasizes a simultaneous group learning experience. Instructor and students communicate in real time through interactive audio/video conferencing from one classroom to one or more remote classrooms across the state. Students attend a class at a specific time and in a specific place. In all cases, local and off-site, students are able to participate in the class as it is taking place in real time.

Internet Courses. These classes are delivered over the Internet through the computer. In order to take an Internet course at SCC, students are required to have a personal computer at home or access to a computer elsewhere. (The SCC Computer Labs in CART-135 and the SCC Library have Internet/computer stations that may be used by students.)

In order to sign up for these courses, students must know (at a minimum) how to use the Internet, how to use Microsoft Word, and how to save a file to portable media. They must be able to send an e-mail message with a document attached. In addition, students registering for specific courses may be required to have additional software as specified in the course syllabus at the time of enrollment. If students enter Internet courses without the minimum computer skills or software, they may be dropped from those courses.

Students enrolling in an Internet course must complete a required Enrollment Key Quiz. This quiz can be completed online by accessing the Internet course section via Moodle at www.sccnc.edu/login/index.php.

Hybrid Courses. These classes are delivered over the Internet through the computer but have some required face-to-face meetings. In order to take a hybrid course at SCC, students are required to have a personal computer at home or access to a computer elsewhere. (The SCC Computer Lab in CART-135 and the SCC Library have Internet/computer stations that may be used by students.)

In order to sign up for these courses, students must know (at a minimum) how to use the Internet, how to use Microsoft Word, and how to save a file to portable media. They must be able to send an e-mail message with a document attached. In addition, students registering for specific courses may be required to have additional software as specified in the course syllabus at the time of enrollment. If students enter Internet courses without the minimum computer skills or software, they may be dropped from those courses.

Students enrolling in a hybrid course must complete a required Enrollment Key Quiz. This quiz can be completed online by accessing the hybrid course section via Moodle at www.sccnc.edu/login/index.php.

General Education

Definition

General education is the part of students' education that assures that all graduates with a degree or diploma receive an appropriately broad and in depth exposure to knowledge not specifically related to their field of study.

Inclusion in Degrees and Diplomas

General education is an essential part of all degrees and diplomas at Southeastern Community College. Each degree or diploma meets general education outcomes (competencies) at a level appropriate for that degree or diploma, either at college level, degree level, or transfer level.

All transfer degrees contain a minimum of 45 semester hours of courses designated as general education including at least 6 hours in communications, 6 hours in humanities/fine arts, 6 hours in social/behavioral sciences, 3 hours in mathematics, and 4 hours in natural sciences. This is in accord with the standards set by the Comprehensive Articulation Agreement between the North Carolina Community College System (NCCCS) and the University of North Carolina System, as well as between the NCCCS and the North Carolina Association of Independent Colleges and Universities in the Independent Comprehensive Articulation Agreement. All of the degrees agreed upon in these agreements that the college offers meet general education outcomes at a level appropriate for transfer students. All general education outcomes are met through taking appropriate courses to complete the transfer degree.

All other degrees – associate in applied science, associate in fine arts, and associate in general education - contain a minimum of 15 semester hours of general education courses and meet the general education outcomes at a level appropriate for associate degree recipients. The outcome assessment plan is developed as part of the degree curriculum and students meet all general education outcomes through taking the appropriate courses to complete the degree.

All diplomas must contain a minimum of 6 semester hours of general education courses. These programs will meet the general education outcomes at a level appropriate for diploma recipients. Students meet all general education outcomes through taking the appropriate courses to complete the diploma.

Development of Outcomes (Competencies)

The college has always had general education requirements in all degree and diploma programs, but those requirements were defined by a specific number of semester hours of coursework included in a degree or diploma based on state program standards. Within the courses designated in the standard, the college selected courses that it felt best suited its students in the degree or diploma. Students were assumed to meet general education requirements if they successfully completed the required coursework.

In 2008, while reviewing the general education requirements, the college faculty and academic administrators decided to adopt a more coherent approach to general education by specifically defining why general education coursework is in the curriculum and what students should specifically get out of a systematic general education program. The task force was to answer the question, "What do we want all of our students to know when they receive a degree or diploma beyond that necessary to successfully transfer to the upper division or go to work?"

In 2008-2009, the general education mission statement and outcomes (competencies) emerged from a General Education Task Force operating under the Educational Development Committee. The task force consisted of two faculty members from each of the three academic degree areas: Arts & Sciences, Business & Technology, and Allied Health. Additionally, the three academic deans from each of those areas served on the committee. The task force was chaired by the dean of arts & sciences. After examining the purpose of general education, the task force created a mission

statement and a list of outcomes (competencies) for general education. The task force presented this information to the entire faculty in December of 2008 for reaction and input. During subsequent months, the task force incorporated suggestions given to task force members into the mission and outcomes.

In 2012-2013, the dean of arts and general education led a team to review the college's general education outcomes and the current methods of assessment. Based upon the outstanding results through the first years of the program implementation the team recommended that the college discontinue semester-by-semester college-wide collection of the assessment data and instead entrust each academic program with verifying that students are appropriately prepared. To continue improving in these areas the college will choose particular outcomes to focus on for an academic term (or year) and collect data from faculty concerning their student's performance in the chosen area. Associated professional development activities will be scheduled to assist faculty in better incorporating general education outcomes in their coursework.

General Education Outcomes

The general education outcomes with explanations are as follows:

Demonstrate college level communication skills (writing, reading, speaking, as appropriate). Communication skills are those learned behaviors which enable individuals to effectively gather, assimilate, process, and disseminate information. Demonstration of the skills indicates that students can read, write, and speak at the college level.

Demonstrate critical thinking skills. Critical thinking skills are those mental behaviors using the structures of thought which enable individuals to consciously and effectively control the manner in which they think and the way in which they judge the product of that thinking by the use of specific intellectual standards. Each intellectual discipline has ways of thinking which apply specifically to the attainment of information and how that information is evaluated and communicated. Demonstration indicates that students can apply these skills and analyze the degree of success they have in using them.

Demonstrate information literacy. Information literacy refers to developing skills in locating, evaluating, and manipulating information. It refers to methods of research and analysis and the use of tools facilitating these actions. Demonstration indicates that students carry out research and analysis tasks using multiple levels of technology and present their findings using appropriate technology.

Demonstrate quantitative and scientific literacy. Quantitative and scientific literacy refers to understanding the use of processes, procedures, or evidence to solve problems or make effective decisions. Demonstration indicates students solve problems or make decisions employing processes, procedures, data, or evidence.

Academic Honors

Recognition of full-time students who excel in their academic work at SCC includes the following:

1. Full-time students who are enrolled in a degree, diploma, or certificate program and who earn a GPA of 3.5 to 3.749 (with no I, D, or F grades) will be listed on the semester Dean's List. Students who earn a GPA for the semester of 3.75 or better under the conditions stated above will be listed on the President's List.
2. Two-year degree students who maintain a cumulative program GPA of at least 3.50 on 12 or more credit hours per semester are invited to join Phi Theta Kappa, a national honor society for junior college students.
3. Students having a cumulative program GPA of 3.5 or above at graduation are awarded special recognition during graduation exercises. Various divisions may also recognize outstanding students during the SGA Academic Awards Ceremony held each year at the end of spring semester.

Requesting Transcripts

SCC provides grade transcripts (records of all grades earned at the college) at no cost to students. The registrar's office will send the copies to the students or directly to another institution or employer as requested by the students, or the students may pick up the transcript copies from the registrar's office. All transcripts should be requested at least two days prior to mailing or pick-up. Transcripts will not be mailed if the students have an outstanding indebtedness to the college. Requests must be in writing (to meet the requirements of the Family Educational Rights and Privacy Act) and include the following:

1. Full Name
2. Social Security Number
3. Current Address
4. Current Telephone Number
5. Student Date of Birth
6. Address to Which Transcript Should be Mailed
7. Student Signature

The transcript request form is available on the college website www.sccnc.edu/wp-content/uploads/2015/09/formTranscriptRequest.pdf. The form may be faxed to (910) 642-1267 or mailed to the college.

Graduation Requirements

To receive a certificate, diploma, or degree, students must (1) complete all state-approved program requirements with a minimum cumulative program GPA of 2.0 (a C average), (2) complete at SCC a minimum of 25% of the total credit hours required in the program, (3) complete less than 25% of the total credit hours required in the program through credit for prior knowledge, experience, or certifications unless otherwise specified in the program, (4) pick up an Application for Graduation from the registrar's office, (5) pay any required graduation fees at the cashier's office, (5) pay any outstanding fees and/or fines, and (6) complete the Application for Graduation with their advisors.

For certificate programs where the student does not desire to participate in commencement, there is no graduation fee and the application is available with the program advisor. Advisors may complete certificate applications for students but students are responsible for notifying advisors if they have completed a certificate to ensure it is awarded in a timely manner.

Program Progression to Graduation

Students entering into a program of study leading to a diploma or degree must remain in continuous attendance fall and spring semesters in order to graduate with the diploma or degree requirements in effect at the time they enter the college. If a program has required summer term courses, students must also remain in continuous attendance during summer terms to meet those requirements.

Requirements must be completed within a five-year period from date of entry. If program requirements are not met within the five-year period, students must meet the requirements in effect at the conclusion of that five-year period within the next five years. (Some programs of study have more restrictive requirements than these, e.g. Associate Degree in Nursing. Refer to the particular degree requirements in this catalog.) Students seeking a certificate must complete the requirements within two years of continuous attendance as defined above.

If students discontinue working toward a degree or diploma, they will, upon reentry to the college, be required to complete degree requirements in effect at the time of reentry, whether to the same program in which they were previously enrolled or a new one. Students who change programs must meet the requirements of the new program. If students decide to return to their former program, they cannot return to the old program requirements. They must follow the requirements in effect at the time of the return.

Students may choose to adopt new program requirements which went into effect after their entry. Once they make the choice, they may not return to the older requirements.

If students completed courses to be applied toward a certificate, diploma, or degree ten or more years ago, the college reserves the right to require the student to demonstrate current knowledge in the course area or reject the course for application toward a degree. (Some programs of study have more restrictive requirements on timeliness of coursework. Refer to a particular program in the college catalog for any specific information.)

Curriculum Programs



Medical Office Occupations



START YOUR CAREER AT SCC
Prepare for a Career in Early Childhood Education



ENROLL TODAY

Programs at a Glance 2018-2019

Academic Program	Degree(s) 2	Diploma(s) 3	Certificate(s) 3	Career & College Promise Pathway(s) 3
Air Conditioning, Heating & Refrigeration Technology¹	A35100 ^{2D}	D35100	C35100B	Diploma - D35100H; Certificate - C35100BH
Associate Degree Nursing	A45110 ^{2D}	--	--	--
Associate in Arts¹	A10100 ^{2A} A10100E ^{2A} A10100O ^{2A}	--	--	P1012C
Associate in General Education¹	A10300 ^{2C}	--	--	--
Associate in General Education – Nursing	A1030N ^{2C}	--	--	P1032C
Associate in Science	A10400 ^{2B}	--	--	P1042C
Basic Law Enforcement Training	--	--	C55120	--
Broadcasting and Production Technology	A30120 ^{2D}	D30120	C30120	Diploma - D30120H; Certificate - C30120H
Business Administration¹	A25120A ^{2D} A25120B ^{2D} A25120E ^{2D}	D25120	C25120 C25120E	Diploma - D25120H; Certificate - C25120H
Cosmetology	A55140 ^{2D}	D55140	--	--
Cosmetology Instructor	--	--	C55160	--
Criminal Justice Technology	A55180 ^{2D}	D55180	C55180C C55180E C55180F C55180G C55180H	Diploma - D55180H; Certificates - C55180CH, C55180EH, C55180FH, C55180GH, C55180HH
Criminal Justice Technology – Forensic Science	A5518C ^{2D}	--	C5518C	--
Early Childhood Education¹	A55220A ^{2D} A55220B ^{2D} A55220C ^{2D}	D55220	C55220A C55220B C55220C C55220I	Diploma - D55220H; Certificates - C55220AH, C55220BH, C55220CH, C55220IH
Electrical Engineering Technology	A40180 ^{2D}	D40180	C40180D C40180G C40180J C40180K	Diploma - D40180H; Certificates - C40180DH, C40180GH, C40180JH, C40180KH
Information Technology	A25590A ^{2D} A25590I ^{2D}	--	C25590A C25590B C25590C C25590D	Diploma - D25590H; Certificates - C25590AH, C25590BH, C25590CH, C25590DH
Manicuring/Nail Technology	--	--	C55400	Certificate – C55400H
Mechatronics Engineering Technology	A40350 ^{2D}	D40350	C40350	Diploma – D40350H; Certificate – C40350H
Medical Laboratory Technology	A45420 ^{2D}	--	--	--
Medical Office Administration	A25310 ^{2D}	D25310	C25310 C25310A	Diploma - D25310H; Certificates - C25310H, C25310AH
Nurse Aide	--	D45970	C45840	Diploma - D45970H; Certificate - C45840H
Office Administration	A25370A ^{2D} A25370B ^{2D}	D25370A D25370B	C25370A C25370B	Diplomas - D25370AH, D25370BH; Certificate - C25370BH
Phlebotomy	--	D45950	C45600	Diploma - D45950H; Certificate - C45600H
Practical Nursing	--	D45660	--	--
Welding	A50420 ^{2D}	D50420	C50420	Diploma - D50420H; Certificate - C50420H

Legend
¹ Program available in evening/online format

² Degree Awarded:

^{2A} Associate in Arts

^{2B} Associate in Science

^{2C} Associate in General Education

^{2D} Associate in Applied Science

³ Diploma and certificate programs earn a diploma or certificate, respectively.

Curriculum Programs: Degrees, Diplomas, and Certificates

Purpose of Curriculum Instruction

In alignment with the college's stated mission, it is the purpose of curriculum instruction to prepare graduates for employment as skilled and productive members in the workforce and for continued academic success in their pursuit of further study.

Commitments

Each member of this area of the college shares responsibility to:

1. Maximize learning in all situations
2. Maximize potentials through understanding connected systems (mind-body, citizen-government, etc.)
3. Develop skills and attitudes necessary to function in our global society and the future
4. Define excellence and strive to achieve it
5. Ensure the existence and continuation of our work
6. Act ethically and responsibly and teach others to do the same
7. Facilitate individual's goal setting and achievement
8. Act with an understanding of the value of multiple perspectives
9. Promote discovery and exploration of what it means to be a human being

Options for Program Completion

Students enrolled in curriculum courses at SCC can choose one of these options for program completion: the associate degree, the diploma, or the certificate.

Associate Degree Programs

Associate degree programs prepare students to enter the workplace immediately upon graduation and/or to continue their education at a four-year institution. Full-time non-developmental students can generally complete associate degree programs in two years. The college offers four degree programs; the Associate in Applied Science degree (A.A.S.), the Associate in Arts degree (A.A.), Associate in General Education (A.G.E.), and the Associate in Science degree (A.S.).

A high school diploma or its equivalent is required for admission into associate degree programs. Students take placement assessments before beginning their studies and may need to take developmental courses in certain subjects if their scores so indicate. Developmental courses do not count toward the number of course credits required for graduation and may extend the number of semesters required for graduation.

Associate in Applied Science

Students who complete A.A.S. degree programs may choose to pursue employment opportunities and/or transfer some credits to selected colleges and universities for further study.

Fifteen two-year occupational programs leading to an Associate in Applied Science (A.A.S) degree are offered at SCC: Air Conditioning, Heating, and Refrigeration; Associate Degree Nursing; Broadcasting and Production Technology; Business Administration; Cosmetology; Criminal Justice Technology; Criminal Justice Technology – Forensic Science; Early Childhood Education; Electrical Engineering Technology; Information Technology; Mechatronics Engineering Technology; Medical Laboratory Technology; Medical Office Administration; Office Administration; and Welding Technology.

The Associate Degree Nursing program has additional special admission requirements.

Associate in Arts

Associate in Science

These two degrees are awarded upon completion of college transfer program requirements. SCC college transfer programs prepare students to continue their education at a four-year institution, compete successfully in the job market, and adapt to rapid social and technological changes.

Students may earn an Associate in Arts or an Associate in Science degree.

Associate in General Education

This degree is awarded upon completion of fifteen hours of general education coursework, thirteen hours of personal wellness/local history coursework, and thirty-seven hours of structured exploratory electives. It is designed to give students an opportunity to broaden their education to complete successfully in the job market, for job improvement or for personal enrichment.

Associate in General Education – Nursing

This degree is awarded upon completion of fifty-four hours of general education coursework and seven additional hours of structured college transfer elective courses. It is designed for students who wish to begin their study toward the Associate in Nursing degree.

Diploma Programs

Students must have a high school diploma or its equivalent to be admitted to any of the diploma programs. The Practical Nursing program has additional special admission requirements.

Vocational diploma programs are primarily for those who wish to enter a trade prior to completing an associate degree and may be completed in as little as three semesters by non-developmental students on a full-time basis. In many curriculum areas, diploma programs are the equivalent of the initial semesters of the associate degree program, and most courses earned in completing the diploma count toward the associate degree.

The college currently offers fifteen occupational diploma programs: Air Conditioning, Heating and Refrigeration Technology; Broadcasting and Production Technology; Business Administration; Cosmetology; Criminal Justice Technology; Early Childhood Education; Electrical Engineering Technology; Mechatronics Engineering Technology; Medical Office Administration; Office Administration (Customer Service and Legal Office); Practical Nursing; Therapeutic & Diagnostic Services (Nurse Aide and Phlebotomy); and Welding Technology.

Certificate Programs

Certificate programs train men and women for immediate employment and may be completed in as few as one or two semesters on a full-time or part-time basis. In many curriculum areas, the courses earned in completing the certificate program count toward the diploma and/or associate degree. SCC presently offers certificates in the following areas: air conditioning, heating and refrigeration technology; advanced manufacturing; broadcasting and production; business administration; CAD; cosmetology; cosmetology instructor; criminal justice (court, emergency management, corrections, protective services and public safety); forensic science; early childhood (introduction to early childhood, administration, preschool and infant/toddler); electrical engineering; information technology (desktop support, help desk specialist, network specialist and programmer/system analyst); law enforcement; manicuring/nail technology; medical office administration; nurse aide; office administration (customer service and legal office); phlebotomy; and welding.



ENROLL TODAY

SCC Early Childhood Education
light, educate, charge.

Air Conditioning, Heating, and Refrigeration Technology

Air Conditioning, Heating, and Refrigeration Technology, A.A.S. Degree (A35100)

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The 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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Complete or have placed out of DMA 010, DMA 020, DMA 030, DRE 096, and DRE 097.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

General Education Requirements

Communication

Take 6 credits from...

COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Humanities/Fine Arts

Take 3 credits from...

HUM-115*	Critical Thinking	3.00
----------	-------------------	------

Social/Behavioral Science

Take 3 credits from...

POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Mathematics

Take 3 credits from...

MAT-110*	Math Measurement & Literacy	3.00
----------	-----------------------------	------

Major Requirements

Take 17 credits from...

AHR-110	Intro to Refrigeration	5.00
AHR-112	Heating Technology	4.00
AHR-113	Comfort Cooling	4.00
AHR-114	Heat Pump Technology	4.00

Electricity

Take 3 credits from...

AHR-111	HVACR Electricity	3.00
ELC-112*	DC/AC Electricity	5.00

Air Cond., Htg. & Refrig.

Take 12 credits from...

AHR-160	Refrigerant Certification	1.00
AHR-211	Residential System Design	3.00
AHR-212	Advanced Comfort Systems	4.00
AHR-213	HVACR Building Code	2.00
AHR-215	Commercial HVAC Controls	2.00

Other Major Requirements

Take 20 credits from...

ACA-115	Success & Study Skills	1.00
AHR-120	HVACR Maintenance	2.00
AHR-151	HVAC Duct Systems I	2.00
BPR-130	Print Reading-Construction	3.00
BUS-230	Small Business Management	3.00
CIS-110	Introduction to Computers	3.00
ELC-113	Residential Wiring	4.00
ISC-112	Industrial Safety	2.00

Work-Based Learning

Take 1 credit from...

WBL-110	World of Work	1.00
WBL-111	Work-Based Learning I	1.00

Total Semester Hours Credit (SHC) 68.00

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Complete or place out DRE 096.

Curriculum Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Mathematics

Take 3 credits from...

MAT-110*	Math Measurement & Literacy	3.00
----------	-----------------------------	------

Major Requirements

Take 17 credits from...

AHR-110	Intro to Refrigeration	5.00
AHR-112	Heating Technology	4.00
AHR-113	Comfort Cooling	4.00
AHR-114	Heat Pump Technology	4.00

Electricity

Take 3 credits from...

AHR-111	HVACR Electricity	3.00
ELC-112*	DC/AC Electricity	5.00

Other Major Requirements

Take 11 credits from...

ACA-115	Success & Study Skills	1.00
AHR-151	HVAC Duct Systems I	2.00
BPR-130	Print Reading-Construction	3.00
CIS-110	Introduction to Computers	3.00
ISC-112	Industrial Safety	2.00

Total Semester Hours Credit (SHC)	37.00
------------------------------------------	--------------

Air Conditioning, Heating, and Refrigeration Technology Certificate (C35100B)

Curriculum Requirements

General Education Requirements

None

Other Major Requirements

Take 2 credits from...

ISC-112	Industrial Safety	2.00
---------	-------------------	------

Major Requirements

Take 13 credits from...

AHR-110	Intro to Refrigeration	5.00
AHR-112	Heating Technology	4.00
AHR-113	Comfort Cooling	4.00

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------

Electricity

Take 3 credits from...

AHR-111	HVACR Electricity	3.00
ELC-112*	DC/AC Electricity	5.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

Associate Degree Nursing

Associate Degree Nursing, A.A.S. Degree (A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the SCC Associate Degree Nursing Program (ADN) application due date. The application due date (deadline) is available on the appropriate program *Student Readiness Checklist* which is available on the SCC Nursing and Health Technologies webpage. Two or more semesters may be required to complete the pre-admission coursework.

SCC Requirements

- Completion and return of the SCC Admissions Application. Students applying for admission must have a current SCC application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended.
- Completion of reading, writing, arithmetic, algebra, and keyboarding assessment. Assessment of math skills must be current within three years of the application deadline and completed at the SCC Testing Center (see current *Student Readiness Checklist*). Higher level math will not substitute. Reassessment is completed under the Placement Assessment Retake Guidelines (page 25).

Associate Degree Nursing Program Requirements

- Current program requirements are listed on the *Student Readiness Checklist* which is available on the SCC Nursing and Health Technologies webpage.
- Once all requirements for application have been met, the applicant must make an appointment to meet with the director of nursing and health technologies, or his/her designee, to complete and sign a formal application package. (Students applying for admission must apply each year and may apply for admission to one program at a time).

- Applicants are chosen for admission to the nursing program using an objective point system. The point system is based on completion of the *Student Readiness Checklist*, evaluation of the cumulative SCC GPA, grades in any of the major courses previously taken, and a review of all required admission/application documents.
- Admission to the nursing program is competitive. Meeting the requirements to complete the formal application does not guarantee admission to the program. The number of applicants chosen will be determined by the nursing application faculty review committee based on space and resources available.
- Students eligible to apply for admission to the nursing program, who were previously enrolled in a nursing program at another college are required to provide a letter from the dean/director/faculty chair of that program stating that the student left the program in good standing and were not dismissed for issues related to safety or gross negligence in the clinical setting.

Continuation in Program

Submission of Required Documentation

Enrollment and continuation in the associate degree nursing program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include, but are not limited to:

- Completed SCC Health Form (*included in the acceptance letter*)
- Recorded compliance with all immunization requirements (*included on the SCC Health Form*)
- Certification of ability to perform essential functions
- Proof of malpractice insurance (*after admission to the program*)
- OSHA training (after admission to the program)
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public (*included on the SCC Health Form*)
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public (*included on the SCC Health Form*)

A copy of the SCC Nursing and Health Technologies Division Medical Records and Health Certification form with detailed admission requirements, along with a description of the essential functions of the program which students must be able to perform is available in the nursing department and will be enclosed in the acceptance package.

Students accepted into the associate degree nursing program with pre-existing physical, emotional, or behavioral problems which conflict with the safety essential to nursing practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

The nursing faculty reserves the right to deny admission to students who have demonstrated past behaviors which conflict with the safety essential to nursing practice.

Coursework

It is recommended that students in the associate degree nursing program take courses in the sequence of the curriculum master plan. Students must achieve a grade of “C” or better in all nursing and other major required courses to graduate from the program. Anatomy and Physiology and Developmental Psychology must be current within ten years.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the clients they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing student participation in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign or to withdraw any students from the clinical agency when the students are unacceptable to the agency because of health, performance, a positive criminal background check, or other reasonable causes. Without access to the clinical facilities, students will be unable to satisfactorily complete the nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students

Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who:

- demonstrate physical or emotional health problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate unsafe or unethical clinical practices or behavior which conflicts with safety essential to nursing practice. Students who demonstrate behavior that conflicts with safety essential to nursing practice can be dismissed from the associate degree nursing program regardless of whether treatment or counseling has occurred.

Transfer

Students desiring to transfer into the associate degree nursing program at SCC must follow the nursing department procedure for the *Consideration of Transfer Credits in Nursing* which includes, but is not limited to, the following:

- meet with the director of nursing and allied health technologies to verify that all program admissions criteria have been met.
- have been enrolled in a state Board of Nursing approved associate degree, diploma, or baccalaureate degree nursing program at the former institution within the past twelve months.
- have written verification of good academic standing and clinical performance from the former institution's nursing director.

All transfer nursing courses will be evaluated by SCC's Director of Nursing and Health Technologies. To be eligible to transfer, courses must be equivalent to courses offered at SCC in both theory and clinical experience. The transferability of general education courses will be determined by the director of student services (Credits for Courses Not Completed at SCC, p. 69).

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements. Students may apply to only one program at a time and are required to resubmit a formal application for each program and cohort they wish to be considered for.

A student is allowed only one entry-level admission to the associate degree nursing program.

Students who are unsuccessful in the associate degree nursing program are not allowed to reapply for admission until they have successfully completed the practical nursing program and have achieved licensure as an LPN. This guideline applies to all students, including those who desire transfer from another program/school.

Students who have been unsuccessful in any practical nursing program (regardless of school) are not eligible to apply to the associate degree nursing program at SCC.

Students enrolled in the program who are passing theory and are demonstrating safe practice in the clinical and lab area but experience a crisis or an illness of self or immediate family that results in their having to withdraw from the program may write a letter to the director of nursing and health technologies explaining their situation and petition for re-entry. Re-entry/readmission must occur the next time the course is offered within the academic year that begins immediately following the semester in which the student left the nursing program.

Criteria

Criteria for readmission to entry-level semesters is based on the space availability and the best-qualified status. Space availability is determined by the number of students currently enrolled in the program and the availability of resources. “Best-qualified” is determined by grades in specific college courses and selected health-professional training.

Any Southeastern Community College student who drops, withdraws, fails, or is dismissed from any health technology course with unresolved safety issues is not eligible for readmission to any other health program at Southeastern Community College. Unsafe clinical practice is defined as any clinical practice or act that threatens the safety and well-being of the public (see Dismissal of Students).

Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to nursing practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Due to the changing nature of the subject matter, readmission students may be required to retake some or all of the program courses to make sure current competencies are covered and the student is prepared to be successful in the program and in the workplace.

Upon acceptance to the nursing program the readmission students may request permission to repeat for credit previously nursing courses for which they earned a grade of C or better. (This occurs where the student took two or more nursing courses in one semester and achieved a passing grade of C or better in one or more of the courses and did not pass one or more of the other courses.)

When a student is allowed to repeat a nursing course for which they previously earned a grade of C or better, the grade earned for the repeated nursing course will be the only grade used for program progression consideration. The most recent grade earned is most reflective of the student’s current knowledge and its application to safe healthcare practice.

Curriculum Requirements

General Education Requirements

Take 16 credits from...

BIO-168*	Anatomy and Physiology I	4.00
ENG-111*	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00
PHI-240	Introduction to Ethics	3.00
PSY-150*	General Psychology	3.00

Major Requirements

Take 28 credits from...

NUR-111	Intro to Health Concepts	8.00
NUR-112	Health-Illness Concepts	5.00
NUR-113	Family Health Concepts	5.00
NUR-114	Holistic Health Concepts	5.00
NUR-211	Health Care Concepts	5.00

Generic Completion

Take 15 credits from...

NUR-212	Health System Concepts	5.00
NUR-213*	Complex Health Concepts	10.00

Other Major Requirements

Take 10 credits from...

ACA-122*	College Transfer Success	1.00
BIO-169	Anatomy and Physiology II	4.00
NUR-117*	Pharmacology	2.00
PSY-241	Developmental Psych	3.00

Total Semester Hours Credit (SHC) 69.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.



Associate in Arts

Associate in Arts Degree (A10100)

This degree program is designed to prepare students to transfer into a baccalaureate degree program in arts, business, communications, social sciences or similar area. The course options allow for alignment in many programs with many area institutions including, but not limited, to East Carolina University, Fayetteville State University, Mount Olive College, North Carolina Wesleyan College, University of North Carolina at Greensboro, University of North Carolina at Pembroke, and the University of North Carolina Wilmington providing 60 hours of credit towards a four-year degree. Students should work with their advisor to maximize the number of credit hours that will transfer into a baccalaureate program at these and other institutions.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the program cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Complete or have placed out of DRE 096.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

General Education Requirements

English Composition

Take 6 credits from...

ENG-111*	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00

Communication/Humanities/Fine Arts

Take 9 credits from at least two different disciplines from...

ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
COM-231*	Public Speaking	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
MUS-110*	Music Appreciation	3.00
MUS-112*	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00

Social Behavioral Sciences

Take 9 credits from at least two different disciplines from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Mathematics

Take at least 3 credits from...

MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Natural Sciences*Take 4 credits from...*

AST-151*	General Astronomy I	3.00
AST-151A*	General Astronomy I Lab	1.00
BIO-110*	Principles of Biology	4.00
BIO-111*	General Biology I	4.00
CHM-151*	General Chemistry I	4.00
PHY-110*	Conceptual Physics	3.00
PHY-110A*	Conceptual Physics Lab	1.00

Additional General Education Coursework*Take 13-14 credits from...*

ANT-210	General Anthropology	3.00
ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
ART-117	Non-Western Art History	3.00
AST-151*	General Astronomy I	3.00
AST-151A*	General Astronomy I Lab	1.00
BIO-110*	Principles of Biology	4.00
BIO-111*	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-120	Introductory Botany	4.00
BIO-130	Introductory Zoology	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
CHM-131*	Introduction to Chemistry	3.00
CHM-131A*	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151*	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CIS-110	Introduction to Computers	3.00
CIS-115*	Intro to Prog & Logic	3.00
COM-110	Introduction to Communication	3.00
COM-120	Intro Interpersonal Com	3.00
COM-140*	Intro Intercultural Com	3.00
COM-231*	Public Speaking	3.00
ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
ENG-113	Literature-Based Research	3.00
ENG-114	Prof Research & Reporting	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-261	World Literature I	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-121	Western Civilization I	3.00
HIS-122	Western Civilization II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
HUM-115*	Critical Thinking	3.00
HUM-160	Introduction to Film	3.00
MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MUS-110*	Music Appreciation	3.00
MUS-112*	Introduction to Jazz	3.00

MUS-113	American Music	3.00
MUS-114	Non-Western Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110*	Conceptual Physics	3.00
PHY-110A*	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120*	American Government	3.00
POL-210	Comparative Government	3.00
POL-220	International Relations	3.00
PSY-150*	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
REL-221	Religion in America	3.00
SOC-210*	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SOC-225	Social Diversity	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00

NOTE: Foreign Language Competency:

All University of North Carolina system institutions and most other four-year institutions require proficiency in a foreign language for admission. Students that have not completed two years of foreign language instruction as part of their high school curriculum must complete the two elementary level courses. This may account for up to six hours of this Additional General Education Coursework area. If required, take 6 credits from...

SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00

Other Required Hours*Take 1 credit from.*

ACA-122*	College Transfer Success	1.00
----------	--------------------------	------

Additional Coursework*Take 14 credits from...*

ACC-120*	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
ANT-210	General Anthropology	3.00
ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
ART-117	Non-Western Art History	3.00
ART-121	Two-Dimensional Design	3.00
ART-122	Three-Dimensional Design	3.00
ART-131	Drawing I	3.00
ART-132	Drawing II	3.00
ART-231	Printmaking I	3.00
ART-240	Painting I	3.00
ART-241	Painting II	3.00
ART-250	Surface Design: Textiles	3.00
ART-275	Introduction to Graphic Design	3.00
ART-281	Sculpture I	3.00
ART-283	Ceramics I	3.00

AST-151*	General Astronomy I	3.00	HUM-115*	Critical Thinking	3.00
AST-151A*	General Astronomy I Lab	1.00	HUM-160	Introduction to Film	3.00
BIO-110	Principles of Biology	4.00	HUM-230	Leadership Development	3.00
BIO-111*	General Biology I	4.00	MAT-143*	Quantitative Literacy	3.00
BIO-112	General Biology II	4.00	MAT-152*	Statistical Methods I	4.00
BIO-120	Introductory Botany	4.00	MAT-171*	Precalculus Algebra	4.00
BIO-130	Introductory Zoology	4.00	MAT-172	Precalculus Trigonometry	4.00
BIO-140	Environmental Biology	3.00	MAT-263	Brief Calculus	4.00
BIO-140A	Environmental Biology Lab	1.00	MAT-271	Calculus I	4.00
BIO-150	Genetics in Human Affairs	3.00	MAT-272	Calculus II	4.00
BIO-163*	Basic Anat & Physiology	5.00	MAT-273	Calculus III	4.00
BIO-168*	Anatomy and Physiology I	4.00	MUS-110*	Music Appreciation	3.00
BIO-169	Anatomy and Physiology II	4.00	MUS-111	Fundamentals of Music	3.00
BIO-250	Genetics	4.00	MUS-112*	Introduction to Jazz	3.00
BIO-271	Pathophysiology	3.00	MUS-113	American Music	3.00
BIO-275	Microbiology	4.00	MUS-114	Non-Western Music	3.00
BIO-280	Biotechnology	3.00	MUS-141	Ensemble I	1.00
BUS-110	Introduction to Business	3.00	MUS-142	Ensemble II	1.00
BUS-115	Business Law I	3.00	MUS-151	Class Music I	1.00
BUS-137	Principles of Management	3.00	MUS-152	Class Music II	1.00
CHM-131*	Introduction to Chemistry	3.00	MUS-241	Ensemble III	1.00
CHM-131A*	Intro to Chemistry Lab	1.00	MUS-242	Ensemble IV	1.00
CHM-132	Organic and Biochemistry	4.00	PED-110	Fit and Well for Life	2.00
CHM-151*	General Chemistry I	4.00	PED-111	Physical Fitness I	1.00
CHM-152	General Chemistry II	4.00	PED-112	Physical Fitness II	1.00
CHM-251	Organic Chemistry I	4.00	PED-117	Weight Training I	1.00
CHM-252	Organic Chemistry II	4.00	PED-118	Weight Training II	1.00
CIS-110	Introduction to Computers	3.00	PED-119	Circuit Training	1.00
CIS-115*	Intro to Prog & Logic	3.00	PED-120	Walking for Fitness	1.00
CJC-111	Intro to Criminal Justice	3.00	PED-122	Yoga I	1.00
CJC-121	Law Enforcement Operations	3.00	PED-123	Yoga II	1.00
CJC-141	Corrections	3.00	PED-125	Self-Defense: Beginning	1.00
COM-110	Introduction to Communication	3.00	PED-126	Self-Defense: Intermediate	1.00
COM-120	Intro Interpersonal Com	3.00	PED-138	Archery	1.00
COM-140*	Intro Intercultural Com	3.00	PED-139	Bowling-Beginning	1.00
COM-150	Intro. to Mass Comm.	3.00	PED-140	Bowling-Intermediate	1.00
COM-231*	Public Speaking	3.00	PED-148	Softball	1.00
CSC-139	Visual BASIC Programming	3.00	PED-150	Baseball – Beginning	1.00
CSC-151	JAVA Programming	3.00	PED-151	Baseball/Intermediate	1.00
CTS-115	Info Sys Business Concepts	3.00	PED-187	Social Dance-Beginning	1.00
ECO-251*	Prin of Microeconomics	3.00	PED-240	Advanced PE Skills	1.00
ECO-252*	Prin of Macroeconomics	3.00	PED-252	Officiating/Bsball/Sfbal	2.00
EDU-144	Child Development I	3.00	PED-256	Coaching Baseball	2.00
EDU-145	Child Development II	3.00	PHI-215	Philosophical Issues	3.00
EDU-221	Children With Exceptionalities	3.00	PHI-240	Introduction to Ethics	3.00
ENG-113	Literature-Based Research	3.00	PHS-130	Earth Science	4.00
ENG-114	Prof Research & Reporting	3.00	PHY-110*	Conceptual Physics	3.00
ENG-125	Creative Writing I	3.00	PHY-110A*	Conceptual Physics Lab	1.00
ENG-231	American Literature I	3.00	PHY-151	College Physics I	4.00
ENG-232	American Literature II	3.00	PHY-152	College Physics II	4.00
ENG-241	British Literature I	3.00	PHY-251	General Physics I	4.00
ENG-242	British Literature II	3.00	PHY-252	General Physics II	4.00
ENG-261	World Literature I	3.00	POL-120*	American Government	3.00
ENG-262	World Literature II	3.00	POL-130	State & Local Government	3.00
GEO-111	World Regional Geography	3.00	POL-210	Comparative Government	3.00
HEA-110	Personal Health/Wellness	3.00	POL-220	International Relations	3.00
HEA-112	First Aid & CPR	2.00	PSY-150*	General Psychology	3.00
HEA-120	Community Health	3.00	PSY-237	Social Psychology	3.00
HIS-111*	World Civilizations I	3.00	PSY-241	Developmental Psych	3.00
HIS-112*	World Civilizations II	3.00	PSY-243	Child Psychology	3.00
HIS-116	Current World Problems	3.00	PSY-263	Educational Psychology	3.00
HIS-121	Western Civilization I	3.00	PSY-281	Abnormal Psychology	3.00
HIS-122	Western Civilization II	3.00	REL-110	World Religions	3.00
HIS-131*	American History I	3.00	REL-211	Intro to Old Testament	3.00
HIS-132*	American History II	3.00	REL-212	Intro to New Testament	3.00
HIS-236	North Carolina History	3.00			

REL-221	Religion in America	3.00	SPA-111	Elementary Spanish I	3.00
SOC-210*	Introduction to Sociology	3.00	SPA-112	Elementary Spanish II	3.00
SOC-213	Sociology of the Family	3.00			
SOC-220	Social Problems	3.00			
SOC-225	Social Diversity	3.00			
Total Semester Hours Credit (SHC)					60.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Associate in General Education

Associate in General Education Degree (A10300)

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

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.

The program at Southeastern places some emphasis on personal health and the development of knowledge of the Columbus County/Southeast North Carolina region.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111	Writing and Inquiry	3.00
---------	---------------------	------

Take 3 credits from...

COM-110	Introduction to Communication	3.00
COM-120	Intro Interpersonal Com	3.00
COM-140	Intro Intercultural Com	3.00
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
ENG-113	Literature-Based Research	3.00
ENG-114	Prof Research & Reporting	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ART-117	Non-Western Art History	3.00
ART-121	Two-Dimensional Design	3.00
ART-131	Drawing I	3.00
ART-240	Painting I	3.00
ART-281	Sculpture I	3.00
ART-283	Ceramics I	3.00
COM-140	Intro Intercultural Com	3.00
ENG-125	Creative Writing I	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-261	World Literature I	3.00
ENG-262	World Literature II	3.00
HUM-115	Critical Thinking	3.00
HUM-160	Introduction to Film	3.00
HUM-230	Leadership Development	3.00
MUS-110	Music Appreciation	3.00

MUS-111	Fundamentals of Music	3.00
MUS-113	American Music	3.00
MUS-114	Non-Western Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00

Social/Behavioral Science

Take 3 credits from...

ANT-210	General Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-116	Current World Problems	3.00
HIS-121	Western Civilization I	3.00
HIS-122	Western Civilization II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HIS-236	North Carolina History	3.00
POL-120	American Government	3.00
POL-210	Comparative Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SOC-225	Social Diversity	3.00

Natural Science/Mathematics*Take 3 credits from...*

AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-120	Introductory Botany	4.00
BIO-130	Introductory Zoology	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
BIO-163	Basic Anat & Physiology	5.00
BIO-168	Anatomy and Physiology I	4.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-263	Brief Calculus	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
PHS-130	Earth Science	4.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00

Other Requirements*Take 1 credit from...*

ACA-115	Success & Study Skills	1.00
ACA-122	College Transfer Success	1.00

Take 49 credits from...

ACA-115	Success & Study Skills	1.00
ACA-122	College Transfer Success	1.00
ACC-120	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
ACC-140	Payroll Accounting	2.00
ACC-150	Accounting Software Appl	2.00
AHR-110	Intro to Refrigeration	5.00
AHR-111	HVACR Electricity	3.00
AHR-112	Heating Technology	4.00
AHR-113	Comfort Cooling	4.00
AHR-114	Heat Pump Technology	4.00
AHR-120	HVACR Maintenance	2.00
AHR-151	HVAC Duct Systems I	2.00
AHR-160	Refrigerant Certification	1.00
AHR-211	Residential System Design	3.00
AHR-212	Advanced Comfort Systems	4.00
AHR-213	HVACR Building Code	2.00
AHR-215	Commercial HVAC Controls	2.00
ANT-210	General Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ART-117	Non-Western Art History	3.00
ART-121	Two-Dimensional Design	3.00
ART-122	Three-Dimensional Design	3.00

ART-131	Drawing I	3.00
ART-132	Drawing II	3.00
ART-231	Printmaking I	3.00
ART-240	Painting I	3.00
ART-241	Painting II	3.00
ART-250	Surface Design: Textiles	3.00
ART-275	Introduction to Graphic Design	3.00
ART-281	Sculpture I	3.00
ART-283	Ceramics I	3.00
AST-111	Descriptive Astronomy	3.00
AST-111A	Descriptive Astronomy	1.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I	1.00
ATR-112	Intro to Automation	3.00
ATR-115	Introduction to Mechatronics	4.00
BAF-110	Principles of Banking	3.00
BAF-131	Fund of Bank Lending	3.00
BAF-141	Law & Banking: Principles	3.00
BAF-222	Money and Banking	3.00
BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-120	Introductory Botany	4.00
BIO-130	Introductory Zoology	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology	1.00
BIO-150	Genetics in Human Affairs	3.00
BIO-163	Basic Anat & Physiology	5.00
BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
BIO-250	Genetics	4.00
BIO-271	Pathophysiology	3.00
BIO-275	Microbiology	4.00
BIO-280	Biotechnology	3.00
BPR-130	Print Reading-Construction	3.00
BPT-110	Intro to Broadcasting	3.00
BPT-111	Broadcast Law & Ethics	3.00
BPT-112	Broadcast Writing	4.00
BPT-113	Broadcast Sales	3.00
BPT-131	Audio/Radio Production I	4.00
BPT-140	Intro to TV Systems	2.00
BPT-215	Broadcast Programming	3.00
BPT-231	Video/TV Production I	4.00
BPT-232	Video/TV Production II	4.00
BPT-250	Institutional Video	3.00
BPT-255	Computer-Based Production	3.00
BPT-285	Broadcast Prod Capstone	3.00
BUS-110	Introduction to Business	3.00
BUS-115	Business Law I	3.00
BUS-116	Business Law II	3.00
BUS-121	Business Math	3.00
BUS-125	Personal Finance	3.00
BUS-137	Principles of Management	3.00
BUS-139	Entrepreneurship I	3.00
BUS-153	Human Resource Management	3.00
BUS-225	Business Finance	3.00
BUS-230	Small Business Management	3.00
BUS-260	Business Communication	3.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CHM-251	Organic Chemistry I	4.00
CHM-252	Organic Chemistry II	4.00
CIS-110	Introduction to Computers	3.00

CIS-115	Intro to Prog & Logic	3.00	CTS-240	Project Management	3.00
CJC-111	Intro to Criminal Justice	3.00	CTS-289	System Support Project	3.00
CJC-112	Criminology	3.00	DBA-110	Database Concepts	3.00
CJC-113	Juvenile Justice	3.00	DBA-120	Database Programming I	3.00
CJC-120	Interviews/Interrogations	2.00	DBA-210	Database Administration	3.00
CJC-121	Law Enforcement Operations	3.00	DFT-119	Basic CAD	2.00
CJC-122	Community Policing	3.00	DFT-189	Emerging Tech in CAD	2.00
CJC-131	Criminal Law	3.00	DME-110	Intro to Digital Media	3.00
CJC-132	Court Procedure & Evidence	3.00	DME-140	Intro to Audio/Video Media	3.00
CJC-141	Corrections	3.00	ECM-210	Intro. to E-Commerce	3.00
CJC-144	Crime Scene Processing	3.00	ECO-251	Prin of Microeconomics	3.00
CJC-146	Trace Evidence	3.00	ECO-252	Prin of Macroeconomics	3.00
CJC-160	Terrorism: Underlying Issu	3.00	EDU-119	Intro to Early Child Educ	4.00
CJC-161	Intro Homeland Security	3.00	EDU-131	Child, Family, and Community	3.00
CJC-163	Trans and Border Security	3.00	EDU-144	Child Development I	3.00
CJC-170	Critical Incident Mgmt Pub Saf	3.00	EDU-145	Child Development II	3.00
CJC-212	Ethics & Comm Relations	3.00	EDU-146	Child Guidance	3.00
CJC-213	Substance Abuse	3.00	EDU-151	Creative Activities	3.00
CJC-221	Investigative Principles	4.00	EDU-153	Health, Safety and Nutrition	3.00
CJC-223	Organized Crime	3.00	EDU-154	Social/Emotion/Behav Dev	3.00
CJC-225	Crisis Intervention	3.00	EDU-162	Observ & Assess in ECE	3.00
CJC-231	Constitutional Law	3.00	EDU-173	Becoming a Prof'l in ECE	3.00
CJC-232	Civil Liability	3.00	EDU-216	Foundations of Education	3.00
CJC-233	Correctional Law	3.00	EDU-221	Children With Exceptionalities	3.00
CJC-241	Community-Based Corrections	3.00	EDU-234	Infants, Toddlers, and Twos	3.00
CJC-245	Friction Ridge Analysis	3.00	EDU-235	School-Age Develop & Programs	3.00
CJC-246	Adv. Friction Ridge Analy	3.00	EDU-250	Teacher Licensure Preparation	3.00
COM-110	Introduction to Communication	3.00	EDU-251	Exploration Activities	3.00
COM-120	Intro Interpersonal Com	3.00	EDU-259	Curriculum Planning	3.00
COM-140	Intro Intercultural Com	3.00	EDU-261	Early Childhood Admin I	3.00
COM-150	Intro. to Mass Comm.	3.00	EDU-262	Early Childhood Admin II	3.00
COM-231	Public Speaking	3.00	EDU-280	Language/Literacy Experiences	3.00
COS-111	Cosmetology Concepts I	4.00	EDU-284	Early Child Capstone Prac	4.00
COS-112	Salon I	8.00	ELC-112	DC/AC Electricity	5.00
COS-113	Cosmetology Concepts II	4.00	ELC-113	Residential Wiring	4.00
COS-114	Salon II	8.00	ELC-114	Commercial Wiring	4.00
COS-115	Cosmetology Concepts III	4.00	ELC-117	Motors and Controls	4.00
COS-116	Salon III	4.00	ELC-125	Diagrams and Schematics	2.00
COS-117	Cosmetology Concepts IV	2.00	ELC-128	Intro to PLC	3.00
COS-118	Salon IV	7.00	ELC-131	Circuit Analysis I	4.00
COS-121	Manicure/Nail Technology I	6.00	ELC-135	Electrical Machines	3.00
COS-222	Manicure/Nail Tech. II	6.00	ELC-213	Instrumentation	4.00
COS-223	Contemp Hair Coloring	2.00	ELC-220	Photovoltaic Sys Tech	3.00
COS-224	Trichology & Chemistry	2.00	ELC-231	Electric Power Systems	4.00
COS-225	Adv Contemporary Hair Coloring	2.00	ELN-131	Analog Electronics I	4.00
COS-240	Contemporary Design	2.00	ELN-133	Digital Electronics	4.00
COS-260	Design Applications	2.00	ELN-232	Intro to Microprocessors	4.00
COS-271	Instructor Concepts I	5.00	ENG-112	Writing/Research in the Disc	3.00
COS-272	Instructor Practicum I	7.00	ENG-113	Literature-Based Research	3.00
COS-273	Instructor Concepts II	5.00	ENG-114	Prof Research & Reporting	3.00
COS-274	Instructor Practicum II	7.00	ENG-125	Creative Writing I	3.00
CSC-121	Python Programming	3.00	ENG-231	American Literature I	3.00
CSC-139	Visual BASIC Programming	3.00	ENG-232	American Literature II	3.00
CSC-151	JAVA Programming	3.00	ENG-241	British Literature I	3.00
CSC-226	.NET Programming	3.00	ENG-242	British Literature II	3.00
CTI-110	Web, Pgm, & Db Foundation	3.00	ENG-261	World Literature I	3.00
CTI-115	Computer Systems Foundation	3.00	ENG-262	World Literature II	3.00
CTI-120	Network & Sec Foundation	3.00	EPT-120	Sociology of Disaster	3.00
CTI-150	Mobile Computing Devices	3.00	EPT-220	Terrorism and Emer. Mgt.	3.00
CTS-115	Info Sys Business Concepts	3.00	GEO-111	World Regional Geography	3.00
CTS-118	IS Professional Comm	2.00	HEA-110	Personal Health/Wellness	3.00
CTS-120	Hardware/Software Support	3.00	HEA-112	First Aid & CPR	2.00
CTS-125	Presentation Graphics	3.00	HEA-120	Community Health	3.00
CTS-130	Spreadsheet	3.00	HIS-111	World Civilizations I	3.00
CTS-210	Computer Ethics	3.00	HIS-112	World Civilizations II	3.00
CTS-220	Adv Hard/Software Support	3.00	HIS-116	Current World Problems	3.00

HIS-121	Western Civilization I	3.00	NUR-117	Pharmacology	2.00
HIS-122	Western Civilization II	3.00	NUR-211	Health Care Concepts	5.00
HIS-131	American History I	3.00	NUR-212	Health System Concepts	5.00
HIS-132	American History II	3.00	NUR-213	Complex Health Concepts	10.00
HIS-236	North Carolina History	3.00	OST-136	Word Processing	3.00
HIT-211	ICD Coding	4.00	OST-141	Med Office Terms I	3.00
HUM-115	Critical Thinking	3.00	OST-142	Med Office Terms II	3.00
HUM-160	Introduction to Film	3.00	OST-148	Med Ins & Billing	3.00
HUM-230	Leadership Development	3.00	OST-149	Medical Legal Issues	3.00
HYD-110	Hydraulics/Pneumatics I	3.00	OST-155	Legal Terminology	3.00
ISC-112	Industrial Safety	2.00	OST-164	Office Editing	3.00
MAT-110	Math Measurement & Literacy	3.00	OST-184	Records Management	3.00
MAT-143	Quantitative Literacy	3.00	OST-247	Procedure Coding	3.00
MAT-152	Statistical Methods I	4.00	OST-248	Diagnostic Coding	3.00
MAT-171	Precalculus Algebra	4.00	OST-249	Med Coding Certification Prep	3.00
MAT-172	Precalculus Trigonometry	4.00	OST-252	Legal Transcription I	3.00
MAT-263	Brief Calculus	4.00	OST-264	Medical Auditing	3.00
MAT-271	Calculus I	4.00	OST-286	Professional Development	3.00
MAT-272	Calculus II	4.00	OST-288	Medical Office Admin Capstone	3.00
MAT-273	Calculus III	4.00	PBT-100	Phlebotomy Technology	6.00
MEC-111	Machine Processes I	3.00	PBT-101	Phlebotomy Practicum	3.00
MEC-130	Mechanisms	3.00	PED-110	Fit and Well for Life	2.00
MED-121	Medical Terminology I	3.00	PED-111	Physical Fitness I	1.00
MED-122	Medical Terminology II	3.00	PED-112	Physical Fitness II	1.00
MKT-120	Principles of Marketing	3.00	PED-117	Weight Training I	1.00
MKT-223	Customer Service	3.00	PED-118	Weight Training II	1.00
MLT-110	Intro to MLT	3.00	PED-119	Circuit Training	1.00
MLT-111	Urinalysis & Body Fluids	2.00	PED-120	Walking for Fitness	1.00
MLT-120	Hematology/Hemostasis I	4.00	PED-122	Yoga I	1.00
MLT-126	Immunology and Serology	2.00	PED-123	Yoga II	1.00
MLT-127	Transfusion Medicine	3.00	PED-125	Self-Defense: Beginning	1.00
MLT-130	Clinical Chemistry I	4.00	PED-126	Self-Defense: Intermediate	1.00
MLT-140	Intro to Microbiology	3.00	PED-138	Archery	1.00
MLT-215	Professional Issues	1.00	PED-139	Bowling-Beginning	1.00
MLT-220	Hematology/Hemostasis II	3.00	PED-140	Bowling-Intermediate	1.00
MLT-240	Special Clin Microbiology	3.00	PED-148	Softball	1.00
MLT-283	MLT Practicum I	3.00	PED-150	Baseball – Beginning	1.00
MUS-110	Music Appreciation	3.00	PED-151	Baseball/Intermediate	1.00
MUS-111	Fundamentals of Music	3.00	PED-187	Social Dance-Beginning	1.00
MUS-112	Introduction to Jazz	3.00	PED-240	Advanced PE Skills	1.00
MUS-113	American Music	3.00	PED-252	Officiating/Bsball/Sfbal	2.00
MUS-114	Non-Western Music	3.00	PED-256	Coaching Baseball	2.00
MUS-141	Ensemble I	1.00	PHI-215	Philosophical Issues	3.00
MUS-142	Ensemble II	1.00	PHI-240	Introduction to Ethics	3.00
MUS-151	Class Music I	1.00	PHS-130	Earth Science	4.00
MUS-152	Class Music II	1.00	PHY-110	Conceptual Physics	3.00
MUS-241	Ensemble III	1.00	PHY-110A	Conceptual Physics Lab	1.00
MUS-242	Ensemble IV	1.00	PHY-151	College Physics I	4.00
NAS-101	Nurse Aide I	6.00	PHY-152	College Physics II	4.00
NAS-102	Nurse Aide II	6.00	PHY-251	General Physics I	4.00
NAS-103	Home Health Care Nurse Aide	6.00	PHY-252	General Physics II	4.00
NAS-106	Geriatric Aide	6.00	POL-120	American Government	3.00
NET-125	Introduction to Networks	3.00	POL-130	State & Local Government	3.00
NET-225	Routing & Switching I	3.00	POL-210	Comparative Government	3.00
NOS-110	Operating Systems Concepts	3.00	POL-220	International Relations	3.00
NOS-120	Linux/UNIX Single User	3.00	PSY-150	General Psychology	3.00
NOS-130	Windows Single User	3.00	PSY-237	Social Psychology	3.00
NOS-160	Mobile Operating Systems	3.00	PSY-241	Developmental Psych	3.00
NOS-230	Windows Administration I	3.00	PSY-243	Child Psychology	3.00
NUR-101	Practical Nursing I	11.00	PSY-263	Educational Psychology	3.00
NUR-102	Practical Nursing II	10.00	PSY-281	Abnormal Psychology	3.00
NUR-103	Practical Nursing III	9.00	REL-110	World Religions	3.00
NUR-111	Intro to Health Concepts	8.00	REL-211	Intro to Old Testament	3.00
NUR-112	Health-Illness Concepts	5.00	REL-212	Intro to New Testament	3.00
NUR-113	Family Health Concepts	5.00	REL-221	Religion in America	3.00
NUR-114	Holistic Health Concepts	5.00	SEC-180	Info Assurance Principles	3.00

SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SOC-225	Social Diversity	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00
WBL-110	World of Work	1.00
WBL-111	Work-Based Learning I	1.00
WEB-110	Internet/Web Fundamentals	3.00
WEB-115	Web Markup and Scripting	3.00
WLD-110	Cutting Processes	2.00
WLD-115	SMAW (Stick) Plate	5.00
WLD-116	SMAW (stick) Plate/Pipe	4.00
WLD-121	GMAW (MIG) FCAW/Plate	4.00
WLD-131	GTAW (TIG) Plate	4.00
WLD-132	GTAW (TIG) Plate/Pipe	3.00
WLD-141	Symbols & Specifications	3.00

WLD-151	Fabrication I	4.00
WLD-215	SMAW (stick) Pipe	4.00
WLD-231	GTAW (TIG) Pipe	3.00
WLD-261	Certification Practices	2.00

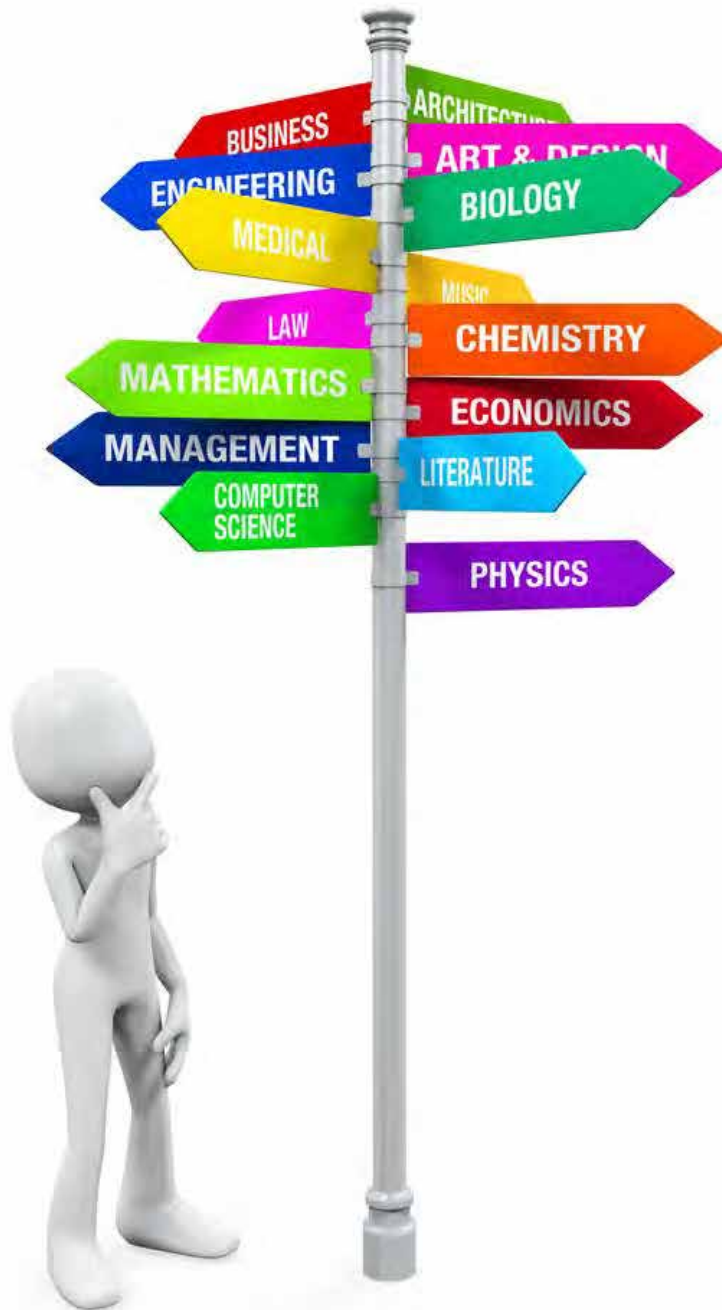
Note:

Forty-nine (49) semester hours credit (SHC) of college-level coursework (course numbers 110 or higher), with a maximum of six SHC from HEA or PED courses, are required. Students are encouraged to consult with their advisor to discuss program requirements, career options, and possible transfer opportunities.

Total Semester Hours Credit (SHC) 65.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Undecided???



Associate in General Education – Nursing

Associate in General Education - Nursing Degree (A1030N)

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 Coursework

Coursework includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. 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.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within the field of healthcare and have the opportunity to become better qualified for a wide range of employment opportunities. The program at Southeastern places some emphasis on personal health and the development of knowledge of the Columbus County/Southeast North Carolina region.

Students who complete the Associate Degree Nursing (A45110) program with a minimum grade point average of 2.0, a grade of C or better in the required Associate in General Education - Nursing courses, and hold a current unrestricted license to practice as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as UNC nursing program entry requirements.

Placement in the Associate in General Education – Nursing program does not guarantee admission to the SCC Associate Degree Nursing program. Students who meet “current” application/admission requirements should be prepared to submit their application no later than the first week in June of the third semester in the Associate in General Education – Nursing program (see the graduation plan for A1030N and the current *Student Readiness Checklist* found on the SCC Nursing and Health Technologies webpage).

It is probable that students enrolled in this program will require dual enrollment in a Health Science Therapeutic and Diagnostic pathway in order to meet current application requirements to the SCC nursing program. Students should work closely with their pre-nursing or health care program advisor to discuss program requirements, connected careers, and possible alternative career opportunities.

Course Requirements

General Education Requirements

English Composition

Take 6 credits from...

ENG-111*	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00

Humanities/Fine Arts

Take 9 credits from...

ART-111*	Art Appreciation	3.00
ENG-231	American Literature I	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 15 credits from...

HIS-131*	American History I	3.00
PSY-150*	General Psychology	3.00
PSY-241	Developmental Psych	3.00
SOC-210*	Introduction to Sociology	3.00
SOC-225	Social Diversity	3.00

Natural Sciences

Take 16 credits from...

BIO-168*	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
BIO-275	Microbiology	4.00
CHM-151*	General Chemistry I	4.00

Mathematics

Take 8 credits from...

MAT-152	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Other Required Hours

Academic Transition

Take 1 credit from...

ACA-122*	College Transfer Success	1.00
----------	--------------------------	------

Social Behavioral Sciences

Take 3 credits from...

POL-120*	American Government	3.00
----------	---------------------	------

Elective

Take 3 credits from...

COM-231*	Public Speaking	3.00
----------	-----------------	------

Total Semester Hours Credit (SHC) 61.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Associate in Science

Associate in Science Degree (A10400)

The Associate in Science degree program is designed to prepare students to transfer into a baccalaureate degree program in biology, chemistry, engineering, or a similar area. The course options allow for alignment in many programs with many area institutions including, but not limited to, East Carolina University, Fayetteville State University, Mount Olive College, North Carolina Wesleyan College, University of North Carolina at Greensboro, University of North Carolina at Pembroke, and the University of North Carolina Wilmington providing 60 hours of credit towards a four-year degree. Students should work with their advisor to maximize the number of credit hours that will transfer into a baccalaureate program at these and other institutions.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the program cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Complete or have placed out of DMA 010, DMA 020, DMS 030, and DRE 096.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Course Requirements

General Education Requirements

English Composition

Take 6 credits from...

ENG-111*	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00

Humanities/Fine Arts/Communication

Take 3 credits from...

ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
MUS-110*	Music Appreciation	3.00
MUS-112*	Introduction to Jazz	3.00

Take 3 credits from...

COM-231*	Public Speaking	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Mathematics

Take 8 credits from...

MAT-171*	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00

Natural Sciences*Take 8 credits from one group of courses from...***Group 1 - Biology**

BIO-111*	General Biology I	4.00
BIO-112	General Biology II	4.00

Group 2 - Chemistry

CHM-151*	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00

Group 3 - College Physics

PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00

Group 3 - General Physics

PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00

Additional General Education Coursework*Take 11 credits from...*

ANT-210	General Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ART-117	Non-Western Art History	3.00
AST-151*	General Astronomy I	3.00
AST-151A*	General Astronomy I Lab	1.00
BIO-110	Principles of Biology	4.00
BIO-111*	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-120	Introductory Botany	4.00
BIO-130	Introductory Zoology	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151*	General Chemistry I	4.00
CHM-152*	General Chemistry II	4.00
CIS-110	Introduction to Computers	3.00
CIS-115	Intro to Prog & Logic	3.00
COM-110	Introduction to Communication	3.00
COM-120	Intro Interpersonal Com	3.00
COM-140	Intro Intercultural Com	3.00
COM-231	Public Speaking	3.00
ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
ENG-113	Literature-Based Research	3.00
ENG-114	Prof Research & Reporting	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-261	World Literature I	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-121	Western Civilization I	3.00
HIS-122	Western Civilization II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
HUM-115	Critical Thinking	3.00
HUM-160	Introduction to Film	3.00
MAT-143	Quantitative Literacy	3.00

MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
MUS-114	Non-Western Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110*	Conceptual Physics	3.00
PHY-110A*	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120*	American Government	3.00
POL-210	Comparative Government	3.00
POL-220	International Relations	3.00
PSY-150*	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
REL-221	Religion in America	3.00
SOC-210*	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SOC-225	Social Diversity	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00

NOTE: Foreign Language Competency:

All University of North Carolina system institutions and most other four-year institutions require proficiency in a foreign language for admission. Students that have not completed two years of foreign language instruction as part of their high school curriculum must complete the two elementary level courses. This may account for up to six hours of this Additional General Education Coursework area. If required, take 6 credits from...

SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00

Other Required Hours*Take 1 credit from...*

ACA-122*	College Transfer Success	1.00
----------	--------------------------	------

Take 14 credits from...

ACC-120*	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
ANT-210	General Anthropology	3.00
ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
ART-117	Non-Western Art History	3.00
ART-121	Two-Dimensional Design	3.00
ART-122	Three-Dimensional Design	3.00
ART-131	Drawing I	3.00

ART-132	Drawing II	3.00	HEA-120	Community Health	3.00
ART-231	Printmaking I	3.00	HIS-111*	World Civilizations I	3.00
ART-240	Painting I	3.00	HIS-112*	World Civilizations II	3.00
ART-241	Painting II	3.00	HIS-116	Current World Problems	3.00
ART-250	Surface Design: Textiles	3.00	HIS-121	Western Civilization I	3.00
ART-275	Introduction to Graphic Design	3.00	HIS-122	Western Civilization II	3.00
ART-281	Sculpture I	3.00	HIS-131*	American History I	3.00
ART-283	Ceramics I	3.00	HIS-132*	American History II	3.00
AST-151*	General Astronomy I	3.00	HIS-236	North Carolina History	3.00
AST-151A*	General Astronomy I Lab	1.00	HUM-115*	Critical Thinking	3.00
BIO-110	Principles of Biology	4.00	HUM-160	Introduction to Film	3.00
BIO-111*	General Biology I	4.00	HUM-230	Leadership Development	3.00
BIO-112	General Biology II	4.00	MAT-143*	Quantitative Literacy	3.00
BIO-120	Introductory Botany	4.00	MAT-152*	Statistical Methods I	4.00
BIO-130	Introductory Zoology	4.00	MAT-171*	Precalculus Algebra	4.00
BIO-140	Environmental Biology	3.00	MAT-172	Precalculus Trigonometry	4.00
BIO-140A	Environmental Biology Lab	1.00	MAT-263	Brief Calculus	4.00
BIO-150	Genetics in Human Affairs	3.00	MAT-271	Calculus I	4.00
BIO-163*	Basic Anat & Physiology	5.00	MAT-272	Calculus II	4.00
BIO-168*	Anatomy and Physiology I	4.00	MAT-273	Calculus III	4.00
BIO-169	Anatomy and Physiology II	4.00	MUS-110*	Music Appreciation	3.00
BIO-250	Genetics	4.00	MUS-111	Fundamentals of Music	3.00
BIO-271	Pathophysiology	3.00	MUS-112*	Introduction to Jazz	3.00
BIO-275	Microbiology	4.00	MUS-113	American Music	3.00
BIO-280	Biotechnology	3.00	MUS-114	Non-Western Music	3.00
BUS-110	Introduction to Business	3.00	MUS-141	Ensemble I	1.00
BUS-115	Business Law I	3.00	MUS-142	Ensemble II	1.00
BUS-137	Principles of Management	3.00	MUS-151	Class Music I	1.00
CHM-131*	Introduction to Chemistry	3.00	MUS-152	Class Music II	1.00
CHM-131A*	Intro to Chemistry Lab	1.00	MUS-241	Ensemble III	1.00
CHM-132	Organic and Biochemistry	4.00	MUS-242	Ensemble IV	1.00
CHM-151*	General Chemistry I	4.00	PED-110	Fit and Well for Life	2.00
CHM-152	General Chemistry II	4.00	PED-111	Physical Fitness I	1.00
CHM-251	Organic Chemistry I	4.00	PED-112	Physical Fitness II	1.00
CHM-252	Organic Chemistry II	4.00	PED-117	Weight Training I	1.00
CIS-110	Introduction to Computers	3.00	PED-118	Weight Training II	1.00
CIS-115*	Intro to Prog & Logic	3.00	PED-119	Circuit Training	1.00
CJC-111	Intro to Criminal Justice	3.00	PED-120	Walking for Fitness	1.00
CJC-121	Law Enforcement Operations	3.00	PED-122	Yoga I	1.00
CJC-141	Corrections	3.00	PED-123	Yoga II	1.00
COM-110	Introduction to Communication	3.00	PED-125	Self-Defense: Beginning	1.00
COM-120	Intro Interpersonal Com	3.00	PED-126	Self-Defense: Intermediate	1.00
COM-140*	Intro Intercultural Com	3.00	PED-138	Archery	1.00
COM-150	Intro. to Mass Comm.	3.00	PED-139	Bowling-Beginning	1.00
COM-231*	Public Speaking	3.00	PED-140	Bowling-Intermediate	1.00
CSC-139	Visual BASIC Programming	3.00	PED-148	Softball	1.00
CSC-151	JAVA Programming	3.00	PED-150	Baseball – Beginning	1.00
CTS-115	Info Sys Business Concepts	3.00	PED-151	Baseball/Intermediate	1.00
ECO-251*	Prin of Microeconomics	3.00	PED-187	Social Dance-Beginning	1.00
ECO-252*	Prin of Macroeconomics	3.00	PED-240	Advanced PE Skills	1.00
EDU-144	Child Development I	3.00	PED-252	Officiating/Bsball/Sfball	2.00
EDU-145	Child Development II	3.00	PED-256	Coaching Baseball	2.00
EDU-216	Foundations of Education	3.00	PHI-215	Philosophical Issues	3.00
EDU-221	Children With Exceptionalities	3.00	PHI-240	Introduction to Ethics	3.00
ENG-113	Literature-Based Research	3.00	PHS-130	Earth Science	4.00
ENG-114	Prof Research & Reporting	3.00	PHY-110*	Conceptual Physics	3.00
ENG-125	Creative Writing I	3.00	PHY-110A*	Conceptual Physics Lab	1.00
ENG-231	American Literature I	3.00	PHY-151	College Physics I	4.00
ENG-232	American Literature II	3.00	PHY-152	College Physics II	4.00
ENG-241	British Literature I	3.00	PHY-251	General Physics I	4.00
ENG-242	British Literature II	3.00	PHY-252	General Physics II	4.00
ENG-261	World Literature I	3.00	POL-120*	American Government	3.00
ENG-262	World Literature II	3.00	POL-130	State & Local Government	3.00
GEO-111	World Regional Geography	3.00	POL-210	Comparative Government	3.00
HEA-110	Personal Health/Wellness	3.00	POL-220	International Relations	3.00
HEA-112	First Aid & CPR	2.00	PSY-150*	General Psychology	3.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Basic Law Enforcement Training

Basic Law Enforcement Training Certificate (C55120)

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

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

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

Special Admission Requirements

As authorized by 23 NCAC 02C .0301(b), in addition to other admission requirements required of all students, students applying for admission to C55120 Basic Law Enforcement Training (BLET) must meet requirements established under G.S. 17C (North Carolina Criminal Justice Education and Training Standards Commission) and G.S. 17E (North Carolina Sheriffs' Education and Training Standards Commission).

As required under 12 NCAC 09B.0203 and 12 NCAC 10B.0713, the following requirements must be met in order to be eligible for entry into C55120 Basic Law Enforcement Training (BLET):

1. The student must be a citizen of the United States.
2. The student must be at least 19 years of age.
3. Priority will be given in admission to individuals holding full-time employment with criminal justice agencies.
4. Make a satisfactory score on a reading placement assessment.
5. Provide the state required medical examination reports indicating the individual's fitness to perform the essential job functions of a criminal justice officer.
6. The student is a high school graduate or has passed the General Educational Development Test. High school diplomas earned through correspondence enrollment are not recognized for this requirement.
7. Provide a certified criminal record check for local and state records for the time period since the trainee has become an adult and from all locations where the trainee has resided since becoming an adult.
8. Has not been convicted of any of the following:
 - a. a felony;
 - b. a crime for which the punishment could have been imprisonment for more than two years;
 - c. a crime or unlawful act defined as a "Class B Misdemeanor" within the five-year period prior to the date of application for employment unless the individual intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission;
 - d. four or more crimes or unlawful acts as defined as "Class B Misdemeanors" regardless of the date of conviction;

- e. four or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two years prior to the date of enrollment;
 - f. a combination of four or more "Class A Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction. (Note: Individuals charged with crimes as specified in this Rule, and such offenses were dismissed or the person was found not guilty, may be admitted into the Basic Law Enforcement Training Course but completion of the Basic Law Enforcement Training Course does not ensure that certification as a law enforcement officer or justice officer through the North Carolina Criminal Justice Education and Training Standards Commission will be issued.)
9. Provide notice of all criminal offenses which the trainee is arrested for or charged with, pleads no contest to, pleads guilty to or is found guilty of, and all Domestic Violence Orders (G.S. 50B) and Civil No Contact Orders (G.S. 50C) which are issued by a judicial official that provide an opportunity for both parties to be present. This includes all criminal offenses except minor traffic offenses and specifically includes any offense of Driving Under the Influence (DUI) or Driving While Impaired (DWI). A minor traffic offense is defined, for the purposes of this Paragraph, as a G.S. 20 offense, or similar laws of other jurisdictions, where the maximum punishment allowable by law is 60 days or less. Other offenses under G.S. 20 (Motor Vehicles) or other similar laws of other jurisdictions which shall be reported include G.S. 20-139 (persons under influence of drugs), G.S. 20-28 (driving while license permanently revoked or permanently suspended), G.S. 20-30(5) (fictitious name or address in application for license or learner's permit), G.S. 20-37.8 (fraudulent use of a fictitious name for a special identification card), G.S. 20-102.1 (false report of theft or conversion of a motor vehicle), G.S. 20-111(5) (fictitious name or address in application for registration), G.S. 20-130.1 (unlawful use of red or blue lights), G.S. 20-137.2 (operation of vehicles resembling law enforcement vehicles), G.S. 20-141.3 (unlawful racing on streets and highways), G.S. 20-141.5 (speeding to elude arrest), G.S. 20-166 (duty to stop in event of accident) and any other offenses included in the Class B Misdemeanor Manual. The notifications required under this Paragraph must be in writing, must specify the nature of the offense, the court in which the case was handled, the date of the arrest or criminal charge, the date of issuance of the Domestic Violence Order (G.S. 50B) or Civil No Contact Order (G.S. 50C), the final disposition, and the date thereof. The notifications required under this Paragraph must be received within 30 days of the date the case was disposed of in court. The requirements of this Paragraph are applicable at all times during which the trainee is enrolled in a Basic Law Enforcement Training Course.

Curriculum Requirements

General Education Courses

None

Other Requirements

None

Major Requirements

CJC-100* Basic Law Enforcement Training 20.00

Total Semester Hours Credit (SHC) 20.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Broadcasting & Production Technology

Broadcasting & Production Technology, A.A.S. Degree (A30120)

Students enrolled in the Broadcasting Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications.

Training will emphasize speech, script writing, production planning, editing, and post production. Students will also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

The program at Southeastern emphasizes entrepreneurial applications using digital audio and video production/post-production with distribution via electronic formats, the internet, the campus radio station and campus public access cable station.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements

- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Complete or have place out of CIS 070, DRE 096, DRE 097, and DRE 098.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

General Education Requirements

Communications

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-120	Intro Interpersonal Com	3.00
COM-231*	Public Speaking	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
HUM-160	Introduction to Film	3.00
MUS-110*	Music Appreciation	3.00

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Natural Sciences/Mathematics

Take 4 credits from...

BIO-110*	Principles of Biology	4.00
BIO-111*	General Biology I	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00

Major Requirements

Take 13 credits from...

BPT-110	Intro to Broadcasting	3.00
BPT-111	Broadcast Law & Ethics	3.00
BPT-112	Broadcast Writing	4.00
BPT-113	Broadcast Sales	3.00

Other Major Requirements

Take 36 credits from...

ACA-115	Success & Study Skills	1.00
BPT-131	Audio/Radio Production I	4.00
BPT-140	Intro to TV Systems	2.00
BPT-215	Broadcast Programming	3.00
BPT-231	Video/TV Production I	4.00
BPT-232	Video/TV Production II	4.00
BPT-250	Institutional Video	3.00
BPT-255	Computer-Based Production	3.00
BPT-285	Broadcast Prod Capstone	3.00
CIS-110	Introduction to Computers	3.00
DME-110	Intro to Digital Media	3.00
DME-140	Intro to Audio/Video Media	3.00

Total Semester Hours Credit (SHC)	65.00
------------------------------------------	--------------

Broadcasting & Production Technology Diploma (D30120)

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements

- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Complete or have place out of DRE 096.
- Meet with the program advisor to discuss program requirements, connected careers and possible transfer opportunities.

Course Requirements

General Education Requirements

Communications

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-120	Intro Interpersonal Com	3.00
COM-231*	Public Speaking	3.00

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Major Requirements

Take 13 credits from...

BPT-110	Intro to Broadcasting	3.00
BPT-111	Broadcast Law & Ethics	3.00
BPT-112	Broadcast Writing	4.00
BPT-113	Broadcast Sales	3.00

Other Major Requirements

Take 18 credits from...

ACA-115	Success & Study Skills	1.00
BPT-131	Audio/Radio Production I	4.00
BPT-140	Intro to TV Systems	2.00
BPT-231	Video/TV Production I	4.00
BPT-232	Video/TV Production II	4.00
CIS-110	Introduction to Computers	3.00

Total Semester Hours Credit (SHC)	40.00
------------------------------------------	--------------

Broadcasting & Production Technology Certificate (C30120)

Course Requirements

General Education Requirements

None

Major Requirements

Take 3 credits from...

BPT-110	Intro to Broadcasting	3.00
---------	-----------------------	------

Other Major Requirements

Take 15 credits from...

ACA-115	Success & Study Skills	1.00
BPT-131	Audio/Radio Production I	4.00
BPT-140	Intro to TV Systems	2.00
BPT-231	Video/TV Production I	4.00
BPT-232	Video/TV Production II	4.00

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------

*Placement test scores may indicate developmental courses are needed in preparation for these courses.



Business Administration

Business Administration – General, A.A.S. Degree (A25120A)

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 and processes and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
----------	-----------------	------

ENG-112	Writing/Research in the Disc	3.00
---------	------------------------------	------

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
----------	------------------	------

MUS-110*	Music Appreciation	3.00
----------	--------------------	------

PHI-240	Introduction to Ethics	3.00
---------	------------------------	------

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
----------	------------------------	------

ECO-252*	Prin of Macroeconomics	3.00
----------	------------------------	------

Natural Sciences/Mathematics

Take at least 3 credits from...

MAT-143*	Quantitative Literacy	3.00
----------	-----------------------	------

MAT-152*	Statistical Methods I	4.00
----------	-----------------------	------

MAT-171*	Precalculus Algebra	4.00
----------	---------------------	------

Major Requirements

Take 19 credits from...

ACC-120*	Prin of Financial Accounting	4.00
----------	------------------------------	------

BUS-110	Introduction to Business	3.00
---------	--------------------------	------

BUS-115	Business Law I	3.00
---------	----------------	------

BUS-137	Principles of Management	3.00
---------	--------------------------	------

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

MKT-120	Principles of Marketing	3.00
---------	-------------------------	------

Concentration Requirements

Take 12 credits from...

BUS-116	Business Law II	3.00
---------	-----------------	------

BUS-139	Entrepreneurship I	3.00
---------	--------------------	------

BUS-225	Business Finance	3.00
---------	------------------	------

BUS-230	Small Business Management	3.00
---------	---------------------------	------

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 12 credits from...

BUS-121*	Business Math	3.00
----------	---------------	------

BUS-260	Business Communication	3.00
---------	------------------------	------

CTS-130	Spreadsheet	3.00
---------	-------------	------

OST-286	Professional Development	3.00
---------	--------------------------	------

Take 3 credits from...

ECM-210	Intro. to E-Commerce	3.00
---------	----------------------	------

Take 3 credits from...

ACC-150	Accounting Software Appl	2.00
---------	--------------------------	------

BAF-110	Principles of Banking	3.00
---------	-----------------------	------

BAF-131	Fund of Bank Lending	3.00
---------	----------------------	------

BAF-141	Law & Banking: Principles	3.00
---------	---------------------------	------

BAF-222	Money and Banking	3.00
---------	-------------------	------

BUS-125	Personal Finance	3.00
---------	------------------	------

BUS-153	Human Resource Management	3.00
---------	---------------------------	------

DBA-110	Database Concepts	3.00
---------	-------------------	------

OST-136	Word Processing	3.00
---------	-----------------	------

Total Semester Hours Credit (SHC)	65.00
------------------------------------------	--------------

Business Administration – Banking & Finance, A.A.S. Degree (A25120B)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
----------	-----------------	------

ENG-112	Writing/Research in the Disc	3.00
---------	------------------------------	------

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
----------	------------------	------

MUS-110*	Music Appreciation	3.00
----------	--------------------	------

PHI-240	Introduction to Ethics	3.00
---------	------------------------	------

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
----------	------------------------	------

ECO-252*	Prin of Macroeconomics	3.00
----------	------------------------	------

Natural Sciences/Mathematics

Take at least 3 credits from...

MAT-143*	Quantitative Literacy	3.00
----------	-----------------------	------

MAT-152*	Statistical Methods I	4.00
----------	-----------------------	------

MAT-171*	Precalculus Algebra	4.00
----------	---------------------	------

Major Requirements

Take 19 credits from...

ACC-120*	Prin of Financial Accounting	4.00
----------	------------------------------	------

BUS-110	Introduction to Business	3.00
---------	--------------------------	------

BUS-115	Business Law I	3.00
---------	----------------	------

BUS-137	Principles of Management	3.00
---------	--------------------------	------

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

MKT-120	Principles of Marketing	3.00
---------	-------------------------	------

Concentration Requirements

Take 12 credits from...

BAF-110	Principles of Banking	3.00
---------	-----------------------	------

BAF-131	Fund of Bank Lending	3.00
---------	----------------------	------

BAF-141	Law & Banking: Principles	3.00
---------	---------------------------	------

BAF-222	Money and Banking	3.00
---------	-------------------	------

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 12 credits from...

BUS-121*	Business Math	3.00
----------	---------------	------

BUS-260	Business Communication	3.00
---------	------------------------	------

CTS-130	Spreadsheet	3.00
---------	-------------	------

OST-286	Professional Development	3.00
---------	--------------------------	------

Take 3 credits from...

BUS-225	Business Finance	3.00
---------	------------------	------

Take 3 credits from...

ACC-150	Accounting Software Appl	2.00
---------	--------------------------	------

BUS-116	Business Law II	3.00
---------	-----------------	------

BUS-125	Personal Finance	3.00
---------	------------------	------

BUS-139	Entrepreneurship I	3.00
---------	--------------------	------

BUS-153	Human Resource Management	3.00
---------	---------------------------	------

BUS-230	Small Business Management	3.00
---------	---------------------------	------

DBA-110	Database Concepts	3.00
---------	-------------------	------

ECM-210	Intro. to E-Commerce	3.00
---------	----------------------	------

OST-136	Word Processing	3.00
---------	-----------------	------

Total Semester Hours Credit (SHC)	65.00
------------------------------------------	--------------

Business Administration – Online/Evening, A.A.S. Degree (A25120E)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits from...

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111* Art Appreciation 3.00

MUS-110* Music Appreciation 3.00

PHI-240 Introduction to Ethics 3.00

Social/Behavioral Sciences

Take 3 credits from...

ECO-251* Prin of Microeconomics 3.00

ECO-252* Prin of Macroeconomics 3.00

Natural Sciences/Mathematics

Take at least 3 credits from...

MAT-143* Quantitative Literacy 3.00

MAT-152* Statistical Methods I 4.00

MAT-171* Precalculus Algebra 4.00

Major Requirements

Take 19 credits from...

ACC-120* Prin of Financial Accounting 4.00

BUS-110 Introduction to Business 3.00

BUS-115 Business Law I 3.00

BUS-137 Principles of Management 3.00

CIS-110 Introduction to Computers 3.00

MKT-120 Principles of Marketing 3.00

Concentration Requirements

Take 12 credits from...

BUS-116 Business Law II 3.00

BUS-139 Entrepreneurship I 3.00

BUS-225 Business Finance 3.00

BUS-230 Small Business Management 3.00

Other Major Requirements

Take 1 credit from...

ACA-115 Success & Study Skills 1.00

Take 12 credits from...

BUS-121* Business Math 3.00

BUS-260 Business Communication 3.00

CTS-130 Spreadsheet 3.00

OST-286 Professional Development 3.00

Take 3 credits from...

ECM-210 Intro. to E-Commerce 3.00

Take 3 credits from...

ACC-150 Accounting Software Appl 2.00

BAF-110 Principles of Banking 3.00

BAF-131 Fund of Bank Lending 3.00

BAF-141 Law & Banking: Principles 3.00

BAF-222 Money and Banking 3.00

BUS-125 Personal Finance 3.00

BUS-153 Human Resource Management 3.00

DBA-110 Database Concepts 3.00

OST-136 Word Processing 3.00

Total Semester Hours Credit (SHC) 65.00

Business Administration Diploma (D25120)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
----------	------------------------	------

ECO-252*	Prin of Macroeconomics	3.00
----------	------------------------	------

Major Requirements

Take 19 credits from...

ACC-120*	Prin of Financial Accounting	4.00
----------	------------------------------	------

BUS-110	Introduction to Business	3.00
---------	--------------------------	------

BUS-115	Business Law I	3.00
---------	----------------	------

BUS-137	Principles of Management	3.00
---------	--------------------------	------

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

MKT-120	Principles of Marketing	3.00
---------	-------------------------	------

Concentration

Take 6 credits from...

BUS-116	Business Law II	3.00
---------	-----------------	------

BUS-139	Entrepreneurship I	3.00
---------	--------------------	------

Other Major Requirements

Take 3 credits from...

BUS-121*	Business Math	3.00
----------	---------------	------

Other Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Total Semester Hours Credit (SHC)	35.00
------------------------------------------	--------------

Business Administration Certificate (C25120)

Course Requirements

General Education Requirements

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00

Other Major Requirements

None

Other Requirements

None

Major Requirements

Take 13 credits from...

ACC-120*	Prin of Financial Accounting	4.00
BUS-110	Introduction to Business	3.00
BUS-115	Business Law I	3.00
BUS-137	Principles of Management	3.00

Total Semester Hours Credit (SHC) 16.00

Business Administration – Entrepreneurship Certificate (C25120E)

Course Requirements

General Education Requirements

None

Major Requirements

Take 7 credits from...

ACC-120*	Prin of Financial Accounting	4.00
MKT-120	Principles of Marketing	3.00

Concentration Requirements

Take 6 credits from...

BUS-139	Entrepreneurship I	3.00
BUS-230	Small Business Management	3.00

Other Major Requirements

Take 3 credits from...

ECM-210	Intro. to E-Commerce	3.00
---------	----------------------	------

Other Requirements

None

Total Semester Hours Credit (SHC)	16.00
------------------------------------------	--------------

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

Cosmetology

Cosmetology, A.A.S. Degree (A55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

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

Admission to Program

Students are strongly encouraged to meet with the cosmetology program advisor or instructor as soon as possible to begin the admissions process.

SCC Requirements

- Complete all Southeastern requirements.
- Complete the Cosmetology Student Checklist prior to the start of the first semester.
- Complete or have placed out of DRE 096.
- Meet with a program advisor to discuss other program requirements and connected careers.

Cosmetology Program Requirements

All students are required to pay for tuition and fees, textbooks, and other support information. In addition to these fees, all first year students are required to purchase a tool kit, a black styling vest, solid black scrub uniforms, solid black closed-toe shoes, and other small essentials (approximate total cost range of \$2894-\$3054) prior to the start of the first semester.

Below are fees associated with courses within the program:

- COS 112 \$17.50 – Malpractice Insurance or current mandated fee
- COS 117 \$79.00 – Computer-based Written Examination or current mandated fee
- COS 117 \$30.00 – Career Readiness Certificate or current mandated fee
- COS 118 \$17.50 – Malpractice Insurance or current mandated fee
- COS 118 \$94.00 – Practical Examination or current mandated fee

Any applicant convicted of a felony or charged with a felony that is still pending may apply for Board approval upon enrollment in a cosmetic art school. All documentation submitted shall have no effect on an individual's ability to attend a cosmetic art school, take an examination administered by the Board, or apply for a license. Applicants should be aware that additional information is required upon graduation as outlined in the NC Board of Felony Policy (21 NCAC 141.0401).

Continuation in Program

Coursework

Students must take all courses as outlined in the graduation plan for the SCC Cosmetology Program. In addition, they must satisfactorily complete all courses in this plan and achieve a grade of C or better in all cosmetology classes. Students who do not successfully complete all courses outlined in the graduation plan may not be allowed to sit for state licensing examinations and may ultimately be removed from the program.

Dismissal of Students

- Cosmetology faculty follow published college and cosmetology department policies and practices that provide for identification and dismissal of students who do the following:
- Demonstrate physical or emotional health problems which conflict with the safety essential to the cosmetology profession and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe lab practices or behavior which conflicts with the safety essential to the cosmetology profession. Students who demonstrate unsafe behavior can be dismissed from the cosmetology program regardless of whether treatment or counseling has occurred.

Transfer and Readmission

Students wishing to transfer in or be readmitted to the SCC Cosmetology Program must meet current program requirements. All students must successfully complete all developmental and general education courses as outlined in the graduation plan. The transferability of general education courses is determined by the director of student services. Due to the changing nature of subject matter, students must also pass written and practical entrance examinations that may be given by the cosmetology department. Previously acquired cosmetology classes, hours, or performance credits older than five years are considered expired and will not be accepted.

No more than 1,000 hours can be transferred in from another institution. All students must also complete at least 500 hours of studies at SCC if we are to certify application for the NIC Licensing examinations. The student must also complete this 500-hour requirement during their final semesters before licensing exam eligibility. Students coming from other institutions must provide a letter from their previous program cosmetology program director verifying the student's good standing in cosmetology theory, lab performance, and professional ethics. Please be aware that any students who withdraws, drops, fails, or is dismissed from a cosmetology program with unresolved safety or ethical issues are not eligible for readmission to any cosmetology class at SCC.

Course Requirements

General Education Requirements

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Communication

Take 3 credits from...

COM-120	Intro Interpersonal Com	3.00
COM-231*	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
HUM-115*	Critical Thinking	3.00
MUS-110*	Music Appreciation	3.00
MUS-112*	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00

Social/Behavioral Sciences*Take 3 credits from...*

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Natural Sciences/Mathematics*Take 3 credits from...*

BIO-110*	Principles of Biology	4.00
BIO-111*	General Biology I	4.00
MAT-110*	Math Measurement & Literacy	3.00
MAT-143*	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Major Requirements*Take 32 credits from...*

COS-111	Cosmetology Concepts I	4.00
COS-112	Salon I	8.00
COS-113	Cosmetology Concepts II	4.00
COS-114	Salon II	8.00
COS-115	Cosmetology Concepts III	4.00
COS-116	Salon III	4.00

Cosmetology*Take 2 credits from...*

COS-117	Cosmetology Concepts IV	2.00
---------	-------------------------	------

Other Major Requirements*Take 11 credits from...*

COS-118	Salon IV	7.00
COS-223	Contemp Hair Coloring	2.00
COS-224	Trichology & Chemistry	2.00
COS-225	Adv Contemporary Hair Coloring	2.00
COS-240	Contemporary Design	2.00
COS-260	Design Applications	2.00

Take 6 credits from...

BUS-110	Introduction to Business	3.00
BUS-139	Entrepreneurship I	3.00
BUS-230	Small Business Management	3.00

Other Requirements*Take 1 credit from...*

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Total Semester Hours Credit (SHC) 67.00

Cosmetology Diploma (D55140)

Course Requirements

General Education RequirementsCommunication*Take 3 credits from...*

COM-120	Intro Interpersonal Com	3.00
COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Social/Behavioral Sciences*Take 3 credits from...*

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-111*	World Civilizations I	3.00
HIS-112*	World Civilizations II	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Major Requirements*Take 32 credits from...*

COS-111	Cosmetology Concepts I	4.00
COS-112	Salon I	8.00
COS-113	Cosmetology Concepts II	4.00

COS-114	Salon II	8.00
COS-115	Cosmetology Concepts III	4.00
COS-116	Salon III	4.00

Cosmetology*Take 2 credits from...*

COS-117	Cosmetology Concepts IV	2.00
---------	-------------------------	------

Other Major Requirements*Take 7 credits from...*

COS-118	Salon IV	7.00
---------	----------	------

Other Requirements*Take 1 credit from...*

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Total Semester Hours Credit (SHC) 48.00**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Cosmetology Instructor

Cosmetology Instructor Certificate (C55160)

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

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

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

Course Requirements

General Education Requirements

None

Other Major Requirements

None

Major Requirements

Take 24 credits from...

COS-271	Instructor Concepts I	5.00
COS-272	Instructor Practicum I	7.00
COS-273	Instructor Concepts II	5.00
COS-274	Instructor Practicum II	7.00

Other Requirements

None

Total Semester Hours Credit (SHC) 24.00



Criminal Justice Technology

Criminal Justice Technology/Criminal Studies, A.A.S. Degree (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role in society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements

- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Complete or have placed out of DMA 010, DMA 020, DRE 096, and DRE 097.
- Meet with the program advisor to discuss program requirements, connected careers and possible transfer opportunities.

Credit for Prior Learning Experience

Students may receive credit for prior learning if they have received certifications in the following areas: Basic Law Enforcement Training, Department of Corrections Detention Officers Training, Department of Corrections Probation Officer Training, Federal Law Enforcement Training, Jailer Certification, NC Highway Patrol Basic Training, and Private Investigation. Students who have successfully obtained certifications in these areas from an approved accredited school/course may receive credit for courses toward their Associate in Applied Science Degree in Criminal Justice Technology and/or toward a related certificate. Students must have successfully passed the comprehensive state certification examination and be eligible for certification. Students must have completed Basic Law Enforcement Training since 1985.

Students may receive credit for courses offered in the A.A.S., Criminal Justice Technology program for the following certifications:

Certification	SCC Equivalent	Hours
Basic Law Enforcement Training	CJC 120, CJC 131, CJC 132, CJC 221, CJC 225, CJC 231	19
DOC Detention Officer Training	CJC 141, CJC 225, CJC 233, CJC 241	12
DOC Probation Officer Training	CJC 141, CJC 225, CJC 233, CJC 241	12
Federal Law Enforcement Training	CJC 121, CJC 131, CJC 160, CJC 161, CJC 225, CJC 231	18
NC Highway Patrol Basic Training	CJC 131, CJC 132, CJC 221, CJC 225, CJC 231	16
Private Investigator	CJC 221	4
Jailer Certification	CJC 233	3

Course Requirements

General Education Requirements

Communications

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits from...

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111* Art Appreciation 3.00

ENG-231 American Literature I 3.00

HUM-115* Critical Thinking 3.00

MUS-110* Music Appreciation 3.00

PHI-240 Introduction to Ethics 3.00

Social/Behavioral Sciences

Take 3 credits from...

PSY-150* General Psychology 3.00

SOC-210* Introduction to Sociology 3.00

Natural Sciences/Mathematics

Take 3 credits from...

BIO-110* Principles of Biology 4.00

BIO-111* General Biology I 4.00

MAT-143* Quantitative Literacy 3.00

MAT-152* Statistical Methods I 4.00

MAT-171* Precalculus Algebra 4.00

Major Requirements

Take 22 credits from...

CJC-111 Intro to Criminal Justice 3.00

CJC-112 Criminology 3.00

CJC-113 Juvenile Justice 3.00

CJC-131 Criminal Law 3.00

CJC-212 Ethics & Comm Relations 3.00

CJC-221 Investigative Principles 4.00

CJC-231 Constitutional Law 3.00

Other Major Requirements

Take 24 credits from...

CIS-110 Introduction to Computers 3.00

CJC-120 Interviews/Interrogations 2.00

CJC-121 Law Enforcement Operations 3.00

CJC-122 Community Policing 3.00

CJC-132 Court Procedure & Evidence 3.00

CJC-141 Corrections 3.00

CJC-160 Terrorism: Underlying Issue 3.00

CJC-161 Intro Homeland Security 3.00

CJC-163 Trans and Border Security 3.00

CJC-170 Critical Incident Mgmt Pub Saf 3.00

CJC-213 Substance Abuse 3.00

CJC-223 Organized Crime 3.00

CJC-225 Crisis Intervention 3.00

CJC-232 Civil Liability 3.00

CJC-233 Correctional Law 3.00

CJC-241 Community-Based Corrections 3.00

EPT-120 Sociology of Disaster 3.00

EPT-220 Terrorism and Emer. Mgt. 3.00

PED-110 Fit and Well for Life 2.00

PED-120 Walking for Fitness 1.00

PED-125 Self-Defense: Beginning 1.00

PED-126 Self-Defense: Intermediate 1.00

Take 3 credits from...

POL-120* American Government 3.00

PSY-150* General Psychology 3.00

SOC-210* Introduction to Sociology 3.00

Other Requirements

Take 1 credit from...

ACA-115 Success & Study Skills 1.00

Total Semester Hours Credit (SHC) 65.00

Criminal Justice Technology/Criminal Studies Diploma (D55180)

Course Requirements

General Education Requirements

Communications

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits from...

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Major Requirements

Take 15 credits from...

CJC-111 Intro to Criminal Justice 3.00

CJC-112 Criminology 3.00

CJC-113 Juvenile Justice 3.00

CJC-131 Criminal Law 3.00

CJC-231 Constitutional Law 3.00

Other Major Requirements

Take 12 credits from...

CIS-110 Introduction to Computers 3.00

CJC-141 Corrections 3.00

CJC-213 Substance Abuse 3.00

SOC-210* Introduction to Sociology 3.00

Physical Education

Take 2 credits from 1 of 2 groups from...

Group 1

Take 2 credits from...

PED-110 Fit and Well for Life 2.00

Group 2

Take 2 credits from...

PED-125 Self-Defense: Beginning 1.00

PED-126 Self-Defense: Intermediate 1.00

Electives

Take 3 credits from...

CJC-121 Law Enforcement Operations 3.00

CJC-233 Correctional Law 3.00

Take 3 credits from...

CJC-132 Court Procedure & Evidence 3.00

CJC-225 Crisis Intervention 3.00

Other Requirements

Take 1 credit from...

ACA-115 Success & Study Skills 1.00

Total Semester Hours Credit (SHC) 42.00

Criminal Justice Technology/Criminal Studies – Court Certificate (C55180C)

Course Requirements

General Education Requirements

None

Major Requirements

Take 12 credits from...

CJC-111	Intro to Criminal Justice	3.00
CJC-131	Criminal Law	3.00
CJC-212	Ethics & Comm Relations	3.00
CJC-231	Constitutional Law	3.00

Other Major Requirements

Take 5 credits from...

CJC-120	Interviews/Interrogations	2.00
CJC-132	Court Procedure & Evicence	3.00

Other Requirements

None

Total Semester Hours Credit (SHC) 17.00

Criminal Justice Technology/Criminal Studies - Emergency Management Certificate (C55180E)

Course Requirements

General Education Requirements

None

Major Requirements

Take 3 credits from...

CJC-111	Intro to Criminal Justice	3.00
---------	---------------------------	------

Other Requirements

None

Total Semester Hours Credit (SHC) 18.00

Other Major Requirements

Take 15 credits from...

CJC-160	Terrorism: Underlying Issue	3.00
CJC-161	Intro Homeland Security	3.00
CJC-163	Trans and Border Security	3.00
CJC-170	Critical Incident Mgmt Pub Saf	3.00
CJC-225	Crisis Intervention	3.00

Criminal Justice Technology/Criminal Studies – Corrections Certificate (C55180F)

Course Requirements

General Education Requirements

None

Other Requirements

None

Major Requirements

Take 9 credits from...

CJC-111	Intro to Criminal Justice	3.00
CJC-113	Juvenile Justice	3.00
CJC-212	Ethics & Comm Relations	3.00

Total Semester Hours Credit (SHC) 17.00

Other Major Requirements

Take 8 credits from...

CJC-120	Interviews/Interrogations	2.00
CJC-122	Community Policing	3.00
CJC-141	Corrections	3.00

Criminal Justice Technology/Criminal Studies - Protective Services Certificate (C55180G)

Course Requirements

General Education Requirements

None

Other Major Requirements

Take 6 credits from...

CJC-132	Court Procedure & Evidence	3.00
CJC-232	Civil Liability	3.00

Major Requirements

Take 12 credits from...

CJC-111	Intro to Criminal Justice	3.00
CJC-112	Criminology	3.00
CJC-131	Criminal Law	3.00
CJC-212	Ethics & Comm Relations	3.00

Other Requirements

None

Total Semester Hours Credit (SHC) 18.00

Criminal Justice Technology/Criminal Studies - Public Safety Certificate (C55180H)

Course Requirements

General Education Requirements

None

Major Requirements

Take 12 credits from...

CJC-111	Intro to Criminal Justice	3.00
CJC-112	Criminology	3.00
CJC-131	Criminal Law	3.00
CJC-212	Ethics & Comm Relations	3.00

Other Major Requirements

Take 6 credits from...

CJC-132	Court Procedure & Evidence	3.00
CJC-232	Civil Liability	3.00

Other Requirements

None

Total Semester Hours Credit (SHC) 18.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*



Criminal Justice Technology – Forensic Science

Criminal Justice Technology – Forensic Science, A.A.S. Degree (A5518C)

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
ENG-231	American Literature I	3.00
HUM-115*	Critical Thinking	3.00
MUS-110*	Music Appreciation	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Natural Sciences/Math

Take 3 credits from...

BIO-110*	Principles of Biology	4.00
BIO-111*	General Biology I	4.00
MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Major Requirements

Take 22 credits from...

CJC-111	Intro to Criminal Justice	3.00
CJC-112	Criminology	3.00
CJC-113	Juvenile Justice	3.00
CJC-131	Criminal Law	3.00
CJC-212	Ethics & Comm Relations	3.00

CJC-221	Investigative Principles	4.00
CJC-231	Constitutional Law	3.00

Concentration Requirements

Take 12 credits from...

CJC-144	Crime Scene Processing	3.00
CJC-146	Trace Evidence	3.00
CJC-245	Friction Ridge Analysis	3.00
CJC-246	Adv. Friction Ridge Analy	3.00

Other Major Requirements

Take 1 credit from...

ACA-122*	College Transfer Success	1.00
----------	--------------------------	------

Take 15 credits from...

ACA-115	Success & Study Skills	1.00
CIS-110	Introduction to Computers	3.00
CJC-120	Interviews/Interrogations	2.00
CJC-121	Law Enforcement Operations	3.00
CJC-122	Community Policing	3.00
CJC-132	Court Procedure & Evidence	3.00
CJC-160	Terrorism: Underlying Issu	3.00
CJC-161	Intro Homeland Security	3.00
CJC-163	Trans and Border Security	3.00
CJC-170	Critical Incident Mgmt Pub Saf	3.00
CJC-223	Organized Crime	3.00
CJC-225	Crisis Intervention	3.00
CJC-233	Correctional Law	3.00
CJC-241	Community-Based Corrections	3.00
PED-110	Fit and Well for Life	2.00
PED-120	Walking for Fitness	1.00
PED-125	Self-Defense: Beginning	1.00
PED-126	Self-Defense: Intermediate	1.00

Total Semester Hours Credit (SHC)	65.00
------------------------------------------	--------------

Criminal Justice Technology – Forensic Science Certificate (C5518C)

Course Requirements

General Education Requirements

None

Major Requirements

Take 10 credits from...

CJC-112	Criminology	3.00
CJC-131	Criminal Law	3.00
CJC-221	Investigative Principles	4.00

Concentration Requirements

Take 6 credits from...

CJC-146	Trace Evidence	3.00
CJC-245	Friction Ridge Analysis	3.00

Other Major Requirements

None

Total Semester Hours Credit (SHC) 16.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*



Early Childhood Education

Early Childhood Education – Administrative, A.A.S. Degree (A55220A)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

The Early Childhood Education 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.



Prepare for a Career in Early Childhood Education

Course Requirements

General Education Requirements

Communication

Take 6 credits from...

COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
MUS-110*	Music Appreciation	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

PSY-150*	General Psychology	3.00
----------	--------------------	------

Natural Sciences/Mathematics

Take 3 credits from...

MAT-143*	Quantitative Literacy	3.00
----------	-----------------------	------

Major Requirements

Take 29 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, and Community	3.00
EDU-146*	Child Guidance	3.00
EDU-151*	Creative Activities	3.00
EDU-153*	Health, Safety and Nutrition	3.00
EDU-221*	Children With Exceptionalities	3.00
EDU-234*	Infants, Toddlers, and Twos	3.00
EDU-280*	Language/Literacy Experiences	3.00
EDU-284*	Early Child Capstone Prac	4.00

Child Development

Take 6 credits from...

EDU-144*	Child Development I	3.00
EDU-145*	Child Development II	3.00

Transfer Speciality Area

Take 6 credits from...

EDU-261	Early Childhood Admin I	3.00
EDU-262	Early Childhood Admin II	3.00

English Specialty Transfer

Take 3 credits from...

ENG-112	Writing/Research in the Disc	3.00
ENG-114	Prof Research & Reporting	3.00

Social/Behavioral Transfer Spec

Take 3 credits from...

ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
SOC-210	Introduction to Sociology	3.00

Biological Science Transfer

Take 4 credits from...

BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00

Natural Science Transfer

Take 1 of 3 Groups

Group 1

Take 4 credits

AST-111	Descriptive Astronomy	3.00
AST-111A	Descriptive Astronomy Lab	1.00

Group 2

Take 4 credits

CHM-151	General Chemistry I	4.00
---------	---------------------	------

Group 3

Take 4 credits

PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00

Other Major Requirements

Take 1 credit from...

ACA-122	College Transfer Success	1.00
---------	--------------------------	------

Total Semester Hours Credit (SHC) 71.00

Early Childhood Education – B-K Licensure, A.A.S. Degree (A55220B)

Course Requirements

General Education Requirements

Communication

Take 6 credits from...

COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
MUS-110*	Music Appreciation	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

PSY-150*	General Psychology	3.00
----------	--------------------	------

Natural Sciences/Mathematics

Take 3 credits from...

MAT-143*	Quantitative Literacy	3.00
----------	-----------------------	------

Major Requirements

Take 29 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, and Community	3.00
EDU-146*	Child Guidance	3.00
EDU-151*	Creative Activities	3.00
EDU-153*	Health, Safety and Nutrition	3.00
EDU-221*	Children With Exceptionalities	3.00
EDU-234*	Infants, Toddlers, and Twos	3.00
EDU-280*	Language/Literacy Experiences	3.00
EDU-284*	Early Child Capstone Prac	4.00

Child Development

Take 6 credits from...

EDU-144*	Child Development I	3.00
EDU-145*	Child Development II	3.00

Transfer Specialty Area

Take 6 credits from...

EDU-216	Foundations of Education	3.00
EDU-250	Teacher Licensure Preparation	3.00

English Specialty Transfer

Take 3 credits from...

ENG-112	Writing/Research in the Disc	3.00
ENG-114	Prof Research & Reporting	3.00

Social/Behavioral Transfer Spec

Take 3 credits from...

ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
SOC-210	Introduction to Sociology	3.00

Biological Science Transfer

Take 4 credits from...

BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00

Natural Science Transfer

Take 1 of 3 Groups from...

Group 1

Take 4 credits from...

AST-111	Descriptive Astronomy	3.00
AST-111A	Descriptive Astronomy Lab	1.00

Group 2

Take 4 credits from...

CHM-151	General Chemistry I	4.00
---------	---------------------	------

Group 3

Take 4 credits from...

PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00

Other Major Requirements

Take 1 credit from...

ACA-122*	College Transfer Success	1.00
----------	--------------------------	------

Total Semester Hours Credit (SHC) 71.00

Early Childhood Education – Career, A.A.S. Degree (A55220C)

Course Requirements

General Education Requirements

Communication

Take 6 credits from...

COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
ART-114*	Art History Survey I	3.00
ART-115*	Art History Survey II	3.00
MUS-110*	Music Appreciation	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Natural Sciences/Mathematics

Take 3 credits from...

MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Major Requirements

Take 29 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, and Community	3.00
EDU-146*	Child Guidance	3.00
EDU-151*	Creative Activities	3.00

EDU-153*	Health, Safety and Nutrition	3.00
EDU-221*	Children With Exceptionalities	3.00
EDU-234*	Infants, Toddlers, and Twos	3.00
EDU-280*	Language/Literacy Experiences	3.00
EDU-284*	Early Child Capstone Prac	4.00

Child Development

Take 6 credits from...

EDU-144*	Child Development I	3.00
EDU-145*	Child Development II	3.00

Non-Teach Licensure

Take 6 credits from...

EDU-261	Early Childhood Admin I	3.00
EDU-262	Early Childhood Admin II	3.00

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 9 credits from...

CIS-110	Introduction to Computers	3.00
EDU-154	Social/Emotion/Behav Dev	3.00
EDU-162	Observ & Assess in ECE	3.00
EDU-173	Becoming a Prof'l in ECE	3.00
EDU-235	School-Age Develop & Programs	3.00
EDU-251	Exploration Activities	3.00
EDU-259	Curriculum Planning	3.00

Total Semester Hours Credit (SHC) 66.00

Early Childhood Education Diploma (D55220)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Social/Behavioral Sciences

Take 3 credits from...

PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Major Requirements

Take 22 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, & Commun	3.00
EDU-146*	Child Guidance	3.00
EDU-151*	Creative Activities	3.00
EDU-153*	Health, Safety & Nutrit	3.00

EDU-221*	Children With Exceptional	3.00
EDU-234*	Infants, Toddlers, & Twos	3.00

Child Development Courses

Take 6 credits from...

EDU-144*	Child Development I	3.00
EDU-145*	Child Development II	3.00

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
ACA-122	College Transfer Success	1.00

Take 3 credits from...

EDU-162	Observ & Assess in ECE	3.00
---------	------------------------	------

Total Semester Hours Credit (SHC) 38.00

Early Childhood Education – Administration Certificate (C55220A)

This curriculum prepares individuals pursuing administering roles in diverse child care settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Course Requirements

General Education Requirements

None

Major Requirements

Take 10 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, & Commun	3.00
EDU-153*	Health, Safety and Nutrition	3.00

Other Major Requirements

Take 6 credits from...

EDU-261*	Early Childhood Admin I	3.00
EDU-262*	Early Childhood Admin II	3.00

Total Semester Hours Credit (SHC) 16.00

Early Childhood Education – Preschool Certificate (C55220B)

This curriculum prepares individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Course Requirements

General Education Requirements

None

Child Development Courses

Take 3 credits from...

EDU-144*	Child Development I	3.00
----------	---------------------	------

Major Requirements

Take 13 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, & Commun	3.00
EDU-146*	Child Guidance	3.00
EDU-153*	Health, Safety & Nutrit	3.00

Other Major Requirements

None

Total Semester Hours Credit (SHC)	16.00
------------------------------------------	--------------

Early Childhood Education – Introduction to Early Childhood Education Certificate (C55220C)

This curriculum introduces individuals to the foundations of the education profession; diverse educational settings for young children; professionalism and planning developmentally appropriate programs for children; and the theories and regulations of early childhood education.

Course work includes an introduction to the foundations in early childhood education; evidence-based strategies to build nurturing relationships with children; planning, creating and adapting developmentally supportive learning environments; and other related topics.

Graduates should be prepared to design a career/professional development plan, appropriate environments, schedules, and activity plans.

Employment opportunities include entry-level employment in child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Course Requirements

General Education Requirements

None

Major Requirements

Take 10 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-146*	Child Guidance	3.00
EDU-151	Creative Activities	3.00

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 3 credits from...

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

Total Semester Hours Credit (SHC) 14.00

Early Childhood Education – Infant/Toddler Care Certificate (C55220I)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Course Requirements

General Education Requirements

None

Major Requirements

Take 13 credits from...

EDU-119	Intro to Early Child Educ	4.00
EDU-131*	Child, Family, & Commun	3.00
EDU-153*	Health, Safety & Nutrit	3.00
EDU-234*	Infants, Toddlers, & Twos	3.00

Child Development Courses

Take 3 credits from...

EDU-144*	Child Development I	3.00
----------	---------------------	------

Other Major Requirements

None

Total Semester Hours Credit (SHC) 16.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*



Electrical Engineering Technology

Electrical Engineering Technology, A.A.S. Degree (A40180)

The Electrical Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

The Electrical Engineering Technology course of study prepares students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. The course of study includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements

- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Complete or have place out of DMA 010, DMA 020, and DRE 096.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits; from...

COM-120 Intro Interpersonal Com 3.00

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111* Art Appreciation 3.00

ART-114* Art History Survey I 3.00

ART-115* Art History Survey II 3.00

PHI-240 Introduction to Ethics 3.00

REL-110 World Religions 3.00

Social/Behavioral Sciences

Take 3 credits from...

POL-120* American Government 3.00

PSY-150* General Psychology 3.00

SOC-210* Introduction to Sociology 3.00

Natural Sciences/Mathematics

MAT-171* Precalculus Algebra 4.00

Major Requirements

Analog

Take 4 credits from...

ELN-131 Analog Electronics I 4.00

Circuits

Take 4 credits from...

ELC-131* Circuit Analysis I 4.00

Digital

Take 4 credits from...

ELN-133 Digital Electronics 4.00

Electrical Engineering Tec

Take 3 credits from...

ELC-128 Intro to PLC 3.00

Take 11 credits from...

ELC-113 Residential Wiring 4.00

ELC-117 Motors and Controls 4.00

ELC-135 Electrical Machines 3.00

ELC-213 Instrumentation 4.00

ELC-231 Electric Power Systems 4.00

Other Major Requirements

Take 27 credits from...

ACA-115 Success & Study Skills 1.00

ATR-112 Intro to Automation 3.00

ATR-115 Introduction to Mechatronics 4.00

CIS-110 Introduction to Computers 3.00

DFT-119 Basic CAD 2.00

DFT-189 Emerging Tech in CAD 2.00

ELC-114 Commercial Wiring 4.00

ELC-117 Motors and Controls 4.00

ELC-213 Instrumentation 4.00

ELC-220 Photovoltaic Sys Tech 3.00

ELN-232 Intro to Microprocessors 4.00

HYD-110 Hydraulics/Pneumatics I 3.00

ISC-112 Industrial Safety 2.00

MEC-130 Mechanisms 3.00

PHY-151 College Physics I 4.00

WBL-110 World of Work 1.00

WBL-111 Work-Based Learning I 1.00

Total Semester Hours Credit (SHC) 69.00

Electrical Engineering Technology Diploma (D40180)

Admission to Program

Requirements

- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Course Requirements

General Education Requirements

Communications

Take 3 credits from...

COM-231*	Public Speaking	3.00
----------	-----------------	------

Social/Behavioral Sciences

Take 3 credits from...

POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Major Requirements

Circuits

Take 4 credits from...

ELC-131*	Circuit Analysis I	4.00
----------	--------------------	------

Digital

Take 4 credits from...

ELN-133	Digital Electronics	4.00
---------	---------------------	------

Electrical Engineering Tec

Take 3 credits from...

ELC-128	Intro to PLC	3.00
---------	--------------	------

Take 11 credits from...

ELC-113	Residential Wiring	4.00
ELC-135	Electrical Machines	3.00
ELC-231	Electric Power Systems	4.00

Other Major Requirements

Take 12 credits from...

ACA-115	Success & Study Skills	1.00
CIS-110	Introduction to Computers	3.00
ELC-114	Commercial Wiring	4.00
ELC-117	Motors and Controls	4.00

Total Semester Hours Credit (SHC)	40.00
------------------------------------------	--------------

Electrical Engineering Technology – Basic Wiring Systems Certificate (C40180D)

Admission to Program

Requirements

- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Course Requirements

General Education Requirements

None

Major Requirements

Circuits

Take 4 credits from...

ELC-131*	Circuit Analysis I	4.00
----------	--------------------	------

Electrical Engineering Tec

Take 4 credits from...

ELC-113	Residential Wiring	4.00
---------	--------------------	------

Other Major Requirements

Take 8 credits from...

ACA-115	Success & Study Skills	1.00
CIS-110	Introduction to Computers	3.00
ELC-114	Commercial Wiring	4.00

Total Semester Hours Credit (SHC)	16.00
------------------------------------------	--------------

Electrical Engineering Technology – Computer-Aided Design (CAD) Certificate (C40180G)

Admission to Program

Requirements

- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Course Requirements

General Education Requirements

None

Major Requirements

Circuits

Take 4 credits from...

ELC-131*	Circuit Analysis I	4.00
----------	--------------------	------

Digital

Take 4 credits from...

ELN-133	Digital Electronics	4.00
---------	---------------------	------

Other Major Requirements

Take 8 credits from...

ACA-115	Success & Study Skills	1.00
CIS-110	Introduction to Computers	3.00
DFT-119	Basic CAD	2.00
DFT-189	Emerging Tech in CAD	2.00

Total Semester Hours Credit (SHC)	16.00
------------------------------------------	--------------

Electrical Engineering Technology – Advanced Manufacturing I Certificate (C40180J)

Admission to Program

Requirements

- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Course Requirements

General Education Requirements

None

Major Requirements

Circuits

Take 4 credits from...

ELC-131*	Circuit Analysis I	4.00
----------	--------------------	------

Electrical Engineering Tec

Take 3 credits from...

ELC-128	Intro to PLC	3.00
---------	--------------	------

Take 8 credits from...

ELC-117	Motors and Controls	4.00
---------	---------------------	------

ELC-213	Instrumentation	4.00
---------	-----------------	------

Other Major Requirements

Take 3 credits from...

HYD-110	Hydraulics/Pneumatics I	3.00
ISC-112	Industrial Safety	2.00

Other Requirements

None

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------



Electrical Engineering Technology – Advanced Manufacturing II Certificate (C40180K)

Admission to Program

Requirements

- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Course Requirements

General Education Requirements

None

Major Requirements

Circuits

Take 4 credits from...

ELC-131*	Circuit Analysis I	4.00
----------	--------------------	------

Electrical Engineering Tec

Take 8 credits from...

ELC-117	Motors and Controls	4.00
ELC-213	Instrumentation	4.00

Other Major Requirements

Take 6 credits from...

ATR-112	Intro to Automation	3.00
MEC-130	Mechanisms	3.00

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------

Placement test scores may indicate developmental courses are needed in preparation for these courses.

Information Technology

Information Technology – Database Administrator, A.A.S. Degree (A25590A)

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.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
HUM-115*	Critical Thinking	3.00
HUM-230	Leadership Development	3.00
MUS-110*	Music Appreciation	3.00
MUS-112*	Introduction to Jazz	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Natural Sciences/Mathematics

Take at least 3 credits from...

MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Major Requirements

Take 9 credits from...

CTI-110	Web, Pgm, & Db Foundation	3.00
CTI-120	Network & Sec Foundation	3.00
CTS-115	Info Sys Business Concepts	3.00

Take 3 credits from...

CIS-110	Introduction to Computers	3.00
CIS-115*	Intro to Prog & Logic	3.00
CTI-115	Computer Systems Foundation	3.00
CTS-120	Hardware/Software Support	3.00
NOS-110	Operating Systems Concepts	3.00

Concentration Requirements

Take 6 credits from...

DBA-120	Database Programming I	3.00
DBA-210	Database Administration	3.00
NOS-120	Linux/UNIX Single User	3.00

Other Major Requirements

Take 15 credits from...

ACA-115	Success & Study Skills	1.00
CTS-118	IS Professional Comm	2.00
CTS-210	Computer Ethics	3.00
CTS-240	Project Management	3.00
CTS-289	System Support Project	3.00
SEC-180	Info Assurance Principles	3.00

Take 3 credits from...

CTI-150	Mobile Computing Devices	3.00
NOS-120	Linux/UNIX Single User	3.00
NOS-160	Mobile Operating Systems	3.00

Take 15 credits from...

CIS-115	Intro to Prog & Logic	3.00
CSC-121	Python Programming	3.00
CSC-139	Visual BASIC Programming	3.00
CSC-151	JAVA Programming	3.00
CSC-226	.NET Programming	3.00
CTS-120	Hardware/Software Support	3.00
CTS-220	Adv Hard/Software Support	3.00
DBA-120	Database Programming I	3.00
DBA-210	Database Administration	3.00

NET-125	Introduction to Networks	3.00
NET-225	Routing & Switching I	3.00
NOS-130	Windows Single User	3.00
NOS-230	Windows Administration I	3.00
WEB-110	Internet/Web Fundamentals	3.00
WEB-115	Web Markup and Scripting	3.00

Total Semester Hours Credit (SHC) 66.00

Information Technology – IT/Business Support, A.A.S. Degree (A25590I)

Course Requirements

General Education Require

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
HUM-115*	Critical Thinking	3.00
HUM-230	Leadership Development	3.00
MUS-110*	Music Appreciation	3.00
MUS-112*	Introduction to Jazz	3.00
PHI-240	Introduction to Ethics	3.00

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
ECO-252*	Prin of Macroeconomics	3.00
HIS-131*	American History I	3.00
HIS-132*	American History II	3.00
POL-120*	American Government	3.00
PSY-150*	General Psychology	3.00
SOC-210*	Introduction to Sociology	3.00

Natural Sciences/Math

Take at least 3 credits from...

MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Major Requirements

Take 9 credits from...

CTI-110	Web, Pgm, & Db Foundation	3.00
CTI-120	Network & Sec Foundation	3.00
CTS-115	Info Sys Business Concepts	3.00

Take 3 credits from...

CIS-110	Introduction to Computers	3.00
CIS-115*	Intro to Prog & Logic	3.00
CTI-115	Computer Systems Foundation	3.00
CTS-120	Hardware/Software Support	3.00
NOS-110	Operating Systems Concepts	3.00

Concentration Requirements

Take 6 credits from...

CTS-130	Spreadsheet	3.00
DBA-110	Database Concepts	3.00

Other Major Requirements

Take 15 credits from...

ACA-115	Success & Study Skills	1.00
CTS-118	IS Professional Comm	2.00
CTS-210	Computer Ethics	3.00
CTS-240	Project Management	3.00
CTS-289	System Support Project	3.00
SEC-180	Info Assurance Principles	3.00

Take 3 credits from...

BUS-137	Principles of Management	3.00
BUS-139	Entrepreneurship I	3.00
WEB-110	Internet/Web Fundamentals	3.00

Take 15 credits from...

BUS-110	Introduction to Business	3.00
CIS-110	Introduction to Computers	3.00
CSC-139	Visual BASIC Programming	3.00
CTI-115	Computer Systems Foundation	3.00
CTS-130	Spreadsheet	3.00
DBA-110	Database Concepts	3.00
ECM-210	Intro. to E-Commerce	3.00
NOS-110	Operating Systems Concepts	3.00

Total Semester Hours Credit (SHC) 66.00

Information Technology – Network Specialist Certificate (C25590A)

Course Requirements

General Education Requirements

None

Take 3 credits from...

CTI-150	Mobile Computing Devices	3.00
NOS-120	Linux/UNIX Single User	3.00
NOS-160	Mobile Operating Systems	3.00

Other Major Requirements

Take 15 credits from...

NET-125	Introduction to Networks	3.00
NET-225	Routing & Switching I	3.00
NOS-130	Windows Single User	3.00
NOS-230	Windows Administration I	3.00
SEC-180	Info Assurance Principles	3.00

Other Requirements

None

Total Semester Hours Credit (SHC) 18.00

Information Technology – Desktop Support Specialist Certificate (C25590B)

Course Requirements

General Education Requirements

None

Other Major Requirements

Take 12 credits from...

CTS-220	Adv Hard/Software Support	3.00
NET-125	Introduction to Networks	3.00
NOS-130	Windows Single User	3.00
NOS-230	Windows Administration I	3.00

Major Requirements

Take 3 credits from...

CTS-120	Hardware/Software Support	3.00
---------	---------------------------	------

Other Requirements

None

Total Semester Hours Credit (SHC) 18.00

Concentration Requirements

Take 3 credits from...

DBA-120	Database Programming I	3.00
---------	------------------------	------

Information Technology – Help Desk Specialist Certificate (C25590C)

Course Requirements

General Education Requirements

None

Major Requirements

Take 9 credits from...

CTI-110	Web, Pgm, & Db Foundation	3.00
CTI-120	Network & Sec Foundation	3.00
CTS-115	Info Sys Business Concepts	3.00

Concentration Requirements

Take 3 credits from...

CTS-130	Spreadsheet	3.00
DBA-120	Database Programming I	3.00

Other Major Requirements

Take 5 credits from...

CIS-110	Introduction to Computers	3.00
CIS-115*	Intro to Prog & Logic	3.00
CSC-121	Python Programming	3.00
CSC-139	Visual BASIC Programming	3.00
CSC-151	JAVA Programming	3.00
CTI-150	Mobile Computing Devices	3.00
CTS-118	IS Professional Comm	2.00
CTS-120	Hardware/Software Support	3.00
NET-125	Introduction to Networks	3.00
NOS-110	Operating Systems Concepts	3.00
NOS-120	Linux/UNIX Single User	3.00
NOS-130	Windows Single User	3.00

Total Semester Hours Credit (SHC) 17.00

Information Technology – Programmer/System Analyst Certificate (C25590D)

Course Requirements

General Education Requirements

None

Major Requirements

None

Concentration Requirements

Take 6 credits from...

DBA-120	Database Programming I	3.00
DBA-210	Database Administration	3.00

Other Major Requirements

Take 9 credits from...

CSC-139	Visual BASIC Programming	3.00
CTS-240	Project Management	3.00
NOS-120	Linux/UNIX Single User	3.00

Take 3 credits from...

CIS-115*	Intro to Prog & Logic	3.00
CSC-121	Python Programming	3.00
CSC-151	JAVA Programming	3.00
CSC-226	.NET Programming	3.00
WEB-115	Web Markup and Scripting	3.00

Total Semester Hours Credit (SHC) 18.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

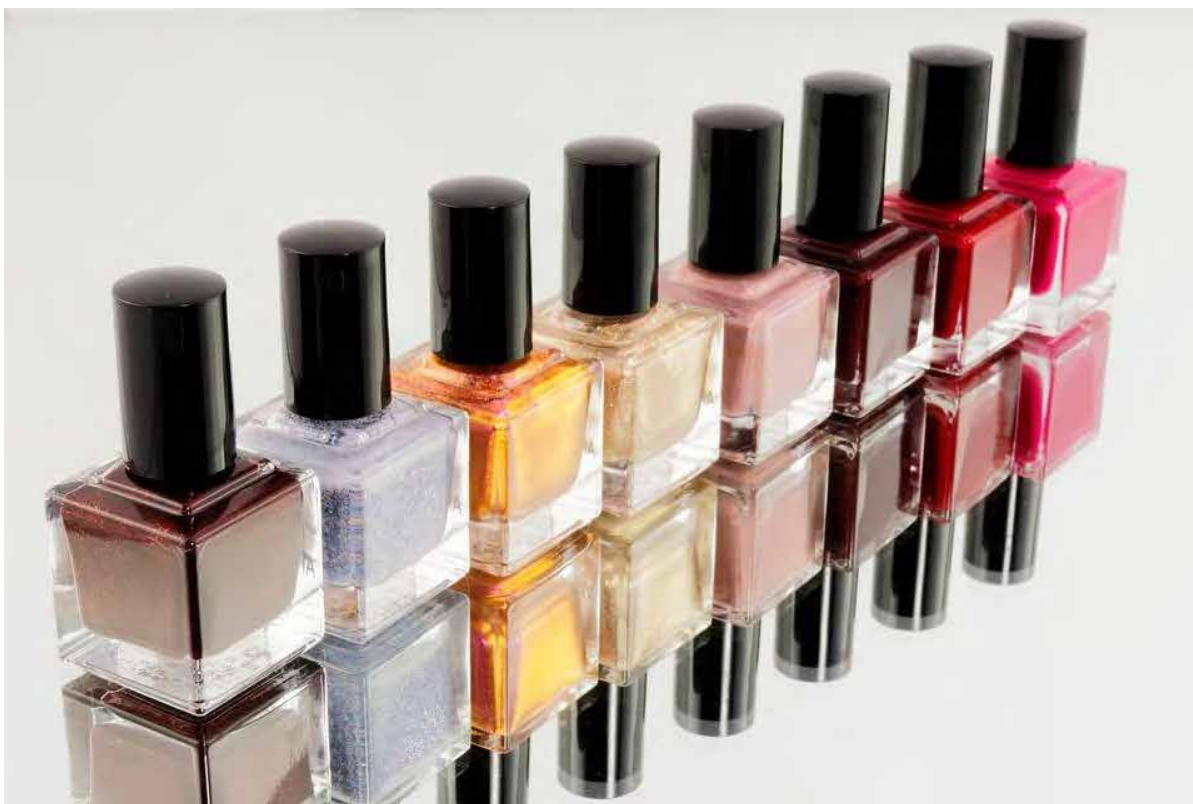
Manicuring/Nail Technology

Manicuring/Nail Technology Certificate (C55400)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.



Requirements

- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Course Requirements

General Education Requirements

None

Major Requirements

Take 12 credits from...

COS-121	Manicure/Nail Technology I	6.00
COS-222	Manicure/Nail Tech. II	6.00

Other Major Requirements

Take 3 credits from...

BUS-110	Introduction to Business	3.00
BUS-139	Entrepreneurship I	3.00
BUS-230	Small Business Management	3.00

Other Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Total Semester Hours Credit (SHC) 16.00

Mechatronics Engineering Technology

Mechatronics Engineering Technology, A.A.S. Degree (A40350)

The Mechatronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

The Mechatronics Engineering Technology course of study prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Course Requirements

General Education Requirements

Communications

Take 6 credits from...

COM-231	Public Speaking	3.00
ENG-111	Writing and Inquiry	3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
HUM-115	Critical Thinking	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00

Social/Behavioral Sciences

Take 3 credits from...

POL-120	American Government	3.00
PSY-150	General Psychology	3.00
SOC-210	Introduction to Sociology	3.00

Mathematics

Take 4 credits from...

MAT-171	Precalculus Algebra	4.00
---------	---------------------	------

Major Requirements

Take 35 credits from...

ATR-112	Intro to Automation	3.00
CIS-110	Introduction to Computers	3.00
DFT-119	Basic CAD	2.00

ELC-117	Motors and Controls	4.00
ELC-128	Intro to PLC	3.00
ELC-131	Circuit Analysis I	4.00
ELC-213	Instrumentation	4.00
HYD-110	Hydraulics/Pneumatics I	3.00
ISC-112	Industrial Safety	2.00
MEC-130	Mechanisms	3.00
PHY-151	College Physics I	4.00

Other Major Requirements

Take 14 credits from...

ACA-115	Success & Study Skills	1.00
ATR-115	Introduction to Mechatron	4.00
ELC-125	Diagrams and Schematics	2.00
ELN-133	Digital Electronics	4.00
MEC-111	Machine Processes I	3.00
WLD-131	GTAW (TIG) Plate	4.00

Take 1 credit from...

WBL-110	World of Work	1.00
WBL-111	Work-Based Learning I	1.00

Total Semester Hours Credit (SHC) 66.00

Mechatronics Engineering Technology Diploma (D40350)

Course Requirements

General Education Requirements

Communications

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Mathematics

Take 4 credits from...

MAT-171* Precalculus Algebra 4.00

Major Requirements

Take 27 credits from...

ATR-112 Intro to Automation 3.00

CIS-110 Introduction to Computers 3.00

ELC-117 Motors and Controls 4.00

ELC-131 Circuit Analysis I 4.00

ELC-213 Instrumentation 4.00

HYD-110 Hydraulics/Pneumatics I 3.00

ISC-112 Industrial Safety 2.00

PHY-151 College Physics I 4.00

Other Major Requirements

Take 5 credits from...

ACA-115 Success & Study Skills 1.00

ATR-115 Introduction to Mechatronics 4.00

Total Semester Hours Credit (SHC) 39.00

Mechatronics Engineering Technology Certificate (C40350)

Course Requirements

General Education Requirements

None

Major Requirements

Take 10 credits from...

CIS-110 Introduction to Computers 3.00

ELC-131 Circuit Analysis I 4.00

HYD-110 Hydraulics/Pneumatics I 3.00

Other Major Requirements

Take 4 credits from...

ATR-115 Introduction to Mechatronics 4.00

Total Semester Hours Credit (SHC) 14.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

Medical Laboratory Technology

Medical Laboratory Technology, A.A.S. Degree (A45420)

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Progression in Program

Students are encouraged to begin preparation for the sequences of major courses early so that there will be time for them to complete pre-requisite courses, including MLT 110, and other requirements before they begin in the fall semester. As many as three semesters may be required to complete these pre-prerequisite courses depending upon the student's placement. Program acceptance is dependent upon completion of pre-requisite courses.

Current Status in Program

SCC Requirements

- Completion and return of the SCC Admissions Application.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Completion of reading, writing, and math placement assessment.
- Reassessment may be done only once, but no earlier than three months after the first assessment.
- Meeting with an SCC counselor.

Submission of Required Documentation

Continuation in the medical laboratory technology program is contingent upon the submission of the required documentation on or before the first fall semester. These requirements include, but are not limited to:

- Completed SCC Health Form
- Recorded compliance with all immunization requirements (*included in the SCC Health Form*)
- Certification of ability to perform essential functions
- Malpractice insurance
- OSHA training
- Physical exam and statement certifying the student's physical and emotional health

All students must meet clinical requirements. Failure to meet clinical requirements by the first fall semester or subsequent updates will result in removal of current MLT student status. Students in the medical laboratory technology program with pre-existing physical, emotional, or behavioral problems which conflict with safe practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated to continue in the program.

Coursework

Students in the medical laboratory technology program should take courses in the sequence specified in the curriculum master plan. They must achieve a grade of C or better in all medical laboratory technology, chemistry, and biology curriculum courses in order to continue in the program. Students must have completed Anatomy and Physiology not more than ten years before starting MLT courses. Registration priority will be given to students in their first attempt of MLT courses but students may re-register for a course in a subsequent semester if space is available.

Relationship with Clinical Agency

Use of alcohol and drugs may impair the well-being of healthcare workers and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies require acceptable criminal background checks and drug screens prior to participating in clinical. Clinical agencies control and can refuse to allow individuals to practice at their facility. Therefore, the college agrees to not assign a student to a clinical agency if the agency denies the student because of health, performance, a positive criminal background check, or other reasonable cause. Without access to the clinical facilities, students will be unable to satisfactorily complete the medical laboratory technology program courses. Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in the program.

Dismissal of Students

Faculty in the medical laboratory technology program follow published college and health technologies division policies and practices that provide for identification and dismissal of students who do the following:

1. demonstrate physical or emotional problems which conflict with the safety essential to medical laboratory technology practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
2. demonstrate unsafe or unethical clinical practices or behavior which conflicts with safety essential to medical laboratory technology practice. Students who demonstrate behavior that conflicts with safety essential to medical laboratory technology practice can be dismissed from the program regardless of whether treatment or counseling has occurred.

Transfer

Students desiring to transfer into the Medical Laboratory Technology program at SCC must meet the following criteria:

- meet with the director of medical laboratory technology to verify that appropriate program pre-requisites have been met.
- have been enrolled in a NAACLS accredited medical laboratory technology program within the past twelve months.
- have written verification of good academic standing and good laboratory technique from the former institution's medical technology program director.

All transfer medical laboratory technology courses will be evaluated by SCC's MLT Program Director. To be eligible to transfer, courses must be equivalent to courses offered at SCC in both theory and laboratory and clinical experience. The director of student services will determine the transferability of general education courses (Credits for Courses Not Completed at SCC, p. 69).

Readmission

Readmission students must meet current admission requirements. There can be no more than two admissions into the medical laboratory technology program. Readmission of students who were dismissed from the program for drug use and/or for any other physical, emotional, or behavioral problem which conflict with the safety essential to phlebotomy practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Course Requirements

General Education Requirements

Take 15 credits from...

BIO-271	Pathophysiology	3.00
ENG-111*	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00
PHI-240	Introduction to Ethics	3.00
PSY-150*	General Psychology	3.00

Major Requirements

Take 13 credits from...

MLT-110*	Intro to MLT	3.00
MLT-111*	Urinalysis & Body Fluids	2.00
MLT-120	Hematology/Hemostasis I	4.00
MLT-130	Clinical Chemistry I	4.00

Microbiology

Take 6 credits from...

MLT-140*	Intro to Microbiology	3.00
MLT-240	Special Clin Microbiology	3.00

Anatomy & Physiology

Take 1 of 2 groups from...

Group 1

Take 5 credits from...

BIO-163*	Basic Anat & Physiology	5.00
----------	-------------------------	------

Group 2

Take 8 credits from...

BIO-168*	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00

Immunohematology

Take 5 credits from...

MLT-126	Immunology and Serology	2.00
MLT-127	Transfusion Medicine	3.00

Chemistry

Take 8 credits from...

CHM-151*	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00

Clinical Experience

Take 13 credits from...

MLT-283*	MLT Practicum I	13.00
----------	-----------------	-------

Other Major Requirements

Take 5 credits from...

ACA-122*	College Transfer Success	
MLT-215*	Professional Issues	1.00
MLT-220	Hematology/Hemostasis II	3.00

Total Semester Hours Credit (SHC) 70.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

Medical Office Administration

Medical Office Administration, A.A.S. Degree (A25310)

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.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
----------	-----------------	------

ENG-112	Writing/Research in the Disc	3.00
---------	------------------------------	------

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
----------	------------------	------

ART-114*	Art History Survey I	3.00
----------	----------------------	------

ART-115*	Art History Survey II	3.00
----------	-----------------------	------

MUS-110*	Music Appreciation	3.00
----------	--------------------	------

PHI-240	Introduction to Ethics	3.00
---------	------------------------	------

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
----------	------------------------	------

ECO-252*	Prin of Macroeconomics	3.00
----------	------------------------	------

POL-120*	American Government	3.00
----------	---------------------	------

PSY-150*	General Psychology	3.00
----------	--------------------	------

Mathematics

Take 3 credits from...

MAT-143*	Quantitative Literacy	3.00
----------	-----------------------	------

MAT-152*	Statistical Methods I	4.00
----------	-----------------------	------

MAT-171*	Precalculus Algebra	4.00
----------	---------------------	------

Major Requirements

Take 6 credits from...

OST-148	Med Ins & Billing	3.00
---------	-------------------	------

OST-164	Office Editing	3.00
---------	----------------	------

Computer Applications

Take 3 credits from...

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

Formatting/Word Processing

Take 3 credits from...

OST-136	Word Processing	3.00
---------	-----------------	------

Legal/Medical Ethics

Take 3 credits from...

OST-149	Medical Legal Issues	3.00
---------	----------------------	------

Medical Office Management

Take 3 credits from...

OST-288	Medical Office Admin Capstone	3.00
---------	-------------------------------	------

Medical Terminology*Take 1 of 2 groups from...***Group 1***Take 6 credits from...*

OST-141	Med Office Terms I	3.00
OST-142	Med Office Terms II	3.00

Group 2*Take 6 credits from...*

MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00

Concentration Requirements*Take 12 credits from...*

OST-247	Procedure Coding	3.00
OST-248	Diagnostic Coding	3.00
OST-249	Med Coding Certification Prep	3.00
OST-264	Medical Auditing	3.00

Other Major RequirementsAcademic-Related

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Natural Sciences*Take 1 of 2 groups from...***Group 1***Take 5 credits from...*

BIO-163*	Basic Anat & Physiology	5.00
----------	-------------------------	------

Group 2*Take 8 credits from...*

BIO-168*	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00

Electives*Take 10 credits from...*

HIT-211	ICD Coding	4.00
OST-184	Records Management	3.00
OST-286	Professional Development	3.00

Total Semester Hours Credit (SHC) 67.00

Medical Office Administration Diploma (D25310)

Course Requirements

General Education RequirementsCommunication*Take 3 credits from...*

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Mathematics*Take 3 credits from...*

MAT-143*	Quantitative Literacy	3.00
MAT-152*	Statistical Methods I	4.00
MAT-171*	Precalculus Algebra	4.00

Major Requirements*Take 3 credits from...*

OST-148	Med Ins & Billing	3.00
---------	-------------------	------

Legal/Medical Ethics*Take 3 credits from...*

OST-149	Medical Legal Issues	3.00
---------	----------------------	------

Medical Office Management*Take 3 credits from...*

OST-288	Medical Office Admin Capstone	3.00
---------	-------------------------------	------

Medical Terminology*Take 1 of 2 groups from...***Group 1***Take 6 credits from...*

OST-141	Med Office Terms I	3.00
OST-142	Med Office Terms II	3.00

Group 2*Take 6 credits from...*

MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00

Concentration Requirements*Take 12 credits from...*

OST-247	Procedure Coding	3.00
OST-248	Diagnostic Coding	3.00
OST-249	Med Coding Certification Prep	3.00
OST-264	Medical Auditing	3.00

Other Major RequirementsAcademic-Related

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Natural Sciences*Take 5 credits from...*

BIO-163*	Basic Anat & Physiology	5.00
----------	-------------------------	------

Electives*Take 4 credits from...*

HIT-211	ICD Coding	4.00
---------	------------	------

Total Semester Hours Credit (SHC) 43.00

Medical Office Administration Certificate (C25310)

Course Requirements

General Education Requirements

None

Major Requirements

Take 3 credits from...

OST-148	Med Ins & Billing	3.00
---------	-------------------	------

Medical Terminology

Take 1 of 2 groups from...

Group 1

Take 6 credits from...

OST-141	Med Office Terms I	3.00
OST-142	Med Office Terms II	3.00

Group 2

Take 6 credits from...

MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00

Concentration Requirements

Take 9 credits from...

OST-247	Procedure Coding	3.00
OST-248	Diagnostic Coding	3.00
OST-249	Med Coding Certification Prep	3.00

Other Major Requirements

None

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------

Medical Office Administration – Introduction to Medical Office Administration Certificate (C25310A)

Course Requirements

General Education Requirements

None

Major Requirements

Take 3 credits from...

OST-148	Med Ins & Billing	3.00
---------	-------------------	------

Computer Applications

Take 3 credits from...

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

Medical Terminology

Take 1 of 2 groups from...

Group 1

Take 6 credits from...

OST-141	Med Office Terms I	3.00
---------	--------------------	------

OST-142	Med Office Terms II	3.00
---------	---------------------	------

Group 2

Take 6 credits from...

MED-121	Medical Terminology I	3.00
---------	-----------------------	------

MED-122	Medical Terminology II	3.00
---------	------------------------	------

Concentration Requirements

None

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Total Semester Hours Credit (SHC)	13.00
------------------------------------------	--------------

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Nurse Aide

Nurse Aide Certificate (C45840)

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

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

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.



Course Requirements

General Education Requirements

None

Major Requirements

Take 6 credits from...

NAS-101	Nurse Aide I	6.00
---------	--------------	------

Nurse Aide

Take 1 of 2 groups from...

Group 1

Take 12 credits from...

NAS-102	Nurse Aide II	6.00
NAS-103	Home Health Care Nurse Aide	6.00

Group 2

Take 12 credits from...

NAS-102	Nurse Aide II	6.00
NAS-106	Geriatric Aide	6.00

Other Major Requirements

None

Other Requirements

None

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------

Office Administration

Office Administration – Customer Service, A.A.S. Degree (A25370A)

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.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Take 3 credits from...

COM-231*	Public Speaking	3.00
----------	-----------------	------

ENG-112	Writing/Research in the Disc	3.00
---------	------------------------------	------

Humanities/Fine Arts

Take 3 credits from...

ART-111*	Art Appreciation	3.00
----------	------------------	------

ART-114*	Art History Survey I	3.00
----------	----------------------	------

ART-115*	Art History Survey II	3.00
----------	-----------------------	------

MUS-110*	Music Appreciation	3.00
----------	--------------------	------

PHI-240	Introduction to Ethics	3.00
---------	------------------------	------

Social/Behavioral Sciences

Take 3 credits from...

ECO-251*	Prin of Microeconomics	3.00
----------	------------------------	------

ECO-252*	Prin of Macroeconomics	3.00
----------	------------------------	------

POL-120*	American Government	3.00
----------	---------------------	------

PSY-150*	General Psychology	3.00
----------	--------------------	------

Natural Sciences/Mathematics

Take at least 3 credits from...

MAT-143*	Quantitative Literacy	3.00
----------	-----------------------	------

MAT-152*	Statistical Methods I	4.00
----------	-----------------------	------

MAT-171*	Precalculus Algebra	4.00
----------	---------------------	------

Major Requirements

Take 6 credits from...

OST-164	Text Editing Applications	3.00
---------	---------------------------	------

OST-184	Records Management	3.00
---------	--------------------	------

Computer Applications

Take 3 credits from...

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

Formatting/Word Processing

Take 3 credits from...

OST-136	Word Processing	3.00
---------	-----------------	------

Office Management

Take 3 credits from...

BUS-137	Principles of Management	3.00
---------	--------------------------	------

Concentration Requirements

Take 9 credits from...

BUS-260	Business Communication	3.00
---------	------------------------	------

MKT-223	Customer Service	3.00
---------	------------------	------

OST-286	Professional Development	3.00
---------	--------------------------	------

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 24 credits from...

ACC-120*	Prin of Financial Accounting	4.00
----------	------------------------------	------

ACC-140	Payroll Accounting	2.00
---------	--------------------	------

BUS-110	Introduction to Business	3.00
---------	--------------------------	------

BUS-121*	Business Math	3.00
----------	---------------	------

BUS-153	Human Resource Management	3.00
---------	---------------------------	------

CTS-125	Presentation Graphics	3.00
---------	-----------------------	------

CTS-130	Spreadsheet	3.00
---------	-------------	------

DBA-110	Database Concepts	3.00
---------	-------------------	------

Total Semester Hours Credit (SHC)	64.00
------------------------------------------	--------------

Office Administration – Legal Office, A.A.S. Degree (A25370B)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits from...

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Humanities/Fine Arts

Take 3 credits from...

ART-111* Art Appreciation 3.00

ART-114* Art History Survey I 3.00

ART-115* Art History Survey II 3.00

MUS-110* Music Appreciation 3.00

PHI-240 Introduction to Ethics 3.00

Social/Behavioral Sciences

Take 3 credits from...

ECO-251* Prin of Microeconomics 3.00

ECO-252* Prin of Macroeconomics 3.00

POL-120* American Government 3.00

PSY-150* General Psychology 3.00

Natural Sciences/Mathematics

Take at least 3 credits from...

MAT-143* Quantitative Literacy 3.00

MAT-152* Statistical Methods I 4.00

MAT-171* Precalculus Algebra 4.00

Major Requirements

Take 6 credits from...

OST-164 Text Editing Applications 3.00

OST-184 Records Management 3.00

Computer Applications

Take 3 credits from...

CIS-110 Introduction to Computers 3.00

Formatting/Word Processing

Take 3 credits from...

OST-136 Word Processing 3.00

Office Management

Take 3 credits from...

BUS-137 Principles of Management 3.00

Concentration Requirements

Take 9 credits from...

BUS-115 Business Law I 3.00

OST-155 Legal Terminology 3.00

OST-252 Legal Transcription I 3.00

Other Major Requirements

Take 1 credit from...

ACA-115 Success & Study Skills 1.00

Take 24 credits from...

ACC-120* Prin of Financial Accounting 4.00

ACC-140 Payroll Accounting 2.00

BUS-110 Introduction to Business 3.00

BUS-121* Business Math 3.00

BUS-260 Business Communication 3.00

CTS-130 Spreadsheet 3.00

DBA-110 Database Concepts 3.00

OST-286 Professional Development 3.00

Total Semester Hours Credit (SHC) 64.00

Office Administration – Customer Service Diploma (D25370A)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits from...

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Mathematics

Take at least 3 credits from...

MAT-143* Quantitative Literacy 3.00

MAT-152* Statistical Methods I 4.00

MAT-171* Precalculus Algebra 4.00

Major Requirements

Take 6 credits from...

OST-164 Text Editing Applications 3.00

OST-184 Records Management 3.00

Computer Applications

Take 3 credits from...

CIS-110 Introduction to Computers 3.00

Formatting/Word Processing

Take 3 credits from...

OST-136 Word Processing 3.00

Concentration Requirements

Take 9 credits from...

BUS-260 Business Communication 3.00

MKT-223 Customer Service 3.00

OST-286 Professional Development 3.00

Other Major Requirements

Take 1 credit from...

ACA-115 Success & Study Skills 1.00

Take 9 credits from...

BUS-110 Introduction to Business 3.00

CTS-130 Spreadsheet 3.00

DBA-110 Database Concepts 3.00

Electives

Take 6 credits from...

BUS-121* Business Math 3.00

CTS-130 Spreadsheet 3.00

Total Semester Hours Credit (SHC) 40.00

Office Administration – Legal Office Diploma (D25370B)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111* Writing and Inquiry 3.00

Take 3 credits from...

COM-231* Public Speaking 3.00

ENG-112 Writing/Research in the Disc 3.00

Major Requirements

Take 6 credits from...

OST-164 Text Editing Applications 3.00

OST-184 Records Management 3.00

Computer Applications

Take 3 credits from...

CIS-110 Introduction to Computers 3.00

Formatting/Word Processing

Take 3 credits from...

OST-136 Word Processing 3.00

Office Management

Take 3 credits from...

BUS-137 Principles of Management 3.00

Concentration Requirements

Take 9 credits from...

BUS-115 Business Law I 3.00

OST-155 Legal Terminology 3.00

OST-252 Legal Transcription I 3.00

Other Major Requirements

Take 1 credit from...

ACA-115 Success & Study Skills 1.00

Take 12 credits from...

BUS-153 Human Resource Management 3.00

CTS-130 Spreadsheet 3.00

DBA-110 Database Concepts 3.00

OST-286 Professional Development 3.00

Total Semester Hours Credit (SHC) 43.00

Office Administration – Customer Service Certificate (C25370A)

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Major Requirements

Take 3 credits from...

OST-164	Text Editing Applications	3.00
---------	---------------------------	------

Formatting/Word Processing

Take 3 credits from...

OST-136	Word Processing	3.00
---------	-----------------	------

Concentration Requirements

Take 9 credits from...

BUS-260	Business Communication	3.00
MKT-223	Customer Service	3.00
OST-286	Professional Development	3.00

Other Major Requirements

None

Total Semester Hours Credit (SHC)	18.00
------------------------------------------	--------------

Office Administration – Legal Office Certificate (C25370B)

Course Requirements

General Education Requirements

None

Other Major Requirements

Formatting/Word Processing

Take 3 credits from...

OST-136	Word Processing	3.00
---------	-----------------	------

Other Major Requirements

Take 3 credits from...

OST-286	Professional Development	3.00
---------	--------------------------	------

Total Semester Hours Credit (SHC)	15.00
------------------------------------------	--------------

Concentration Requirements

Take 9 credits from...

BUS-115	Business Law I	3.00
OST-155	Legal Terminology	3.00
OST-252	Legal Transcription I	3.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Phlebotomy

Phlebotomy Certificate (C45600)

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

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

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

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete the pre-admission courses before the phlebotomy program application due date, which is available in counseling/admissions. Two or more semesters may be required to complete these pre-admission courses.

SCC Requirements

- Completion and return of the SCC Admissions Application.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Completion of reading, writing, and math placement assessment. Reassessment may be done only once, but no earlier than three months after the first assessment.
- Meeting with an SCC counselor.



Phlebotomy Program Requirements

- Completion of DRE 098 with a grade of C or better or test out of the course through the placement assessment.
- Completion of DMA 010, DMA 020, and DMA 030 with a grade of C or better or test out of the courses through the placement assessment. These modules must be current within the past three years of the application deadline.
- Meeting with the admission counselors to complete the Application for Phlebotomy before the application due date.

Selection into the phlebotomy program is based on the placement assessment scores and proof of certification for selected previous health-related training such as EMT, Homemaker/Home Health Aide, Nursing Assistant I, Nursing Assistant II, EMT-Intermediate, EMT Advanced, High School Health Occupations, and Medical Assisting. Students accepted for the spring semester phlebotomy program will be notified of acceptance to the program between the end of fall semester and the beginning of spring semester. Students accepted for the fall semester phlebotomy program will be notified of acceptance to the program between the end of summer semester and the beginning of fall semester.

Continuation in Program

Submission of Required Documentation

Continuation in the phlebotomy program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include, but are not limited, to:

- Completed SCC Health Form
- Two-step TB skin test within the last three months
- Recorded compliance with immunization requirements (*included on the SCC Health Form*)
- Certification of ability to perform essential functions
- Malpractice insurance
- OSHA training
- Physical exam and statement certifying the student's physical and emotional health

All students must meet clinical requirements. Failure to meet clinical requirements by assigned deadline will result in removal of current phlebotomy student status. Students in the phlebotomy program with pre-existing physical, emotional, or behavioral problems which conflict with safe practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated to continue in the program.

Coursework

Students must complete all courses in the curriculum master plan and achieve a grade of C or better in all phlebotomy curriculum courses in order to receive a certificate.

Relationship with Clinical Agency

Use of alcohol and drugs may impair the well-being of healthcare workers and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies require acceptable criminal background checks and drug screens prior to participating in clinical. Clinical agencies control and can refuse to allow individuals to practice at their facility. Therefore, the college agrees to not assign a student to a clinical agency if the agency denies the student because of health, performance, positive criminal background check, or other reasonable cause. Without access to the clinical facilities, students will be unable to satisfactorily complete the phlebotomy program courses. Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program.

Dismissal of Students

Faculty in the phlebotomy program follow published college and health technologies division policies and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with the safety essential to phlebotomy practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate unsafe or unethical clinical practices or behavior which conflicts with safety essential to phlebotomy practice. Students who demonstrate behavior that conflicts with safety essential to phlebotomy practice can be dismissed from the program regardless of whether treatment or counseling has occurred.

Readmission

Readmission students must meet current admission requirements. There can be no more than two admissions into the phlebotomy program. Readmission of students who were dismissed from the program for drug use and/or for any other physical, emotional, or behavioral problems which conflicted with the safety essential to phlebotomy practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Course Requirements

General Education Requirements

None

Major Requirements

Take 9 credits from...

PBT-100	Phlebotomy Technology	6.00
PBT-101	Phlebotomy Practicum	3.00

Interpersonal Skills

Take 3 credits from...

PSY-150*	General Psychology	3.00
----------	--------------------	------

Other Major Requirements

Take 5 credits from...

ACA-122*	College Transfer Success	1.00
CIS-110	Introduction to Computers	3.00
WBL-111	Work-Based Learning I	1.00

Total Semester Hours Credit (SHC) 17.00

**Placement test scores may indicate developmental courses are needed in preparation for these courses.*

Practical Nursing

Practical Nursing Diploma (D45660)

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 interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the practical nursing (PN) program application due date. The application due date (deadline) is available on the appropriate program *Student Readiness Checklist* found on the SCC Nursing and Health Technologies webpage. A semester or more may be required to complete the pre-admission coursework.

SCC Requirements

- Completion and return of the SCC Admissions Application. Students applying for admission must have a current SCC application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended.
- Completion of reading, writing, arithmetic, algebra, and keyboarding assessment. Assessment of math skills must be current within three years of the application deadline and completed at the SCC Testing Center (see current *Student Readiness Checklist*). Higher level math will not substitute. Reassessment is completed under the Placement Assessment Retake Guidelines (p. 25).

Practical Nursing Program Requirements

- Current program requirements are listed on the *Student Readiness Checklist* found on the SCC Nursing and Health Technologies webpage.
- Once all requirements for application have been met, the applicant must make an appointment to meet with the director of nursing and health technologies, or his/her designee, to complete and sign a formal application package. (Students must apply each year, and may apply for admission to one program at a time.)
- Applicants are chosen for admission to the nursing program using an objective point system. The point system is based on completion of the Student Readiness Checklist, evaluation of the cumulative SCC GPA, grades in any of the major courses previously taken, and a review of all required admission/application documents.

- Admission to the nursing program is competitive, meeting the requirements to complete the formal application does not guarantee admission to the program. The number of applicants chosen will be determined by the nursing application faculty review committee based on space and resources available.
- Students eligible to apply for admission to the nursing program, who were previously enrolled in a nursing program at another college are required to provide a letter from the dean/director/faculty chair of that program stating that they left the program in good standing and were not dismissed for issues related to safety or gross negligence in the clinical setting.

Continuation in Program

Submission of Required Documentation

Enrollment and continuation in the practical nursing program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include but are not limited to:

- Completed SCC Health Form (*included in the acceptance letter*)
- Recorded compliance with immunization requirements (*included on the SCC Health Form*)
- Certification of ability to perform essential functions
- Proof of malpractice insurance (*after admission to the program*)
- OSHA training (*after admission to the program*)
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public (*included on the SCC Health Form*)
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public (*included on the SCC Health Form*)

A copy of the SCC Nursing and Health Technologies Division Medical Records and Health Certification form with detailed admission requirements, along with a description of the essential functions of the program which students must be able to perform is available in the nursing department and will be enclosed in the acceptance package.

Students accepted into the practical nursing program with pre-existing physical, emotional, or behavioral problems which conflict with the safety essential to practical nursing practice must provide professional certification that appropriate treatment and/or counseling has taken place adequately addressing and developing strategies for accommodating the problem.

The nursing faculty reserves the right to deny admission to a student who has demonstrated past behaviors which conflict with safety essential to nursing practice.

Coursework

Students in the practical nursing program must take courses in the sequence of the curriculum master plan. In addition, all courses in the curriculum master plan must be completed satisfactorily, and a grade of C or better is required in all science and nursing courses used in the program. Basic Anatomy and Physiology must have been completed not more than ten years before starting classes in the nursing program, or the course(s) must be retaken.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing students in the clinical area. The college follows agency protocol regarding drug screening and criminal background checks, and agrees not to assign, or to withdraw any students from the clinical agency who does not meet the agency's standard for employment. Students who are unacceptable to the agency, at any time, because of health, performance, a positive criminal background check, or other reasonable causes may be refused admission to the clinical site. Without access to the clinical facilities, students will be unable to satisfactorily complete the practical nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students

Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate a pattern of unsafe or unethical clinical practices or behavior which conflicts with safety essential to practical nursing practice.

Students who demonstrate behavior that conflicts with safety essential to practical nursing practice can be dismissed from the practical nursing program regardless of whether treatment or counseling has occurred.

Transfer

Students desiring to transfer into the practical nursing program at SCC must follow the nursing department procedure for the *Consideration of Transfer Credits in Nursing* which includes, but is not limited to the following:

- meet with the director of nursing and health technologies to verify that all current program admission criteria have been met.
- have been enrolled in a state Board-of-Nursing approved practical nursing program at a former institution within the past twelve months.
- have written verification of good academic standing and clinical performance from the former institution's nursing director.

All transfer nursing courses will be evaluated by SCC's Director of Nursing. To be eligible to transfer, courses must be equivalent to courses offered at SCC in both theory and clinical experience. The director of student services will determine the transferability of general education courses (Credit for Courses Not Completed at SCC, p. 69).

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements. Students may apply to only one program at a time, and are required to resubmit a formal application for each program and cohort they wish to be considered for.

- A student may only have two admissions into the practical nursing program or one entry-level admission in the associate degree nursing program followed by one advanced-standing admission into the practical nursing program.
- Students enrolled in the program who are passing theory and are demonstrating safe practice in the clinical and lab area, but experience a crisis or an illness of self or immediate family that results in their having to withdraw from the program, may write a letter to the director of nursing explaining their situation and petition for re-entry to the next available course as long as readmission occurs the next time the course is offered within the academic year that begins immediately following the semester in which the student left the nursing program.

Criteria

Criteria for readmission selection are based on space availability and best-qualified status. Space availability is determined by the number of students currently enrolled in the program and the availability of resources. Best qualified is determined by grades in specified college courses and selected previous health professional training.

Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with safety essential to practical nursing practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

When a student is allowed to repeat a nursing course for which they previously earned a grade of C or better, the grade earned for the repeated nursing course will be the only grade used in program progression consideration or program grade point average computations. The most recent grade earned is most reflective of the student's current knowledge and its application to safe healthcare practice.

Course Requirements

General Education Requirements

English

Take 3 credits from...

ENG-111*	Writing and Inquiry	3.00
----------	---------------------	------

Natural Sciences

Take 5 credits from...

BIO-163*	Basic Anat & Physiology	5.00
----------	-------------------------	------

Major Requirements

Take 30 credits from...

NUR-101	Practical Nursing I	11.00
NUR-102	Practical Nursing II	10.00
NUR-103*	Practical Nursing III	9.00

Other Major Requirements

Take 2 credits from...

NUR-117*	Pharmacology	2.00
----------	--------------	------

Other Requirements

Take 1 credit from...

ACA-122*	College Transfer Success	1.00
----------	--------------------------	------

Total Semester Hours Credit (SHC)	41.00
------------------------------------------	--------------

Placement test scores may indicate developmental courses are needed in preparation for these courses.

Therapeutic & Diagnostic Services: Nurse Aide

Therapeutic & Diagnostic Services: Nurse Aide Diploma (D45970)

The Nurse Aide Therapeutic & Diagnostic Services curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the Nurse Aide program major.

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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the program start date.

SCC Requirements

- Completion and return of the SCC Application for Admission. Students applying for admission must have a current SCC Application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended
- Completion of reading, writing, arithmetic, algebra, and keyboarding assessment. Reassessment is completed under the Placement Assessment Retake Guidelines (p. 25).
- Meeting with an SCC counselor.

Program Requirements

- Current program requirements are listed on the Student Readiness Checklist which is available on the SCC Nursing and Health Technologies webpage.

Continuation in Program

Submission of Required Documentation

Enrollment and continuation in the program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include, but are not limited to:

- SCC Health Form (*included in the acceptance letter*)
- Recorded compliance with all immunization requirements (*included on the SCC Health Form*)
- Proof of malpractice insurance (*after admission to the program*)
- OSHA training (*after admission to the program*)
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public (*included on the SCC Health Form*)
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public (*included on the SCC Health Form*)

A copy of the SCC Nursing and Health Technologies Division Medical Records and Health Certification form with detailed admission requirements, along with a description of the essential functions of the program which students must be able to perform is available on the nursing and health technologies webpage.

Students accepted into the program with previous physical, emotional, or behavioral problems which conflict with safety essential to practical nursing practice must provide professional certification that appropriate treatment and/or counseling has taken place adequately addressing and developing strategies for accommodating the problem.

The nursing faculty reserves the right to deny admission to a student who has demonstrated past behaviors which conflict with safety essential to nursing practice.

Course Work

Students in the program are advised to take courses in the sequence of the curriculum master plan. In addition, all courses in the curriculum master plan must be completed satisfactorily, and a grade of C or better is required in all science and health technology courses used in the program. Basic anatomy and physiology must have been completed not more than ten years before starting classes in the nursing program, or the course(s) must be retaken.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing students in the clinical area. The college follows agency protocol regarding drug screening and criminal background checks, and agrees not to assign, or to withdraw any students from the clinical agency who does not meet the agency's standard for employment. Students who are unacceptable to the agency, at any time, because of health, performance, a positive criminal background check, or other reasonable causes may be refused admission to the clinical site. Without access to the clinical facilities, students will be unable to satisfactorily complete the practical nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students

Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate a pattern of unethical or unsafe clinical practices or behavior which conflicts with safety essential to practice and care of patients.

Students who demonstrate behavior that conflicts with safety essential to the practicing nurse aide can be dismissed from the practical nursing program regardless of whether treatment or counseling has occurred.

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements.

Criteria

Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with safety essential to practical nursing practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problems have been adequately accommodated.

When a student is allowed to repeat a health course for which they had previously earned a grade of C or better, the grade earned for the repeated health technologies course will be the only grade used in program progression consideration or program grade point average computations. The most recent grade earned is most reflective of the student's current knowledge and its application to safe healthcare practice.

Course Requirements

General Education Requirements

Take 6 credits from...

ENG-111*	Writing and Inquiry	3.00
PSY-150*	General Psychology	3.00

Major Requirements

Technical Core

Take 6 credits from...

MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00

Nurse Aide

Take 1 of 2 groups from...

Group 1

Take 18 credits from...

NAS-101	Nurse Aide I	6.00
NAS-102	Nurse Aide II	6.00
NAS-106	Geriatric Aide	6.00

Group 2

Take 18 credits from...

NAS-101	Nurse Aide I	6.00
NAS-102	Nurse Aide II	6.00
NAS-103	Home Health Care Nurse Aide	6.00

Other Major Requirements

Take 1 of 2 groups from...

Group 1

Take 14 credits from...

ACA-122*	College Transfer Success	1.00
BIO-168*	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
HEA-112	First Aid & CPR	2.00
PSY-241	Developmental Psych	3.00

Group 2

Take 11 credits from...

ACA-122*	College Transfer Success	1.00
BIO-163*	Basic Anat & Physiology	5.00
HEA-112	First Aid & CPR	2.00
PSY-241	Developmental Psych	3.00

Other Requirements

Take 2 credits from...

NUR-117*	Pharmacology	2.00
----------	--------------	------

Total Semester Hours Credit (SHC) 43.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

Therapeutic & Diagnostic Services: Phlebotomy

Therapeutic & Diagnostic Services: Phlebotomy Diploma (D45950)

The Phlebotomy Therapeutic & Diagnostic Services curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the Phlebotomy program major.

Phlebotomy Therapeutic & Diagnostic Services is a program that prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data. Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the program start date.

SCC Requirements

- Completion and return of the SCC Application for Admission. Students applying for admission must have a current SCC application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended.
- Completion of reading, writing, arithmetic, algebra, and keyboarding assessment. Reassessment is completed under the Placement Assessment Retake Guidelines (p. 25).
- Meeting with an SCC counselor

Program Requirements

- Current program requirements are listed on the *Student Readiness Checklist* which is available on the SCC Nursing and Health Technologies webpage.

Continuation in Program

Submission of Required Documentation

Enrollment and continuation in the program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include, but are not limited to:

- Completed SCC Health Form (*included in the acceptance letter*)
- Recorded compliance with all immunization requirements (*included on the SCC Health Form*)
- Proof of malpractice insurance (*after admission to the program*)
- OSHA training (*after admission to the program*)
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe care to the public (*included on the SCC Health Form*)
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe care to the public (*included on the SCC Health Form*)

A copy of the SCC Nursing and Health Technologies Division Medical Records and Health Certification form with detailed admission requirements, along with a description of the essential functions of the program which students must be able to perform is available on the nursing and health technologies webpage.

Students accepted into the program with previous physical, emotional, or behavioral problems which conflict with the safety essential to the provision of care must provide professional certification that appropriate treatment and/or counseling has taken place adequately addressing and developing strategies for accommodating the problem.

The nursing faculty reserves the right to deny admission to a student who has demonstrated past behaviors which conflict with safety essential to nursing practice.

Course Work

Students in the program are advised to take courses in the sequence of the curriculum master plan. In addition, all courses in the curriculum master plan must be completed satisfactorily, and a grade of C or better is required in all science and health technology courses used in the program. Basic Anatomy and Physiology must have been completed not more than ten years before starting classes in the nursing program, or the course(s) must be retaken.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing students in the clinical area. The college follows agency protocol regarding drug screening and criminal background checks, and agrees not to assign, or to withdraw any students from the clinical agency who does not meet the agency's standard for employment. Students who are unacceptable to the agency, at any time, because of health, performance, a positive criminal background check, or other reasonable causes may be refused admission to the clinical site. Without access to the clinical facilities, students will be unable to satisfactorily complete the practical nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students

Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate a pattern of unethical or unsafe clinical practices or behavior which conflicts with safety essential to practice and care for patients.

Students who demonstrate behavior that conflicts with safety essential to the program can be dismissed from the program regardless of whether treatment or counseling has occurred.

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements. Students enrolled in the program who are passing theory and are demonstrating safe practice in the clinical and lab area, but experience a crisis or an illness of self or immediate family that results in their having to withdraw from the program may write a letter to the director of nursing explaining their situation and petition for re-entry to the next available course as long as readmission occurs the next time the course is offered within the academic year that begins immediately following the semester in which the student left the nursing program.

Criteria

Criteria for readmission selection are based on best-qualified status. Best qualified is determined by grades in specified college courses and selected previous health professional training. Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to the provision of care is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

When a student is allowed to repeat a health technologies course for which they had previously earned a grade of C or better, the grade earned for the repeated health technologies course will be the only grade used in program progression consideration or program grade point average computations. The most recent grade earned is most reflective of the student's current knowledge and its application to safe healthcare practice.

Course Requirements

General Education Requirements

Take 6 credits from...

COM-231*	Public Speaking	3.00
ENG-111*	Writing and Inquiry	3.00

Major Requirements

Technical Core

Take 6 credits from...

MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00

Phlebotomy

Take 12 credits from...

PBT-100	Phlebotomy Technology	6.00
PBT-101	Phlebotomy Practicum	3.00
PSY-150*	General Psychology	3.00

Other Major Requirements

Take 1 of 2 groups from...

Group 1

Take 15 credits from...

ACA-122*	College Transfer Success	1.00
BIO-168*	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
PSY-241	Developmental Psych	3.00
SOC-210*	Introduction to Sociology	3.00

Group 2

Take 14 credits from...

ACA-122*	College Transfer Success	1.00
BIO-163*	Basic Anat & Physiology	5.00
HEA-112	First Aid & CPR	2.00
PSY-241	Developmental Psych	3.00
SOC-210*	Introduction to Sociology	3.00

Other Requirements

Take 2 credits from...

NUR-117*	Pharmacology	2.00
----------	--------------	------

Total Semester Hours Credit (SHC) 40.00

*Placement test scores may indicate developmental courses are needed in preparation for these courses.

Welding Technology

Welding Technology, A.A.S. Degree (A50420)

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

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

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

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Complete or have placed out of DMA 010, DMA 020, DMA 030, DRE 096, DRE 097, and DRE 098.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Course Requirements

General Education Requirements

Communication

Take 3 credits from...

ENG-111	Writing and Inquiry	3.00
---------	---------------------	------

Take 3 credits from...

COM-231	Public Speaking	3.00
---------	-----------------	------

ENG-112	Writing/Research in the Disc	3.00
---------	------------------------------	------

Humanities/Fine Arts

Take 3 credits from...

HUM-115	Critical Thinking	3.00
---------	-------------------	------

Social/Behavioral Sciences

Take 3 credits from...

POL-120	American Government	3.00
---------	---------------------	------

PSY-150	General Psychology	3.00
---------	--------------------	------

SOC-210	Introduction to Sociology	3.00
---------	---------------------------	------

Natural Sciences/Mathematics

Take 3 credits from...

MAT-110	Math Measurement & Literacy	3.00
---------	-----------------------------	------

Major Requirements

Take 18 credits from...

WLD-110	Cutting Processes	2.00
---------	-------------------	------

WLD-115	SMAW (Stick) Plate	5.00
---------	--------------------	------

WLD-121	GMAW (MIG) FCAW/Plate	4.00
---------	-----------------------	------

WLD-131	GTAW (TIG) Plate	4.00
---------	------------------	------

WLD-141	Symbols & Specifications	3.00
---------	--------------------------	------

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 1 credit from...

WBL-110	World of Work	1.00
---------	---------------	------

WBL-111	Work-Based Learning I	1.00
---------	-----------------------	------

Take 33 credits from...

BPR-130	Print Reading-Construction	3.00
---------	----------------------------	------

BUS-230	Small Business Management	3.00
---------	---------------------------	------

CIS-110	Introduction to Computers	3.00
---------	---------------------------	------

DFT-119	Basic CAD	2.00
---------	-----------	------

ISC-112	Industrial Safety	2.00
---------	-------------------	------

WLD-116	SMAW (stick) Plate/Pipe	4.00
WLD-132	GTAW (TIG) Plate/Pipe	3.00
WLD-151	Fabrication I	4.00
WLD-215	SMAW (stick) Pipe	4.00
WLD-231	GTAW (TIG) Pipe	3.00

WLD-261	Certification Practices	2.00
Total Semester Hours Credit (SHC)		68.00

Welding Technology Diploma (D50420)

Course Requirements

General Education Requirements

Take 3 credits from...

COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00

Take 3 credits from...

COM-231	Public Speaking	3.00
ENG-111	Writing and Inquiry	3.00
HUM-115	Critical Thinking	3.00
MAT-110	Math Measurement & Literacy	3.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
SOC-210	Introduction to Sociology	3.00

Major Requirements

Take 18 credits from...

WLD-110	Cutting Processes	2.00
WLD-115	SMAW (Stick) Plate	5.00
WLD-121	GMAW (MIG) FCAW/Plate	4.00
WLD-131	GTAW (TIG) Plate	4.00
WLD-141	Symbols & Specifications	3.00

Other Major Requirements

Take 1 credit from...

ACA-115	Success & Study Skills	1.00
---------	------------------------	------

Take 13 credits from...

WLD-116	SMAW (stick) Plate/Pipe	4.00
WLD-132	GTAW (TIG) Plate/Pipe	3.00
WLD-151	Fabrication I	4.00
WLD-231	GTAW (TIG) Pipe	3.00
WLD-261	Certification Practices	2.00

Total Semester Hours Credit (SHC)		38.00
------------------------------------------	--	--------------

Welding Technology – Welding Assistant Certificate (C50420)

Course Requirements

General Education Requirements

None

WLD-121	GMAW (MIG) FCAW/Plate	4.00
WLD-131	GTAW (TIG) Plate	4.00
WLD-141	Symbols & Specifications	3.00

Major Requirements

Take 18 credits from...

WLD-110	Cutting Processes	2.00
WLD-115	SMAW (Stick) Plate	5.00

Other Major Requirements

None

Total Semester Hours Credit (SHC)		18.00
------------------------------------------	--	--------------

*Placement test scores may indicate developmental courses are needed in preparation for these courses.



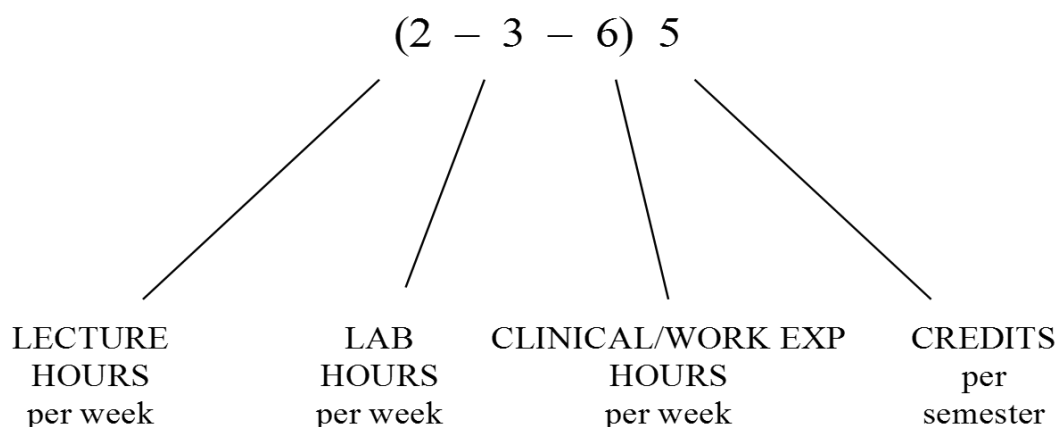
Curriculum Course Descriptions

Course Notation

Curriculum courses are designated by a three-letter prefix followed by three numbers that are sometimes followed by a letter(s) (i.e., ENG 111, COS 114AB, HEA 110). The prefix indicates the subject area, such as ENG (English) HEA (health) BIO (biology), or PED (physical education). The letter after the course number provides various kinds of information, such as whether a science course is a lecture or lab, whether a music course is in the area of piano or voice, and whether a course is divided into sub-sections (e.g., AB, BB). Numbers that begin with zero denote developmental courses.

A series of numbers with parentheses specifies course hours followed by the credit hours. For traditional face-to-face classes, the first number is the number of hours of lecture or discussion in the classroom per week. The second number is the number of hours spent per week in the laboratory, shop, or studio. Some courses list three numbers inside the parenthesis; the third number is the number of hours spent per week in clinical or work experience. The fourth number, after the parentheses, indicates the credit hours awarded for the course.

EXAMPLE:



Some course descriptions list a prerequisite and/or a corequisite course for courses. A prerequisite course is one that must be taken prior to another course. A corequisite course is one that must be taken at the same time as another course or prior to the course to be taken. An asterisk (*) following a course title indicates the course is considered transferable under the CAA and ICAA to four-year institutions (*see pp. 76-83*). Two asterisks (**) following a course title indicates the course is universally transferable to all UNC institutions as part of the Universal General Education Transfer Component (UGETC). Earning a C or better grade in a UGETC course, guarantees the transferability of that specific course, regardless of whether or not the student completes the transfer degree.

Courses in this listing are arranged by course prefix, with the prefixes occurring alphabetically and numerically within each prefix category (i.e., PED 110, PED 111,...PHI 215, PHI 240,...PHY 151).

In some cases, the college may split a course into segments to facilitate scheduling and/or to maximize enrollment capacity. All parts of these split courses must be completed in the offered groupings to receive credit for the whole course. If a course group is not completed as offered the entire group must be retaken in the future to receive the whole course credit. Split courses offered with simultaneously scheduled parts are identified by C and L suffixes on the parts. Split courses offered with sequentially scheduled parts are identified by AB and BB suffixes if the course is split in two parts or AC, BC and CC suffixes if the course is split in three parts.

ACADEMIC-RELATED

ACA 085 Improving Study Skills

(0-2-0) 1

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes.

ACA 115 Success & Study Skills

(0-2-0) 1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 College Transfer Success*

(0-2-0) 1

Local Prerequisites: (CIS 070 or CIS 110) and DRE 097

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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ACCOUNTING

ACC 120 Prin of Financial Accounting*

(3-2-0) 4

Local Prerequisites: DMA 010, DMA 020, and DMA 030

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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ACC 121 Prin of Managerial Accounting*

(3-2-0) 4

State Prerequisite: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ACC 140 Payroll Accounting

(0-2-0) 2

State Prerequisite: ACC 120

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.

ACC 150 Accounting Software Appl

(1-2-0) 2

State Prerequisite: ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

AIR CONDITIONING, HEATING AND REFRIGERATION

AHR 110 Intro to Refrigeration

(2-6-0) 5

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity

(2-2-0) 3

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology

(2-4-0) 4

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling

(2-4-0) 4

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.

AHR 114 Heat Pump Technology

(2-4-0) 4

State Prerequisite: AHR 110 or AHR 113

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

AHR 120 HVACR Maintenance

(1-3-0) 2

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 151 HVAC Duct Systems I

(1-3-0) 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.

AHR 160 Refrigerant Certification

(1-0-0) 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.

AHR 211 Residential System Design

(2-2-0) 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.

AHR 212 Advanced Comfort Systems**(2-6-0) 4***State Prerequisite:* AHR 114

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 213 HVACR Building Code**(1-2-0) 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.

AHR 215 Commercial HVAC Controls**(1-3-0) 2***State Prerequisite:* AHR 111 or ELC 111 or ELC 112

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.

ANTHROPOLOGY

ANT 210 General Anthropology***(3-0-0) 3**

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

ART

ART 111 Art Appreciation****(3-0-0) 3***Local Prerequisite:* DRE 096

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 114 Art History Survey I****(3-0-0) 3***Local Prerequisite:* DRE 096

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 115 Art History Survey II****(3-0-0) 3***Local Prerequisite: DRE 096*

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 117 Non-Western Art History***(3-0-0) 3**

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

ART 121 Two-Dimensional Design***(0-6-0) 3**

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 122 Three-Dimensional Design***(0-6-0) 3**

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 131 Drawing I***(0-6-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 132 Drawing II***(0-6-0) 3***State Prerequisite: ART 131*

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 231 Printmaking I***(0-6-0) 3**

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 240 Painting I***(0-6-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 241 Painting II* (0-6-0) 3*State Prerequisite:* ART 240

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 250 Surface Design: Textiles* (0-6-0) 3

This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batik, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 275 Introduction to Graphic Design* (0-6-0) 3

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 281 Sculpture I* (0-6-0) 3

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ART 283 Ceramics I* (0-6-0) 3

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ASTRONOMY

AST 151 General Astronomy I (3-0-0) 3***Local Prerequisite:* DRE 097*Local Corequisite:* AST 151A

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

AST 151A General Astronomy I Lab****(0-2-0) 1***Local Prerequisite:* DRE 097*State Corequisite:* AST 151

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

AUTOMATION & ROBOTICS

ATR 112 Intro to Automation**(2-3-0) 3**

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 115 Introduction to Mechatronics**(3-3-0) 4**

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system.

BANKING AND FINANCE

BAF 110 Principles of Banking**(3-0-0) 3**

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 131 Fund of Bank Lending**(3-0-0) 3***State Prerequisite:* ACC 120

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function.

BAF 141 Law & Banking: Principles**(3-0-0) 3**

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation.

BAF 222 Money and Banking**(3-0-0) 3**

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve.

BIOLOGY

BIO 110 Principles of Biology**

(3-3-0) 4

Local Prerequisite: DRE 097

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 111 General Biology I**

(3-3-0) 4

Local Prerequisite: DRE 097

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. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 112 General Biology II**

(3-3-0) 4

State Prerequisite: BIO 111

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. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 120 Introductory Botany*

(3-3-0) 4

State Prerequisite: BIO 110 or BIO 111

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

BIO 130 Introductory Zoology*

(3-3-0) 4

State Prerequisite: BIO 110 or BIO 111

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

BIO 140 Environmental Biology*

(3-0-0) 3

Local Corequisite: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

BIO 140A Environmental Biology Lab* (0-3-0) 1*State Corequisite: BIO 140*

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

BIO 150 Genetics in Human Affairs* (3-0-0) 3*State Prerequisite: BIO 111 or BIO 111*

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 163 Basic Anat & Physiology* (4-2-0) 5*Local Prerequisite: DRE 097*

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 168 Anatomy and Physiology I* (3-3-0) 4*Local Prerequisite: DRE 097*

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 169 Anatomy and Physiology II* (3-3-0) 4*State Prerequisite: BIO 168*

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 250 Genetics* (3-3-0) 4*State Prerequisite: BIO 112*

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 271 Pathophysiology* (3-0-0) 3*State Prerequisite: BIO 163 or BIO 169*

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 275 Microbiology* (3-3-0) 4

State Prerequisite: BIO 110 or BIO 111 or BIO 163 or BIO 168

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BIO 280 Biotechnology* (2-3-0) 3

State Prerequisite: BIO 111 or CHM 131 or CHM 151

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BLUEPRINT READING

BPR 130 Print Reading-Construction (3-0-0) 3

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BROADCAST PRODUCTION

BPT 110 Intro to Broadcasting (3-0-0) 3

This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and on-going operation of broadcasting and related industries.

BPT 111 Broadcast Law & Ethics (3-0-0) 3

This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies.

BPT 112 Broadcast Writing (3-2-0) 4

This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats.

BPT 113 Broadcast Sales (3-0-0) 3

Local Prerequisite: ENG 111

This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management.

This course covers the creation, development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment and the study of basic physical behavior and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.

BPT 140	Intro to TV Systems	(2-0-0) 2
----------------	----------------------------	------------------

This course introduces technical systems that allow production, transmission, and reception of television and other video media. Emphasis is placed on identifying components and equipment, describing their function within the video chain, and troubleshooting problems within the signal flow. Upon completion, students should be able to demonstrate an understanding of components and equipment in the video chain and provide basic preventive maintenance on equipment.

BPT-215	Broadcast Programming	(3-0-0) 3
----------------	------------------------------	------------------

This course covers programming methods, research, and resources needed to provide programs for radio, television, cable, and satellite target audiences. Topics include market research and analysis; local, network, and public station programming and program sources; and scheduling procedures for electronic media. Upon completion, students should be able to develop a programming format or schedule.

BPT 231 Video/TV Production I (2-6-0) 4

This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment.

BPT 232 Video/TV Production II (2-6-0) 4

State Prerequisite: BPT 231

This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment.

BPT 250	Institutional Video	(2-3-0) 3
----------------	----------------------------	------------------

This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post-production. Upon completion, students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives.

BPT 255	Computer-Based Production	(2-3-0) 3
----------------	----------------------------------	------------------

State Prerequisite: CIS 110

Local Prerequisite: BPT 232

This course covers digital systems used for video, audio, and multimedia production. Emphasis is placed on computer-based tools integrating digital production with analog broadcast-related production. Upon completion, students should be able to understand and operate basic tools for video graphics, video capture, multimedia authoring, sound capture, and digital audio production.

BPT 285 Broadcast Prod Capstone (1-6-0) 3

State Prerequisite: BPT 232

Local Prerequisites: BPT 112 and BPT 255

This course provides an opportunity to complete a broadcast production from the design phase through implementation with minimal instructor support. Emphasis is placed on planning/budgets, production, post-production and distribution. Upon completion, students should be able to plan, produce and distribute a broadcast production.

BUSINESS

BUS 110 Introduction to Business*

(3-0-0) 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BUS 115 Business Law I*

(3-0-0) 3

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BUS 116 Business Law II

(3-0-0) 3

State Prerequisite: BUS 115

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math

(2-2-0) 3

Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050

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

BUS 125 Personal Finance

(3-0-0) 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.

BUS 137 Principles of Management*

(3-0-0) 3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

BUS 139 Entrepreneurship I

(3-0-0) 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.

BUS 153 Human Resource Management

(3-0-0) 3

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 Business Finance

(2-2-0) 3

State Prerequisite: ACC 120

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

BUS 230 Small Business Management (3-0-0) 3

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 260 Business Communication (3-0-0) 3

State Prerequisite: ENG 111

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.

CHEMISTRY

CHM 092 Fundamentals of Chemistry (3-2-0) 4

Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

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.

CHM 131 Introduction to Chemistry* (3-0-0) 3

Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Local Corequisite: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

CHM 131A Intro to Chemistry Lab* (0-3-0) 1

Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

State Corequisite: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

CHM 132 Organic and Biochemistry* (3-3-0) 4

State Prerequisite: (CHM 131 and CHM 131A) or CHM 151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

CHM 151 General Chemistry I (3-3-0) 4**

Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

CHM 152 General Chemistry II****(3-3-0) 4***State Prerequisite:* CHM 151

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

CHM 251 Organic Chemistry I***(3-3-0) 4***State Prerequisite:* CHM 152

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CHM 252 Organic Chemistry II***(3-3-0) 4***State Prerequisite:* CHM 251

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

INFORMATION SYSTEMS

CIS 070 Fundamentals of Computing**(0-2-0) 1**

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers***(2-2-0) 3**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).*

CIS 115 Intro to Prog & Logic***(2-3-0) 3***State Prerequisite:* (DMA 010, DMA 020, DMA 030, DMA 040) or MAT 171

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).*

CRIMINAL JUSTICE

CJC 100 Basic Law Enforcement Training

(9-30-0) 19

Local Corequisite: ACA 085

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

CJC 111 Intro to Criminal Justice*

(3-0-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CJC 112 Criminology

(3-0-0) 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.

CJC 113 Juvenile Justice

(3-0-0) 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.

CJC 120 Interviews/Interrogations

(1-2-0) 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.

CJC 121 Law Enforcement Operations*

(3-0-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CJC 122 Community Policing

(3-0-0) 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.

CJC 131 Criminal Law

(3-0-0) 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.

CJC 132 Court Procedure & Evidence

(3-0-0) 3

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections* (3-0-0) 3

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CJC 144 **Crime Scene Processing** **(2-3-0) 3**

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 146 Trace Evidence (2-3-0) 3

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 160	Terrorism: Underlying Issu	(3-0-0) 3
----------------	-----------------------------------	------------------

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 161	Intro Homeland Security	(3-0-0) 3
----------------	--------------------------------	------------------

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

CJC 163 Trans and Border Security (3-0-0) 3

This course provides an in-depth view of modern border and transportation security including the technologies used for detecting potential threats from terrorists and weapons. Topics include an overview of security challenges, detection devices and equipment, transportation systems, facilities, threats and counter-measures, and security procedures, policies and agencies. Upon completion, students should be able to describe border security, the technologies used to enforce it, and the considerations and strategies of border security agencies.

CJC 170 Critical Incident Mgmt Pub Saf (3-0-0) 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.

CJC 212	Ethics & Comm Relations	(3-0-0) 3
----------------	------------------------------------	------------------

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse (3-0-0) 3

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

CJC 221 Investigative Principles (3-2-0) 4

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 223 Organized Crime (3-0-0) 3

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention (3-0-0) 3

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law (3-0-0) 3

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability (3-0-0) 3

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 233 Correctional Law (3-0-0) 3

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 Community-Based Corrections (3-0-0) 3

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 245 Friction Ridge Analysis (2-3-0) 3

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246 Adv. Friction Ridge Analysis (2-3-0) 3

State Prerequisite: CJC 245

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

COMMUNICATION

COM 110 Introduction to Communication*

(3-0-0) 3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.*

COM 120 Intro Interpersonal Com*

(3-0-0) 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. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.*

COM 140 Intro Intercultural Com*

(3-0-0) 3

Local Prerequisite: ACA 085 or ACA 115 or ACA 122

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.*

COM 150 Intro. to Mass Comm.*

(3-0-0) 3

State Prerequisite: ENG 111

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

COM 231 Public Speaking**

(3-0-0) 3

Local Prerequisite: DRE 096

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

COSMETOLOGY

COS 111 Cosmetology Concepts I**(4-0-0) 4***State Corequisite:* COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I**(0-24-0) 8***State Corequisite:* COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II**(4-0-0) 4***State Prerequisites:* COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II**(0-24-0) 8***State Prerequisites:* COS 111 and COS 112

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III**(4-0-0) 4***State Prerequisites:* COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III**(0-12-0) 4***State Prerequisites:* COS 111 and COS 112

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV**(2-0-0) 2***State Prerequisites:* COS 111 and COS 112

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV**(0-21-0) 7***State Prerequisites:* COS 111 and COS 112

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

- COS 121 Manicure/Nail Technology I (4-6-0) 6**
 This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.
- COS 222 Manicure/Nail Tech. II (4-6-0) 6**
State Prerequisite: COS 121
 This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.
- COS 223 Contemp Hair Coloring (1-3-0) 2**
State Prerequisites: COS 111 and COS 112
 This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.
- COS 224 Trichology & Chemistry (1-3-0) 2**
 This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.
- COS 225 Adv Contemporary Hair Coloring (1-3-0) 2**
State Prerequisites: COS-223
 This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color-replacing pigment and re-coloring, removing coatings, covering grey and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem solving techniques in hair coloring situations.
- COS 240 Contemporary Design (1-3-0) 2**
State Prerequisites: COS 111 and COS 112
 This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.
- COS 260 Design Applications (1-3-0) 2**
 This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.
- COS 271 Instructor Concepts I (5-0-0) 5**
State Corequisite: COS 272
 This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.
- COS 272 Instructor Practicum I (0-21-0) 7**
State Corequisite: COS 271
 This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II**(5-0-0) 5***State Prerequisites:* COS 271 and COS 272*State Corequisite:* COS 274

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

COS 274 Instructor Practicum II**(0-21-0) 7***State Prerequisites:* COS 271 and COS 272*State Corequisite:* COS 273

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

COMPUTER SCIENCE

CSC 121 Python Programming**(2-3-0) 3**

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 139 Visual BASIC Programming***(2-3-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CSC 151 JAVA Programming***(2-3-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CSC 226 .NET Programming**(2-2-0) 3**

This course introduces the use of C# and XAML to design, develop, test and deploy .NET applications. Topics include building GUIs, data binding, Web API services, automated testing and deployment. Upon completion, students should be able to design, develop, test and deploy .NET applications.

COMPUTER TECH INTEGRATION

CTI 110 Web, Pgm, & Db Foundation**(2-2-0) 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.

CTI 115 Computer Systems Foundation**(2-2-0) 3**

This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity.

CTI 120 Network & Sec Foundation**(2-2-0) 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.

CTI 150 Mobile Computing Devices**(2-2-0) 3**

This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

COMPUTER INFORMATION TECHNOLOGY

CTS 115 Info Sys Business Concepts***(3-0-0) 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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

CTS 118 IS Professional Comm**(2-0-0) 2**

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.

CTS 120 Hardware/Software Support**(2-3-0) 3**

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 125 Presentation Graphics**(2-2-0) 3**

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

CTS 130 Spreadsheet**(2-2-0) 3**

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

CTS 210 Computer Ethics**(3-0-0) 3**

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS 220 Adv Hard/Software Support**(2-3-0) 3***State Prerequisite:* CTS 120

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 240 Project Management**(2-2-0) 3**

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 289 System Support Project**(1-4-0) 3***State Prerequisites:* CTI 110, CTI 120, and CTS 115

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.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 Database Concepts**(2-3-0) 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.

DBA 120 Database Programming I**(2-2-0) 3**

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DBA 210 Database Administration**(2-3-0) 3**

This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

DRAFTING

DFT 119 Basic CAD**(1-2-0) 2**

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 189 Emerging Tech in CAD**(1-2-0) 2***Local Prerequisite:* DFT 119 or DFT 151

This course provides an opportunity to explore new and emerging technologies related to Computer-Aided Drafting (CAD). Emphasis is placed on introducing a selected CAD technology or topic, identified as being "new" or "emerging," from a variety of drafting disciplines. Upon completion, students should be able to demonstrate an understanding of and practical skill in the use of the CAD technology studied.

DEVELOPMENTAL MATHEMATICS

DMA 010 Operations with Integers (0.75-0.50-0.00) 1

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions and Decimals (0.75-0.50-0.00) 1

State Prerequisite: DMA 010

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Propor/Ratio/Rate/Percent (0.75-0.50-0.00) 1

State Prerequisites: DMA 010 and DMA 020

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040 Express/Lin Equat/Inequal (0.75-0.50-0.00) 1

State Prerequisites: DMA 010, DMA 020, and DMA 030

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050 Graphs/Equations of Lines (0.75-0.50-0.00) 1

State Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomial/Quadratic Appl (0.75-0.50-0.00) 1

State Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 065 Algebra for Precalculus (0.75-0.50-0.00) 1

State Prerequisites: DMA 010 DMA 020 DMA 030 DMA 040, and DMA 050

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

DMA 070 Rational Express/Equation (0.75-0.50-0.00) 1

State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Express/Equations (0.75-0.50-0.00) 1

State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070

This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DIGITAL MEDIA TECHNOLOGY

DME 110 Intro to Digital Media (2-2-0) 3

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 140 Intro to Audio/Video Media (2-2-0) 3

State Prerequisite: DME 110

This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications.

DEVELOPMENTAL MATH SHELL

DMS 001 Developmental Math Shell 1 (0.75-0.50-0.00) 1

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 002 Developmental Math Shell 2 (1.50-1.00-0.00) 2

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 003 Developmental Math Shell 3 (2.25-1.50-0.00) 3

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 004 Developmental Math Shell 4 (3.00-2.00-0.00) 4

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DEVELOPMENTAL ENGLISH/READING

DRE 096 Integrated Reading and Writing (2.50-1.00-0.00) 3

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark.

DRE 097 Integrated Reading Writing II (2.50-1.00-0.00) 3*State Prerequisite: DRE -096*

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.

DRE 098 Integrated Reading Writing III (2.50-1.00-0.00) 3*State Prerequisite: DRE -097*

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

ELECTRONIC COMMERCE

ECM 210 Intro. to E-Commerce (2-2-0) 3

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

ECONOMICS

ECO 251 Prin of Microeconomics (3-0-0) 3***Local Prerequisite: DRE 096*

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

ECO 252 Prin of Macroeconomics (3-0-0) 3***Local Prerequisite: DRE 096*

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

EDUCATION

EDU 119 Intro to Early Child Educ (4-0-0) 4

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

EDU 131 Child, Family, & Community (3-0-0) 3

State Corequisite: DRE 097

This course covers the development of partnerships between 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, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144 Child Development I (3-0-0) 3

State Corequisite: DRE 097

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.

EDU 145 Child Development II (3-0-0) 3

State Corequisite: DRE 097

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.

EDU 146 Child Guidance (3-0-0) 3

State Corequisite: DRE 097

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.

EDU 151 Creative Activities (3-0-0) 3

State Corequisite: DRE 097

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.

EDU 153 Health, Safety and Nutrition**(3-0-0) 3***State Corequisite: DRE 097*

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.

EDU 154 Social/Emotion/Behav Dev**(3-0-0) 3***State Prerequisites: EDU 144 and EDU 145**State Corequisite: DRE 097*

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 162 Observ & Assess in ECE**(3-0-0) 3***State Corequisite: DRE 097*

This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

EDU 173 Becoming a Prof'l in ECE**(3-0-0) 3***State Corequisite: DRE 097*

This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.

EDU 216 Foundations of Education***(3-0-0) 3***State Corequisite: DRE 098*

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. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

EDU 221 Children with Exceptionalities**(3-0-0) 3***State Prerequisites: EDU 144 and EDU 145**State Corequisite: DRE 098*

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

EDU 234 Infants, Toddlers, and Twos**(3-0-0) 3***State Prerequisite:* **EDU 119***State Corequisite:* **DRE 098**

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.

EDU 235 School-Age Develop & Programs**(3-0-0) 3***State Corequisite:* **DRE 098**

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.

EDU 250 Teacher Licensure Preparation**(3-0-0) 3***State Corequisites:* **ENG 111 and (MAT 143, MAT 152 or MAT 171)**

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 251 Exploration Activities**(3-0-0) 3***State Corequisite:* **DRE 098**

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU 259 Curriculum Planning**(3-0-0) 3***State Prerequisite:* **EDU 119***State Corequisite:* **DRE 098**

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261 Early Childhood Admin I**(3-0-0) 3***State Corequisites:* **DRE 098 and EDU 119**

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.

EDU 262 Early Childhood Admin II**(3-0-0) 3***State Prerequisites:* **DRE 098, EDU 119 and EDU 261**

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.

EDU 280 Language/Literacy Experiences**(3-0-0) 3***State Corequisite: DRE 098*

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.

EDU 284 Early Child Capstone Prac**(1-9-0) 4***State Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151**State Corequisite: DRE 098*

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.

ELECTRICITY

ELC 112 DC/AC Electricity**(3-6-0) 5***Local Prerequisites: DMA 010, DMA 020, and DRE 096*

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Residential Wiring**(2-6-0) 4**

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC 114 Commercial Wiring**(2-6-0) 4***Local Prerequisite: ELC 113*

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.

ELC 117 Motors and Controls**(2-6-0) 4**

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 125 Diagrams and Schematics**(1-2-0) 2**

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128 Intro to PLC (2-3-0) 3*Local Prerequisite:* ELC 117 or ELC 131

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC 131 Circuit Analysis I (3-3-0) 4*Local Prerequisites:* DMA 010, DMA 020 and DRE 096

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 135 Electrical Machines (2-2-0) 3

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

ELC 213 Instrumentation (3-2-0) 4

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 220 Photovoltaic Sys Tech (2-3-0) 3*Local Prerequisite:* ELC 131

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.

ELC 231 Electric Power Systems (3-2-0) 4

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.

ELECTRONICS

ELN 131 Analog Electronics I (3-3-0) 4*Local Prerequisite:* ELC 131

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics (3-3-0) 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 Intro to Microprocessors (3-3-0) 4*Local Prerequisite:* ELC 131 or ELN 133

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ENGLISH

ENG 111 Writing and Inquiry**

(3-0-0) 3

State Prerequisite: DRE 098

Local Corequisite: CIS 070 or CIS 110

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. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 112 Writing/Research in the Disc**

(3-0-0) 3

State Prerequisite: ENG 111

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. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 113 Literature-Based Research*

(3-0-0) 3

State Prerequisite: ENG 111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.*

ENG 114 Prof Research & Reporting*

(3-0-0) 3

State Prerequisite: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.*

ENG 125 Creative Writing I*

(3-0-0) 3

State Prerequisite: ENG 111

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

ENG 231 American Literature I**

(3-0-0) 3

State Prerequisite: ENG 112 or ENG 113 or ENG 114

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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 232 American Literature II (3-0-0) 3***State Prerequisite: ENG 112 or ENG 113 or ENG 114*

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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 241 British Literature I (3-0-0) 3***State Prerequisite: ENG 112 or ENG 113 or ENG 114*

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 242 British Literature II (3-0-0) 3***State Prerequisite: ENG 112 or ENG 113 or ENG 114*

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 261 World Literature I* (3-0-0) 3*State Prerequisite: ENG 112 or ENG 113 or ENG 114*

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

ENG 262 World Literature II* (3-0-0) 3*State Prerequisite: ENG 112 or ENG 113 or ENG 114*

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

EMERGENCY PREPAREDNESS

EPT 120 Sociology of Disaster (3-0-0) 3

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 220 Terrorism and Emer. Mgt. (3-0-0) 3

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

GEOGRAPHY

GEO 111 World Regional Geography* (3-0-0) 3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

HEALTH

HEA 110 Personal Health/Wellness* (3-0-0) 3

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

HEA 112 First Aid & CPR* (1-2-0) 2

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

HEA 120 Community Health* (3-0-0) 3

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

HISTORY

HIS 111 World Civilizations I (3-0-0) 3**

Local Prerequisite: DRE 096

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. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 112 World Civilizations II (3-0-0) 3**

Local Prerequisite: DRE 096

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. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 116 Current World Problems* (3-0-0) 3

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

HIS 121 Western Civilization I* (3-0-0) 3

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

HIS 122 Western Civilization II* (3-0-0) 3

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

HIS 131 American History I (3-0-0) 3**

Local Prerequisite: DRE 096

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 132 American History II (3-0-0) 3**

Local Prerequisite: DRE 096

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 236 North Carolina History* (3-0-0) 3

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

Health Information Technology

HIT 211 ICD Coding (2-6-0) 4

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HUMANITIES

HUM 115 Critical Thinking*

(3-0-0) 3

State Prerequisite: DRE 098

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

HUM 160 Introduction to Film*

(2-2-0) 3

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

HUM 230 Leadership Development*

(3-0-0) 3

State Prerequisite: ENG 111

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

HYDRAULICS

HYD 110 Hydraulics/Pneumatics I

(2-3-0) 3

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INDUSTRIAL SCIENCE

ISC 112 Industrial Safety

(2-0-0) 2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

MATHEMATICS

MAT 110 Math Measurement & Literacy

(2-2-0) 3

State Prerequisites: DMA 010, DMA 020, and DMA 030

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 143 Quantitative Literacy^{n} (2-2-0) 3**

State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 152 Statistical Methods I^{} (3-2-0) 4**

State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 171 Precalculus Algebra^{} (3-2-0) 4**

State Prerequisites: (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080)

Local Prerequisite: DRE 096

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 172 Precalculus Trigonometry^{} (3-2-0) 4**

State Prerequisite: MAT 171

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 263 Brief Calculus^{} (3-2-0) 4**

State Prerequisite: MAT 171

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 271 Calculus I (3-2-0) 4***State Prerequisite: MAT 172*

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 272 Calculus II (3-2-0) 4***State Prerequisite: MAT 271*

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 273 Calculus III* (3-2-0) 4*State Prerequisite: MAT 272*

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. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.*

MECHANICAL

MEC 111 Machine Processes I (1-4-0) 3

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

MEC 130 Mechanisms (2-2-0) 3

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEDICAL ASSISTING

MED 121 Medical Terminology I (3-0-0) 3

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

MED 122 Medical Terminology II (3-0-0) 3*State Prerequisite: MED 121*

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.

MARKETING

MKT120 Principles of Marketing (3-0-0) 3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 223 Customer Service (3-0-0) 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.

MEDICAL LABORATORY TECHNOLOGY

MLT 110 Intro to MLT (2-3-0) 3

Local Prerequisites: DMA 010, DMA 020, and DMA 030

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

MLT 111 Urinalysis & Body Fluids (1-3-0) 2

Local Prerequisites: DRE 098, MLT 110, Enrollment in the Medical Laboratory Technology Program, and Current Program Status

Local Corequisite: BIO 163

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

MLT 120 Hematology/Hemostasis I (3-3-0) 4

Local Prerequisites: MLT 110 and Current Program Status

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 126 Immunology and Serology (1-2-0) 2

Local Prerequisites: MLT-110 and Current Program Status

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

MLT 127 Transfusion Medicine (2-3-0) 3

Local Prerequisites: MLT-110 and Current Program Status

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

MLT 130 Clinical Chemistry I (3-3-0) 4

Local Prerequisites: CHM 151 and MLT 120, and Current Program Status

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Intro to Microbiology**(2-3-0) 3***Local Prerequisites: DRE 098, MLT 110 and Current Program Status**Local Corequisite: BIO 163*

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

MLT 215 Professional Issues**(1-0-0) 1***Local Prerequisites: MLT 110, MLT 120, MLT 126, MLT 127, MLT 140, and Current Program Status**Local Corequisite: ACA 122*

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 220 Hematology/Hemostasis II**(2-3-0) 3***Local Prerequisites: MLT 120 and Current Program Status*

This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 240 Special Clin Microbiology**(2-3-0) 3***State Prerequisite: MLT 140**Local Prerequisites: MLT 111 and Current Program Status*

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 283 MLT Practicum I**(0-0-39) 13***Local Prerequisites: CHM 151, ENG 112, MLT 126, MLT 127, MLT 130, MLT 220, MLT 240, and Current Program Status**Local Corequisite: ACA 122*

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MUSIC

MUS 110 Music Appreciation****(3-0-0) 3***Local Prerequisite: DRE 096*

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

MUS 111 Fundamentals of Music***(3-0-0) 3**

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

MUS 112 Introduction to Jazz****(3-0-0) 3***Local Prerequisite: DRE 096*

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

MUS 113 American Music***(3-0-0) 3**

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

MUS 114 Non-Western Music***(3-0-0) 3**

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

MUS 141 Ensemble I***(0-2-0) 1**

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

MUS 142 Ensemble II***(0-2-0) 1***State Prerequisite: MUS 141*

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

MUS 151P Class Music I - Piano***(0-2-0) 1**

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

MUS 152P Class Music II - Piano***(0-2-0) 1***State Prerequisite: MUS 151*

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

MUS 241 Ensemble III***(0-2-0) 1***State Prerequisite: MUS 142*

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

MUS 242 Ensemble IV***(0-2-0) 1***State Prerequisite: MUS 241*

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

NURSING ASSISTANT

NAS 101 Nurse Aide I**(3-4-3) 6**

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II**(3-2-6) 6***State Prerequisite: NAS 101*

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.

NAS 103 Home Health Care Nurse Aide**(4-4-0) 6***State Prerequisite: NAS 101*

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

NAS 106 Geriatric Aide**(5-0-3) 6***State Prerequisite: NAS 101*

This course is designed to enhance the knowledge of the Nurse Aide I providing care to the aging population. Emphasis is placed on the person-centered care, stress management, health promotion, dementia/challenging behaviors, mental health issues, and end-of-life/palliative care. Upon completion, students should be able to demonstrate knowledge and provide safe care for the aging population and are eligible to be listed on the North Carolina Geriatric Nurse Aide registry.

NETWORKING TECHNOLOGY

NET 125 Introduction to Networks**(1-4-0) 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.

NET 225 Routing & Switching I (1-4-0) 3

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in 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.

NETWORKING OPERATING SYSTEM

NOS 110 Operating Systems Concepts (2-3-0) 3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User (2-2-0) 3

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User (2-2-0) 3

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

NOS 160 Mobile Operating Systems (2-2-0) 3

This course examines operating system features and applications common to mobile operating systems. Topics include implementation, applications, file and memory management, system configuration, utilities and security features. Upon completion, students should be able to configure and manage mobile operating system implementations.

NOS 230 Windows Administration I (2-2-0) 3

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NURSING

NUR 101 Practical Nursing I (7-6-6) 11

Local Prerequisite: Enrollment in the Practical Nursing Program

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.

NUR 102 Practical Nursing II (7-0-9) 10

State Prerequisite: NUR 101

Local Prerequisite: Enrollment in the Practical Nursing Program

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.

NUR 103 Practical Nursing III (6-0-9) 9

State Prerequisite: *NUR 101*

Local Prerequisites: *NUR 102 and Enrollment in the Practical Nursing Program*

Local Corequisite: *ACA 122*

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.

NUR 111 Intro to Health Concepts (4-6-6) 8

Local Prerequisite: *Enrollment in the Associate Degree Nursing Program*

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts (3-0-6) 5

State Prerequisite: *NUR 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts (3-0-6) 5

State Prerequisite: *NUR 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts (3-0-6) 5

State Prerequisite: *NUR 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology (1-3-0) 2

Local Prerequisites: *DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065*

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 Health Care Concepts (3-0-6) 5

State Prerequisite: *NUR 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts (3-0-6) 5

State Prerequisite: *NUR 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts**(4-3-15) 10***State Prerequisite:* *NUR 111**State Corequisites:* *NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212**Local Corequisite:* *ACA 122*

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

OFFICE SYSTEMS TECHNOLOGY

OST 136 Word Processing**(2-2-0) 3**

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 141 Med Terms I-Med Office**(3-0-0) 3**

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Med Terms II-Med Office**(3-0-0) 3***State Prerequisite:* *OST 141*

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Med Coding Billing & Insu**(3-0-0) 3**

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 Medical Legal Issues**(3-0-0) 3**

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 155 Legal Terminology**(3-0-0) 3**

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 164 Office Editing**(3-0-0) 3**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management**(2-2-0) 3**

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 247 Procedure Coding (1-2-0) 2*State Prerequisite:* MED 121 or OST 141

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 Diagnostic Coding (1-2-0) 2*State Prerequisite:* MED 121 or OST 141

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249 CPC Certification (3-2-0) 4*State Prerequisites:* OST 247 and OST 248

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 252 Legal Transcription I (2-2-0) 3*State Prerequisites:* OST 136 and OST 155

This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

OST 264 Medical Auditing (3-0-0) 3*State Prerequisites:* OST 247 and OST 248

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.

OST 286 Professional Development (3-0-0) 3

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 288 Medical Office Admin Capstone (2-2-0) 3*State Prerequisite:* OST 148

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.

PHLEBOTOMY

PBT 100 Phlebotomy Technology (5-2-0) 6*Local Prerequisite:* Enrollment in the Phlebotomy Program and Current Program Status*State Corequisite:* PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

PBT 101 Phlebotomy Practicum**(0-0-9) 3***Local Prerequisites: Enrollment in the Phlebotomy Program and Current Program Status**State Corequisite: PBT 100*

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

PHYSICAL EDUCATION

PED 110 Fit and Well for Life***(1-2-0) 2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 111 Physical Fitness I***(0-3-0) 1**

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 112 Physical Fitness II***(0-3-0) 1***State Prerequisite: PED 111*

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 117 Weight Training I***0-3-0) 1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 118 Weight Training II***(0-3-0) 1***State Prerequisite: PED 117*

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 119 Circuit Training***(0-3-0) 1**

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

- PED 120 Walking for Fitness*** (0-3-0) 1
 This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 122 Yoga I*** (0-2-0) 1
 This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 123 Yoga II*** (0-2-0) 1
State Prerequisite: PED 122
 This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 125 Self-Defense: Beginning*** (0-2-0) 1
 This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 126 Self-Defense: Intermediate*** (0-2-0) 1
State Prerequisite: PED 125
 This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 138 Archery*** (0-2-0) 1
 This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 139 Bowling-Beginning*** (0-2-0) 1
 This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 140 Bowling-Intermediate*** (0-2-0) 1
State Prerequisite: PED 139
 This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*
- PED 148 Softball*** (0-2-0) 1
 This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 150 Baseball – Beginning* (0-3-0) 1

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 151 Baseball/Intermediate* (0-3-0) 1

State Prerequisite: PED 150

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 187 Social Dance-Beginning* (0-2-0) 1

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 240 Advanced PE Skills* (0-2-0) 1

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 252 Officiating/Bsball/Sfball* (1-2-0) 2

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PED 256 Coaching Baseball* (1-2-0) 2

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PHILOSOPHY

PHI 215 Philosophical Issues (3-0-0) 3**

State Prerequisite: ENG 111

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

PHI 240 Introduction to Ethics****(3-0-0) 3***State Prerequisite: ENG 111*

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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

PHYSICAL SCIENCE

PHS 130 Earth Science***(3-2-0) 4**

This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PHYSICS

PHY 110 Conceptual Physics****(3-0-0) 3***Local Prerequisites: (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050) and DRE 096**Local Corequisite: PHY 110A*

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 110A Conceptual Physics Lab****(0-2-0) 1***Local Prerequisites: (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050) and DRE 096**State Corequisite: PHY 110*

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 151 College Physics I****(3-2-0) 4***State Prerequisite: MAT 171*

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 152 College Physics II****(3-2-0) 4***State Prerequisite:* PHY 151

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 251 General Physics I****((3-3-0) 4***State Prerequisite:* MAT 271*State Corequisite:* MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 252 General Physics II****(3-3-0) 4***State Prerequisites:* MAT 272 and PHY 251

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

POLITICAL SCIENCE

POL 120 American Government*****(3-0-0) 3***Local Prerequisite:* DRE 096

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. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

POL 130 State & Local Government***(3-0-0) 3**

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

POL 210 Comparative Government***(3-0-0) 3**

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

POL 220 International Relations***(3-0-0) 3**

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

PSYCHOLOGY

PSY 150 General Psychology****(3-0-0) 3**

Local Prerequisite: DRE 096

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

PSY 237 Social Psychology***(3-0-0) 3**

State Prerequisite: PSY 150 or SOC 210

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

PSY 241 Developmental Psych***(3-0-0) 3**

State Prerequisite: PSY 150

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

PSY 243 Child Psychology***(3-0-0) 3**

State Prerequisite: PSY 150

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PSY 263 Educational Psychology***(3-0-0) 3**

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

PSY 281 Abnormal Psychology***(3-0-0) 3***State Prerequisite: PSY 150*

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences*

RELIGION

REL 110 World Religions***(3-0-0) 3**

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

REL 211 Intro to Old Testament***(3-0-0) 3**

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

REL 212 Intro to New Testament***(3-0-0) 3**

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

REL 221 Religion in America***(3-0-0) 3**

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

INFORMATION SYSTEMS SECURITY

SEC 180 Info Assurance Principles**(2-2-0) 3**

This course introduces students to the concepts of layered and comprehensive Information Assurance best practices. Topics include user defensive measures, edge defensive measures, along with confidentiality, integrity and availability of enterprise data with the business continuity concepts of: redundancy, disaster recovery, incident handling, compliance and auditing. Upon completion, students should be able to plan effective information assurance strategies.

SOCIOLOGY

SOC 210 Introduction to Sociology**

(3-0-0) 3*Local Prerequisite: DRE 096*

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

SOC 213 Sociology of the Family*

(3-0-0) 3

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

SOC 220 Social Problems*

(3-0-0) 3

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

SOC 225 Social Diversity*

(3-0-0) 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. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

SPANISH

SPA 111 Elementary Spanish I*

(3-0-0) 3

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

SPA 112 Elementary Spanish II*

(3-0-0) 3*State Prerequisite: SPA 111*

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

WORK-BASED LEARNING

WBL 110 World of Work (1-0-0) 1

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

WBL 111 Work-Based Learning I (0-0-10) 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.

WEB TECHNOLOGIES

WEB 110 Internet/Web Fundamentals (2-2-0) 3

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 115 Web Markup and Scripting (2-2-0) 3

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WELDING

WLD 110 Cutting Processes (1-3-0) 2

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 115 SMAW (Stick) Plate (2-9-0) 5

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (stick) Plate/Pipe (1-9-0) 4

State Prerequisite: WLD 115

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate (2-6-0) 4

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate (2-6-0) 4

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

WLD 132 GTAW (TIG) Plate/Pipe**(1-6-0) 3***State Prerequisite:* WLD 131

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.

WLD 141 Symbols & Specifications**(2-2-0) 3**

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151 Fabrication I**(2-6-0) 4**

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

WLD 215 SMAW (Stick) Pipe**(1-9-0) 4***State Prerequisite:* WLD 115 or WLD 116

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.

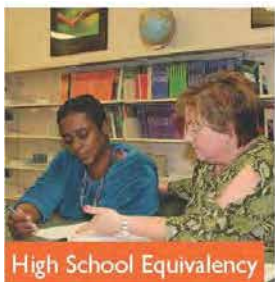
WLD 231 GTAW (TIG) Pipe**(1-6-0) 3***State Prerequisite:* WLD 132

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.

WLD 261 Certification Practices**(1-3-0) 2***State Prerequisites:* WLD 115, WLD 121 and WLD 131

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.

Continuing Education



High School Equivalency



Industrial Training



Computer/Technology Skills



Licensure & Certification



Welding - Skilled Trades Training



Nurse Aide



Public Safety - Fire/EMS



Small Business Center

AND MANY MORE
**CLASSES &
PROGRAMS**

 Southeastern
Community College
SuCCeeding Together.

Continuing Education Objectives

SCC plays an active role in the continuing education/life-long learning of the citizens of Columbus County. The college's Workforce and Community Development Division provides the following educational opportunities:

Workforce Continuing Education Training

Workforce Continuing Education Training programs are designed to provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses that provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) or meets local workforce labor needs.

Human Resources Development

The Human Resources Development (HRD) program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. Each college shall operate a HRD program to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals. These courses shall address six core components: assessment of an individual's assets and limitations; development of a positive self-concept; development of employability skills; development of communication skills; development of problem-solving skills; and awareness of the impact of information technology in the workplace.

Basic Skills Programs

Basic Skills Programs are provided for students with low basic education skills in writing, reading, math, and computer literacy. Integrated education and training is provided to low-skilled adults, individuals with disabilities, literacy program participants, out-of-school youth, ex-offenders, and English language acquisition students. Students receive instruction and support as they complete the requirements for a nationally recognized high equivalency diploma.

Community Service

Community Service programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth.

Continuing Education Units

SCC awards continuing education units (CEUs) for non-credit occupational extension courses. CEUs will be awarded for non-credit courses **satisfactorily** completed on the basis of one CEU for each 10 hours of instruction. Fractions of CEUs will be awarded; thus, a student completing a 24-hour course will earn 2.4 CEUs. CEUs will not be awarded to students who fail to satisfactorily complete a course.

Student Transcripts

Students enrolling in continuing education courses will have a permanent transcript on file at Southeastern Community College which lists all non-credit training taken through the college.

The following procedures must be followed in order for official transcripts to be released:

1. *Occupational Extension/Community Service Transcript Request*. Students must complete a Continuing Education Transcript Request form located on the college website and in the Continuing Education/Workforce & Community Development office in T-Building.
2. *GED/Transcript Request*. For GED/High School Equivalency transcripts, contact the Basic Skills Recruiter/GED Examiner in T-112.

Admission and Registration

Adults 18 years of age or older and not enrolled in a secondary school may be admitted to continuing education classes. A minor, age 16 and 17, may enroll in Continuing Education course sections at SCC subject to the following:

- Minors shall not displace adults.
- Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- If the minor is enrolled in high school, the following restrictions apply:
 - Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
 - Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (ID SBCCC 300.4 (c)(1)(D)).

The provisions within statute and code provide Workforce Continuing Education the ability to effectively respond to workforce training impacting minors, age 16 or 17, whether through the high school directly (juniors and seniors within an approved Workforce Continuing Education Career and College Promise pathway) or within the community broadly.

Minors, 16 and 17 years old, enrolling in Basic Skills classes must officially withdraw from public school and obtain a *Minor Applicant* form from appropriate public school personnel, and attend a required pre-enrollment meeting with the basic skills recruiter/HSE examiner. Both student and parent/legal guardian must be in attendance. To schedule an appointment, call (910) 642-7141, ext. 432.

A course schedule is published and made available to the public prior to the beginning of each semester. Courses which begin during a semester are announced through the media. Up-to-date schedule information may be obtained by calling the Workforce & Community Development Division at the college and/or accessing the class schedule (www.sccnc.edu/).

Class Locations

Many continuing education courses and services are provided on the main campus. Other classes are conducted in surrounding communities or within a particular business or industry in Columbus County. Almost any course can and will be organized in specific geographical area of the county when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

Course Descriptions

Although course descriptions for most continuing education offerings are not provided in this publication, examples of the types of courses that are offered are listed. Specific course descriptions are furnished upon request. Courses, in addition to those listed in this publication, may be offered to meet expressed needs of the community when evidence of these needs is presented to the college.

Expenses/Fee Structure*

Fee Schedule

\$70 for 0-24 hours of instruction

\$125 for 25-50 hours of instruction

\$180 for 51 or more of instruction

Personal Interest

All personal interest classes are self-supporting. People enrolling in these courses are required to pay registration fees which are based on instructional costs associated with each class.

Additional Fee Information

- Registration fees are waived for EMS, fire service, and law enforcement officers enrolling in courses designed to meet their training requirements.
- Student insurance fees are charged for select courses.

**Registration fees and supply costs associated with continuing education classes and/or seminars are subject to change without notice.*

Supplies and Materials

In special cases, students may be responsible for purchasing supplies and materials for continuing education classes. Books and many supplies are available through the college bookstore.

Continuing Education Refund Policy

The *State Board of Community Colleges Code* specifies the conditions for registration fee refunds for occupational extension classes:

1. A full refund will be made if the college cancels a class.
2. A student who officially withdraws from a continuing education membership hour class prior to the first class meeting shall be eligible for a 100 percent refund.
3. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)
4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10% date of the class.
5. Refunds of registration fees for community service, self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the vice president of workforce and community development prior to the first session of the class or activity.

6. If a student who paid the required registration fee for a semester or term dies during that semester or term, all registration fees for that semester or term may be refunded to the estate of the deceased.
7. A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of North Carolina. In addition, the college will buy back textbooks through the college's bookstore to the extent possible.
8. Request for refunds must be made in writing to the vice president of workforce and community development.

Basic Skills Programs

Adult Basic Education (ABE)

The purpose of the Adult Basic Education program is to provide instruction to those individuals who are functioning below a ninth grade level. Instruction covers the fundamentals of mathematics, science, social studies, reading, digital literacy, and oral and written communication.

There are no registration fees. All materials have been specifically prepared for adults with emphasis on individual needs and interests. Upon the completion of ABE level courses, the adult should be equipped to enter the High School Equivalency Preparation program. Off campus sites are located throughout the county. The High School Equivalency Program is available online to individuals who qualify.

For more information, interested persons should contact the Basic Skills Program at (910) 642-7141, ext. 326 or 432.

Adult Secondary Education

Those receiving an acceptable passing score on all sections of the HSE test will receive a High School Equivalency Diploma awarded by the State Board of Community Colleges. The sections of the HSE test are: Reasoning through Language Arts; Reading; Mathematical Reasoning; Social Studies; and Science. The test is given approximately every month. North Carolina has adopted three different high school equivalency diploma options. These tests are offered as a Computer-Based Testing (CBT) and Pencil-Based Testing (PBT).

- HiSET (CBT & PBT) consists of 5 tests. The fee for taking the HiSET is \$50.
- TASC (CBT & PBT) consists of 5 tests. The fee for taking the TASC is \$52.
- Pearson (GED Testing Service/CBT only) consists of 4 tests. The fee for taking the GED test is \$80.

HSE test is accepted as a valid means of awarding a high school diploma. Most employers and training programs accept HSE in the same manner as traditional high school diplomas. In addition, students may enroll in any community college program with the HSE diploma. Universities will accept HSE graduates after they meet other admission requirements. Students usually complete their first two years at a community college and then transfer to a four-year school. Certain branches of the military will also accept HSE graduates while some branches may have additional requirements.

Adults who have not completed high school may take the HSE test at SCC.

Adult Basic Education for Individuals with Disabilities

SCC provides instruction for individuals with developmental disabilities at sites throughout Columbus County. Individuals enrolled in this program learn the fundamentals of mathematics, science, social studies, reading, technology, and oral and written communication. At the same time instructors are preparing students for employment and economic self-sufficiency. For more information, interested persons should contact the Basic Skills Program at (910) 642-7141, ext. 326 or 432.

English Language Learners (ELL)

The English Language Acquisition Program is designed for individuals whose native language is not English. These classes include instruction in literacy and English language acquisition, instructions on the rights and responsibilities of citizenship and civic participation, and may include workforce training. Interested students are encouraged to enroll in the Basic Skills program in the college's Basic Skills Lab (B-103) and at locations throughout Columbus County.

Workforce Development Training Programs

Occupational Extension

Occupational extension courses are designed to provide training in a specific area. These courses may teach a new skill or upgrade present skills, leading to job promotion, supplemental income, or employment. Instructional activities include, but are not limited to, the following:

Healthcare Pathways

- Medical Billing & Coding
- Medical Terminology & Transcription
- Nurse Aide I & II
- Ophthalmic Assistant
- Pharmacy Technology
- Medication Aide Exam Prep (Skilled Nursing)
- Medication Aide Exam Prep (Adult Group Home)
- Nurse Aide I Refresher
- Nurse Aide II Competency Evaluation (Refresher)
- Pharmacy Technology Exam Prep
- Certified Professional Coders Exam Prep

General Workforce Training

- Banking
- Bartending
- Bookkeeping
- Career Readiness Certificate
- Construction Trades (Masonry, HVAC, Electrical, Carpentry, and Plumbing)
- Culinary Arts
- Effective Teacher Training
- Grantwriting
- Sign Language
- Small Engine Repair
- Spanish
- Welding/Pipefitting

Licensure & Certification

DMV Dealer
Electrical Contractors
NC EPA
NC Escort Vehicle Operator
NC Vehicle Safety Inspection/OBD
Notary Public/eNotary
Serv-Safe
Work Zone Flagger

Computer Skills

Digital Photography
Introduction to Computers & Microsoft Office Applications
Computer Programming
QuickBooks
SCC Manufacturing Technician
Social Media
Web Design

Industrial Training

Computer Numerical Control (CNC)
Programmable Logic Controller (PLC)
Welding
Certified Production Technician (CPT)
General Industry Forklift
OSHA 10-hour General Industry

NCWorks Customized Training Program (CTP)

The NCWorks Customized Training Program (CTP) is designed to provide customized training assistance in support of full-time production and direct customer service positions created in Columbus County, thereby enhancing the growth potential of companies located in the county while simultaneously preparing Columbus County's workforce with the skills essential to successful employment in emerging industries.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- the business is making an appreciable capital investment;
- the business is deploying new technology (Technology Investment);
- the business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State (Job Growth); and
- the skills of the workers will be enhanced by the assistance (Productivity Enhancement).

For more information, call 642-7141, ext. 225.



Management Development Programs

In an effort to meet the supervisory and managerial needs of business and industry, a progressive program in management development training is offered by SCC. Emphasis is placed on improving the competency of supervisory and mid-management personnel as well as on developing the potential of persons interested in becoming supervisors. Programs are tailored to meet local needs and are conducted on the campus or within an individual plant or organization.

Topics/programs include the following:

- Leadership Development
- Communication Skills
- ISO 9000
- Team Building
- Quality
- Problem Solving

Instructor-Facilitated On-line Learning

Instructor-facilitated on-line courses are designed to provide opportunities to update personal/professional skills, discover a new talent, or chart a career path at one's own convenience and/or pace.

Course offerings through the Education to Go site (<https://www.ed2go.com/sccnc/>) include, but are not limited to, the following categories:

- Computer Fundamentals
- Computer Applications
- Business and Management
- Grant Writing/Non Profit
- Healthcare
- Languages
- Networking/Troubleshooting
- Veterinary Assistant
- Writing and Publishing
- Teaching and Education

SCC also offers courses in EMS, Healthcare and Volunteer Management through the college's Moodle site.

Emergency Medical Services (EMS) Training

Courses are designed to prepare competent entry-level EMS personnel in the cognitive, psychomotor, and affective learning domains required for the pre-hospital emergency setting.

Courses include, but are not limited to, the following:

- Emergency Medical Responder (EMR)
- EMT (EMT)
- A-EMT (Advanced EMT)
- Paramedic
- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- International Trauma Life Support

Technical Rescuer Series

Courses are designed to encompass the total spectrum of the Emergency Rescue Technician Program. Courses include, but are not limited to, the following:

- Technical Rescuer
- Technical Rescuer (Vehicle)
- Technical Rescuer (Ropes, Trench, Structural Collapse, Confined Space, and Machinery and Agriculture)

Fire Service Training

Fire Service Training can be taken directly to the individual firefighting groups to meet their needs. Training sessions are held in the local fire departments, allowing personnel to be trained as an organized group and utilize equipment they would ordinarily use in controlling fires. Fire Service courses include, but are not limited to, the following:

- Fire Fighter Certification
- HazMat Level One Responder
- Fire Life Safety Educator Training
- NC First Apparatus Driver-Operator Certification (Driver Operator Training, Pump Operations Training, and Aerial Operations Training)

A more detailed listing of classes can be obtained by contacting the Workforce and Community Development Division.

Law Enforcement Training

Law enforcement courses are specially designed as in-service education for those engaged in law enforcement activities and are provided at the request of local law enforcement agencies. Program emphasis is on legal and technological law enforcement advancements. Workshops and courses such as the following are offered in many areas, but are not limited to:

- | | |
|-------------------------------------------------|----------------------------------------|
| Department of Public Safety In-Service Training | Criminal Investigation |
| Laws of Arrest, Search, and Seizure | Fingerprint Identification |
| Traffic Accident Investigation | Juvenile Law |
| Motor Vehicle Laws | Juvenile Minority Sensitivity Training |
| Traffic Interdiction | Police-Community Relations |
| Narcotics Investigation | Career Survival Topics |
| Court Structure & Procedure | Firearms Training |
| Legal Updates | Chemical Tests for Alcohol |
| Police Administration | Bloodborne Pathogens |
| Operators School | Hazardous Materials |
| Riot and Crowd Control | Radar Operator |
| | Radar Re-certification |

Nurse Aide

Nurse Aide I

This course prepares graduates to provide personal care and to perform basic nursing skills for the elderly and other adults. Emphasis is on the aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure, function and related common disease/disorders, communication and documentation, death and dying, and role of the nurse aide and health team members. The course includes class, laboratory and clinical learning experiences and prepares the graduate for competency evaluation required for nurse aide listing. Upon satisfactory completion of the course and the state approved competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Health Services Regulation. In all employment settings, the listed Nurse Aide I will work under the direction and supervision of licensed personnel. Prerequisite: High School Diploma or High School Equivalency Diploma (formerly known as GED).

Nurse Aide II

Nurse Aide II prepares graduates to perform more complex skills for patients or residents regardless of the setting. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. In all employment settings, the listed Nurse Aide II will work under the direction and supervision of licensed personnel. Prerequisite: High School Diploma or HSE and current listing on the N.C. Nurse Aide I Registry.

Course Admission Requirements

SCC Requirements

- Submission of a copy of high school diploma or HSE certificate.
- Complete RED 070 or DRE 096, Essential Reading Skills, with a "C" or better or place out of this course through TABE testing or other placement assessment.

Continuation

Enrollment and continuation in nurse aide courses is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Additional requirements include, but are not limited to:

- Malpractice insurance (paid upon registration for class)
- OSHA training on Standard Precautions and Bloodborne Pathogens
- Successful completion of Basic Cardiac Life Support
- Certification from students of the ability to perform essential functions.
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public.
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public
- Completed health form with current physical examination (done within 12 months prior to class end)
- TB test within 12 months prior to class end

- Immunizations (**required**)
 - Three DPT or Tetanus vaccines (one within last 10 years)
 - Two MMRs or two rubeolas (measles), one mumps, one rubella (German measles) or proof of positive titers
 - Completed Hepatitis B series or declination statement
 - Documented history of varicella or two doses of varicella vaccine or positive varicella titer
 - Other requirements as listed by the clinical agency

Students accepted into nurse aide courses with previous physical, emotional, or behavioral problems which conflict with the safety essential to nurse aide practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Eligibility for Listing on Nurse Aide I Registry and Nurse Aide II Registry

Students earning a grade of S in the Nurse Aide I course will receive a certificate of course completion from SCC and will be eligible to apply for the written and skills competency examinations administered through Pearson Vue. Students must successfully complete the written and skills competency examinations administered by Pearson Vue to be eligible to apply for listing on the NC Nurse Aide I Registry with the NC Division of Health Services Regulation.

Applicants who are currently listed on the Nurse Aide I Registry and who meet current Nurse Aide II course admission requirements may enroll in Nurse Aide II. Students earning a grade of S in the Nurse Aide II course will receive a certificate of course completion from SCC and will be eligible to apply for listing on the NC Nurse Aide II Registry with the NC Board of Nursing.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to participating in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign or to withdraw any student from the clinical agency when the student is unacceptable to the agency because of health, performance, a positive drug screen or criminal background check, or other reasonable causes. Without access to the clinical facilities, the student will be unable to satisfactorily complete the nurse aide courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control work in their facility.

Dismissal of Students

Faculty teaching nurse aide courses follow published college policies and practices that provide for identification and dismissal of students who do the following:

- Demonstrate physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe clinical practices or behavior which conflicts with safety essential to nurse aid practice.

Students who demonstrate behavior that conflicts with safety essential to nurse aide practice can be dismissed from nurse aide courses regardless of whether treatment or counseling has occurred. Re-admission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to nurse aide practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Pharmacy Technology

The course is designed to prepare individuals with the theoretical, technical, and clinical skills needed to assist and support licensed pharmacists in providing prescription medications, over-the-counter drugs, medical equipment and supplies, pharmaceutical care services, and other health care products and services for patients. Class format includes lecture, laboratory, and clinical activities. Successful completion prepares individuals for employment as a pharmacy technician in hospitals and pharmacies. After completion of class, individuals may be eligible to sit for national certification as a Certified Pharmacy Technician (CPhT). Prerequisite: High School Diploma or High School Equivalency Diploma (formerly known as GED).

Course Admission Requirements

SCC Requirements

- Submission of a copy of high school diploma or HSE certificate.
- A student must provide an official copy of test scores with a minimum ACT score of 22, a minimum SAT score of 500, or TABE reading test score (585 minimum scale score) and math test score (551 minimum scale score on 9D Test).

Continuation

Enrollment and continuation in pharmacy technology courses is contingent upon the submission of the required documentation on or before the specified date communicated by the college.

Additional requirements include, but are not limited to:

- Malpractice insurance (paid upon registration for class)
- OSHA training on Standard Precautions and Bloodborne Pathogens
- Successful completion of Basic Cardiac Life Support
- Certification from students of the ability to perform essential functions.
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe care to the public.
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe care to the public
- Completed health form with current physical examination (done within 12 months prior to class end)
- TB test within 12 months prior to class end
- Immunizations (**required**)
 - Three DPT or Tetanus vaccines (one within last 10 years)
 - Two MMRs or two rubeolas (measles), one mumps, one rubella (German measles) or proof of positive titers
 - Completed Hepatitis B series or declination statement
 - Documented history of varicella or two doses of varicella vaccine or positive varicella titer
 - Other requirements as listed by the clinical agency

Students accepted into pharmacy technology courses with previous physical, emotional, or behavioral problems which conflict with the safety essential to pharmacy technology practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Eligibility for Listing with the Pharmacy Technician Certification Board

Students earning a grade of S in the pharmacy technology course will receive a certificate of course completion from SCC and will be eligible to apply for the Pharmacy Technician Certification Exam administered through Pearson Vue. Students must successfully complete the written examination administered by Pearson Vue to be eligible for listing on the Pharmacy Technician Certification Board.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to participating in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign, or to withdraw, any student from the clinical agency when the student is unacceptable to the agency because of health, performance, a positive drug screen or criminal background check, or other reasonable causes. Without access to the clinical facilities, the student will be unable to satisfactorily complete the nurse aide courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control work in their facility.

Dismissal of Students

Faculty teaching pharmacy technology courses follow published college policies and practices that provide for identification and dismissal of students who do the following:

- Demonstrate physical or emotional problems which conflict with the safety essential to pharmacy technology practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe clinical practices or behavior which conflicts with safety essential to pharmacy technology practice.

Students who demonstrate behavior that conflicts with safety essential to pharmacy technology practice can be dismissed from pharmacy technology courses regardless of whether treatment or counseling has occurred. Re-admission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to pharmacy technology practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

NCWorks Career Center

The Columbus County NCWorks Career Center at Southeastern Community College is a user-friendly facility providing job seekers, training seekers and employers access to a variety of employment and training services. The Center also serves as a connection between employers and qualified workers.

In the NCWorks Career Center, customers come first. By offering a wide range of service options, from self-service to full-service, the NCWorks Career Center offers comprehensive training and employment services to the community, all under one roof. Free services available include career and

personal assessments, employment readiness preparation, short-term skills training, job placement assistance, resume preparation, and career counseling.

Students and job seekers have access to the Career Resource Center for extensive career exploration and job search efforts. Customers also have access to representatives from NC Vocational Rehabilitation, NC Disabled Veterans Outreach Program, NC Commission of Indian Affairs, NC Commerce Division of Workforce Solutions, Job Corp, and the Workforce Innovation and Opportunity Act partners.

Businesses can access applicant resumes and referrals, review labor market information and on-the-job training programs, receive prescreened applications, utilize space for interviewing job applicants, and receive employment and training services customized to their needs.

Located in A-Building, the Center is open Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 3 p.m. The Columbus County NCWorks Career Center is chartered by the Cape Fear Workforce Development Board and the NC Department of Commerce.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is the nation's principal workforce development legislation, providing funds to address the employment and training needs of adults, dislocated workers and youth. WIOA is intended to be customer-focused, to help customers (current workers and job seekers) access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

Southeastern Community College operates WIOA programs for adults, dislocated workers, and youth under contract from the Cape Fear Workforce Development Board and through the operation of the Columbus County NCWorks Career Center located in A-Building.

Through WIOA, eligible students may receive financial assistance with books and fees, uniforms, training-related supplies, and licensing fees. Individuals enrolled in WIOA programs must maintain a minimum cumulative GPA of 2.0 in selected classes, and meet regularly with assigned counselors. Participant follow-up services are provided for one year after exiting from the program. Businesses may also receive financial assistance through the On-the-Job Training (OJT) Program to offset the costs of training new employees who are Columbus County residents.

Small Business Center

The mission of the Small Business Center (SBC) is to increase the success rate and number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention. Business seminars, confidential business counseling, loan program information and vital resources are offered to residents of Columbus County free of charge.

The Center works cooperatively with businesses, civic leaders, organizations, state and local governments, universities and other colleges in promoting assistance to small business firms. In addition, the Center facilitates a Microenterprise Loan Program through the NC Rural Center that provides access to loans from \$500 to \$50,000 on a group lending basis for business start-up or expansion; and offers entrepreneurship training in adult students through a 24-hour continuing education program entitled REAL—Rural Entrepreneurship through Action Learning in which the participants develop entrepreneurial traits, knowledge and skills to create and operate a small business.

The Small Business Center has a resource library that contains books, pamphlets, cd's, business magazines, and other related materials, all available on a checkout basis.

For more information about the Small Business at Southeastern Community College, call (910) 642-7141, ext. 419 or 397.

Off-Campus Educational Programs

Continuing Education

SCC strives to make classes and programs accessible throughout the county. Classes are offered in places such as the Columbus County and Whiteville school systems' facilities, rescue squad facilities, fire departments, industrial training centers, business locations, churches, and community centers. The courses offered in off-campus settings meet the same criteria as do classes being offered on campus.



Services to the Community



Library

The SCC library building opened to the public in 1986. With over 66,000 volumes, 164,000 pieces of microform, 7,600 audio-visual units, and 200 current periodical subscriptions, the library collection is one of the largest in the North Carolina Community College System. In addition, various electronic information retrieval systems are available.

Of particular interest to community members is the library's large genealogy collection and the complete *New York Times* from its beginning in 1851 to the present day. An Interlibrary Loan Service allows students, faculty, and community members alike to obtain materials from libraries throughout the state.

The library maintains daytime and evening hours Monday through Thursday and daytime hours on Friday when classes are in session. Free SCC library cards are available upon request.

Cultural Events

The Richard F. Burkhardt Performing Arts Series brings the finest in performing artists to the community at affordable prices. Offerings have included The Platters, actresses Shirley Jones and Anna Maria Alberghetti, The Count Basie Orchestra, the Broadway musical "Brigadoon," Emmy Award winner Gary Burghoff in "Last of the Red Hot Lovers," and classical musicians.

Actress/comedienne Phyllis Diller and feminist leader Gloria Steinem have presented programs at SCC. The college's free T. Elbert Clemmons Series has brought to Columbus County such notable speakers as authors Maya Angelou, Pat Conroy, and Scott Peck and oceanographer Jean-Michel Cousteau.

An African-American dance troupe, storyteller Lloyd Wilson, and a Jamaican-style Jonkonnu festival have been featured in Black history celebrations at SCC.

SCC also hosts a weekly show on the county's cable television local access channels. The program, "SCC Presents," showcases groups, events, and services of interest to the community.

Guest Speakers

College faculty and staff visit area schools on request to provide special talks and programs in their areas of expertise.

As a community service, Southeastern also shares its talented faculty and staff with community and civic organizations at no cost. The group of speakers is versed in a variety of topics. Persons desiring information on guest speakers should call the college at (910) 642-7141.

Child Care Resource and Referral (CCR&R) Puzzles

Region 4 Childcare Resource and Referral (CCR&R) Services is a collaboration of childcare agencies serving children and families in Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender and Sampson counties in North Carolina.

CCR&R Core services include consumer education and referral, professional development, technical assistance, data collection, analysis and dissemination, and public awareness. CCR&R Core services address four major areas which include the following:

- Support families and the child care system by gathering supply and demand data to help improve their local early education/school-age system.
- Equip families with consumer education materials to assist them in their search for child care.
- Assist those interested in starting a child care program or in enhancing their current program operation.

- Facilitate the development of pathways to higher education for the early childhood workforce.
- Provide training and technical assistance to child care providers.
- Maintain and use a child care/early care and education database, to document child care needs and gaps.
- Play a key role in informing the public and affecting child care policy.
- Act as a partner in community planning for early care and education.

Retired and Senior Volunteer Program (RSVP)

The Columbus County Retired and Senior Volunteer Program (RSVP) provides any person 55 years of age and older, employed or retired, an opportunity to volunteer in Columbus County. There are no restrictions based on education, income, or experience. RSVP provides volunteers with a variety of service opportunities in various public or non-profit agencies. Volunteers work in a variety of focus areas such as financial literacy, tutoring, companionship, disaster services and improving waterways. They provide food to those in need, build ramps and rails for the disabled and elderly, as well as teach children to read. For more information, please contact (910) 642-7141, ext. 294.

Programs for High School Students

Columbus Career & College Academy

The Board of Trustees of Southeastern Community College and the Board of Education for Columbus County Schools have established an early college high school on the campus of Southeastern Community College to provide the opportunity for students to be concurrently enrolled in high school and college courses. Students in this five-year program will work toward completing an associate's degree while completing their high school diploma. Students must apply for entry into this program during their eighth grade year. Application is made to Columbus Career & College Academy. Individuals interested in Columbus Career & College Academy should contact the principal at 910-642-7141, ext. 422.

Southeastern Community College Programs for Other High School Students

Career and College Promise

Career and College Promise provides structured opportunities for qualified high school students to dually enroll in community college courses that provide seamless pathways that lead to a certificate, diploma, or degree, as well as provide entry-level job skills.

The program is tuition-free for all eligible North Carolina high school students. Books and fees do apply.

Career and College Promise consists of:

1. College Transfer Pathways (CTP) which requires the completion of at least 30 semester hours of transfer courses.
2. Career and Technical Education Pathways (CTE) which lead to a certificate or diploma aligned with a high school career cluster.
3. Workforce Continuing Education (WCE) Pathways (CTE) which lead to industry recognized certifications and curriculum credit (where applicable).

4. Cooperative Innovative High School Programs (CIHSP) such as our Columbus Career & College Academy are located on college campuses (unless a waiver is provided) and provide opportunities for students to complete an associate degree or earn up to two years of college credit within five years.

Talent Search

Educational Talent Search is federally funded by the United States Department of Education to serve sixth through twelfth grade students in Columbus County. The purpose of the program is to encourage participants to graduate from high school and successfully enroll in a postsecondary institution. Free supportive services include tutoring and mentoring; personal, career, academic, and financial literacy counseling; exposure to college campuses and cultural enrichment activities; and assistance with college entrance exam preparation, financial aid and college admissions applications. For more information, interested persons should call (910) 642-7141, ext. 394.



Campus Facilities



Campus Facilities

A-Building, a two-story building, houses the offices of the president; institutional advancement and the SCC Foundation; academic affairs; college research and reporting; the cashier; administrative services; financial aid; information technology services; NCWorks Career Center; educational talent search program; and student services, which includes counseling/admissions and the registrar's office.

B-Building provides classroom and laboratory space for the cosmetology, engineering, and industrial programs and the basic skills lab, which provides the adult basic education and general educational development programs.

C-Building houses the science classrooms, laboratories, and offices.

CART-Building (Cartrette Technology Center) houses many of the college technology programs including broadcasting & production, business technology, information technology, medical office administration, and office administration. Additionally, the administrative offices of the distant education, Arts & Sciences Division, and Technical Programs Division, as well as an open computer lab for students are located here.

D-Building contains the auditorium, music classrooms and offices, and audio-visual facilities. Art classrooms, including a studio for drawing, painting and sculpture, and a complete pottery studio are located in the north side of the building.

H-Building is designed specifically for the early childhood education program. Lectures and labs, where students work directly with children, are conducted in this building and on an adjacent playground.

HHS-Building (Health and Human Services) houses basic law enforcement training (BLET), emergency medical services (EMS), fire service, in-service (continuing education) law enforcement training for local law enforcement agencies and Department of Corrections, and continuing education healthcare training programs.

L-Building is a 12,000 square-foot single-story library with spacious reading and study areas as well as two meeting rooms.

M-Building is a one-story multipurpose structure that houses offices for volunteer services, RSVP, the SCC's Childcare Resource & Referral Program; the welding and air conditioning, heating and refrigeration programs; developmental education classrooms and general-purpose classrooms and meeting rooms.

N-Building houses the Printing Department, as well as, medical laboratory technology classrooms.

NES-Building (Nesmith Student Center) provides space for student activities and service including the bookstore, Ram's Café and fitness center. The second floor contains administrative and classroom space for the Columbus Career and College Academy and the phlebotomy program, as well as, the academic skills lab, and other classroom spaces.

R-Building provides classroom, laboratory, and office facilities for the nursing and allied health programs; and the administrative offices for the nursing and Health Technologies Division.

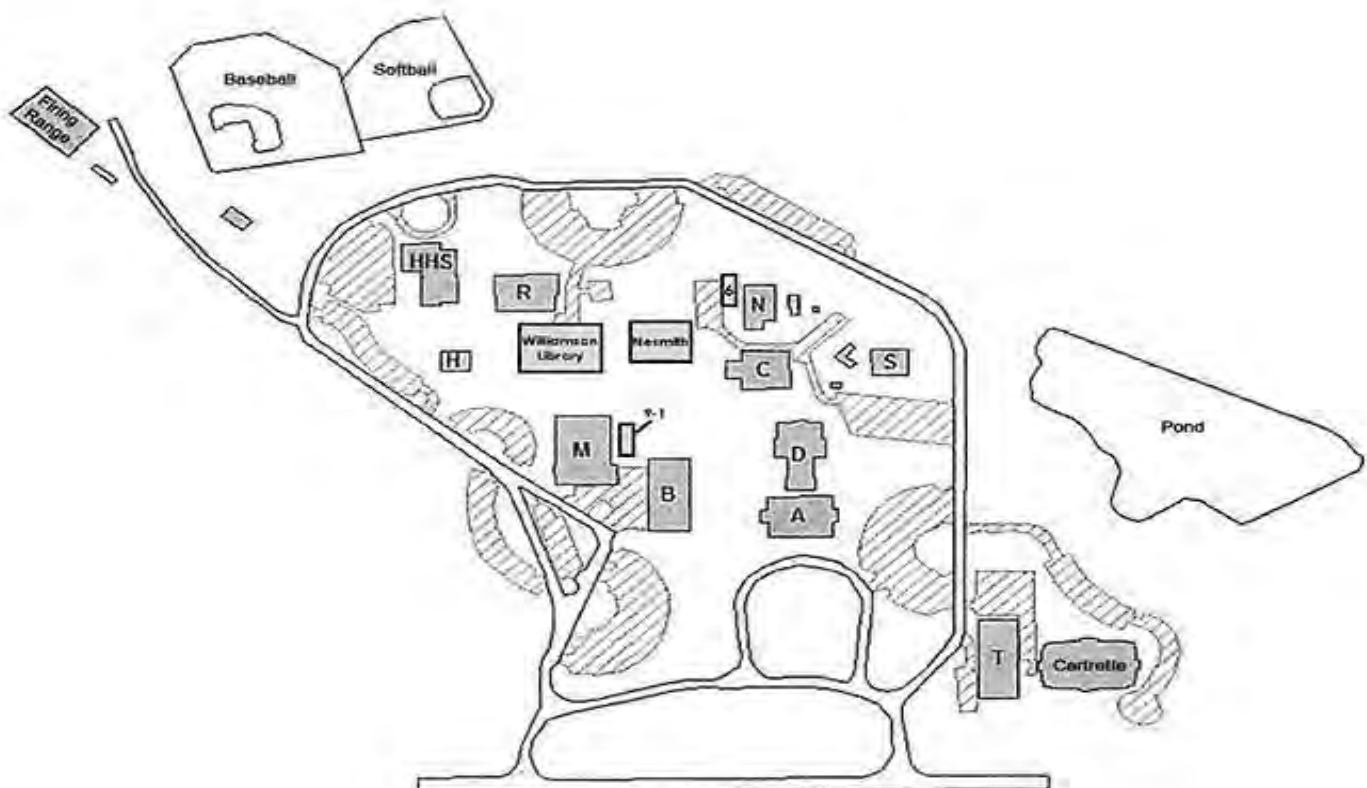
S-Building houses shipping/receiving, maintenance, and the carpentry shop.

T-Building contains classroom, laboratory, training, and meeting facilities for business/industry programs and the Small Business Center and houses several administrative offices of the Workforce and Community Development Division. In addition, the building houses the college's television and radio production facilities, as well as the Sasser Industrial Training Center.

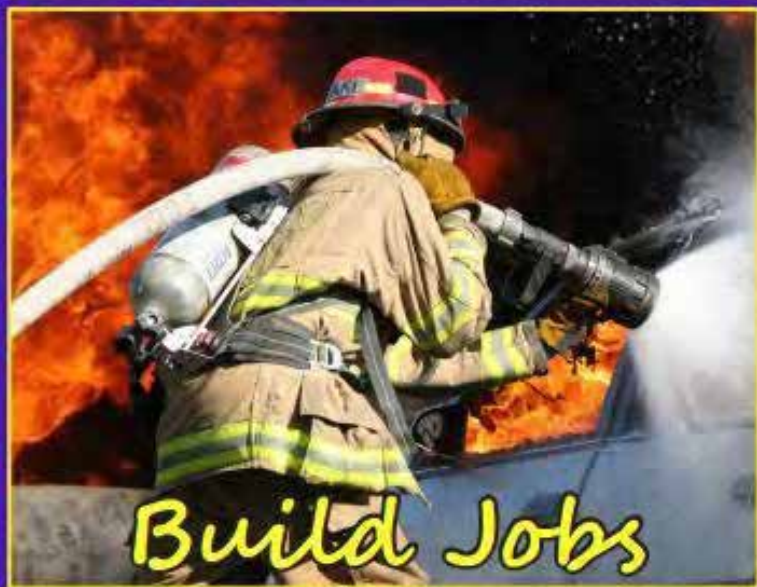
Trailer 6 houses Security.

In addition, SCC operates ongoing educational programs at Columbus County Industries and for inmates at the Columbus and Tabor City Correctional Units. Part-time teaching centers for SCC's short-term, non-credit continuing education courses are established whenever the need arises at locations throughout Columbus County which include senior centers, schools, community centers, churches, and libraries.

Campus Map



Personnel



SCC Board of Trustees 2018-2019

Theresa J. Blanks
Lake Waccamaw

Joe Hooks
Whiteville

Spruell R. Britt
Fair Bluff

Henry Edmund
Lake Waccamaw

Brenden Jones
Tabor City

Mark Cartret
Whiteville

Robert L. Ezzell
Whiteville

Emma Shaw
Riegelwood

Pickett Council
Lake Waccamaw

Jack Hooks
Whiteville

Terray Suggs
Whiteville

Maudie Davis
Tabor City

SGA President



SCC Faculty and Staff

Amanda Albright-Hilburn *Instructor, Broadcasting and Production Technology*

A.A.S., Southeastern Community College

B.S., Mount Olive College

M.A., Webster University

amanda.albright-hilburn@sccnc.edu

Greta Albritton *Evening Secretary/Switchboard Operator*

A.A., Fredrick Community College

greta.albritton@sccnc.edu

Danny Allen *Coordinator, Evening Operations*

A.A., Richmond Community College

B.S., University of North Carolina at Pembroke

danny.allen@sccnc.edu

S. Gail Auten, RN, MSN *Instructor, Nursing*

Diploma in Nursing, Presbyterian Hospital School of Nursing at Charlotte

B.S.N., University of North Carolina at Chapel Hill

M.A., University of North Carolina Wilmington

M.S.N., East Carolina University

gail.auten@sccnc.edu

Michael Ayers *Vice President, Academic Affairs*

A.A., A.S., Surry Community College

B.S., M.A., Appalachian State University

D.M., University of Maryland

michael.ayers@sccnc.edu

Theresa Baldwin *Instructor, Commercial Cleaning - Tabor Correctional Institution*

theresa.baldwin@sccnc.edu

Beverly Ballard *Counselor, Educational Talent Search*

B.S., Fayetteville State University

M.Ed., Troy University

M.Ed., University of North Carolina at Pembroke

beverly.ballard@sccnc.edu

Daniel Bates *Regional School-Age Specialist*

A.A., Surry Community College

B.S., Mt. Olive College

M.S., University of North Carolina Wilmington

daniel.bates@sccnc.edu

Victoria Baxley *Instructor, Basic Skills*

B.S., Fayetteville State University

M.S., University of Phoenix

victoria.baxley@sccnc.edu

- Molly Baxter**.....*Instructor, Natural Science*
 B.A., Kenyon College
 M.S., University of Rhode Island
molly.baxter@sccnc.edu
- Tanya Bellamy**.....*Instructor, Phlebotomy/Medical Lab Technology*
 A.A., A.A.S., Southeastern Community College
tanya.bellamy@sccnc.edu
- Nesby Berkley**.....*Technician, Audio Visual*
nesby.berkley@sccnc.edu
- Sue Bell**.....*Administrative Assistant, RSVP*
sue.bell@sccnc.edu
- Crystal Best**.....*Instructor, Nursing*
 A.D.N., Southeastern Community College
 B.S.N., Miller-Motte Online
 M.S.N., Liberty University
crystal.best@sccnc.edu
- Karen Biffany, RN, MSN**.....*Instructor, Nursing*
 A.D.N., Kishwaukee Community College
 B.A., Augustana College
 M.S.N., Sacred Heart University
karen.biffany@sccnc.edu
- Sherry Blackwell**.....*Instructor, Basic Skills – Tabor Correctional Institution*
 B.S., University of North Carolina at Pembroke
sherry.blackwell@sccnc.edu
- Amber Blevins**.....*Instructor, Electrical Engineering Technology Production*
 A.A., A.A.S., Lake Land College
 B.A., M.S., Eastern Illinois University
amber.blevins@sccnc.edu
- Eric Boone**.....*Technician, Production Technology*
 A.S., Housatonic Community College
 A.A., A.A.S., Southeastern Community
 B.S., Fayetteville State University
eric.boone@sccnc.edu
- Amy Bowles**.....*Instructor, Nursing*
 A.D.N., Reynolds Community College
 M.S.N., Walden University
amy.bowles@sccnc.edu
- Joshua Bright**.....*Grounds/General Maintenance*
 A.A., Southeastern Community College
josh.bright@sccnc.edu

- Evelyn Brisbon** *Resource Specialist, NCWorks Career Center*
 B.S., Mount Olive University
 M.A., Webster University
evelyn.brisbon@sccnc.edu
- Kathy P. Britt** *Executive Assistant, President and Board of Trustees*
 A.A.S., Southeastern Community College
kathy.britt@sccnc.edu
- Daniel C. Britt** *Instructor, Physical Education
and Baseball Coach*
 B.S.B.A., Elon University
 M.A., University of North Carolina at Pembroke
daniel.britt@sccnc.edu
- Wendy Brock** *Technician, Production Technology*
 A.A.S., Southeastern Community College
wendy.brock@sccnc.edu
- Tammie Browning** *Duplicator Equipment Operator*
 A.A., Southeastern Community College
tammie.browning@sccnc.edu
- Terrell Bryant** *Specialist, Student Services*
 B.A., University of North Carolina Wilmington
terrell.bryant@sccnc.edu
- Jonathan Bullard** *Instructor, Mathematics*
 B.S., University of North Carolina at Pembroke
 M.S., University of North Carolina Wilmington
jonathan.bullard@sccnc.edu
- Joy Burroughs** *Instructor, Healthcare Training*
 A.D.N., Southeastern Community College
joy.burroughs@sccnc.edu
- James Burt** *Security Guard*
james.burt@sccnc.edu
- Tim Byrd** *Instructor, Masonry – Columbus Correctional Institution*
tim.byrd@sccnc.edu
- Glenda Cable** *Administrator, Learning Management System*
 A.A.S., Southeastern Community College
 B.S., East Carolina University
glenda.cable@sccnc.edu
- Joyce Cain** *Instructor, Computer Applications – Tabor Correctional Institution*
 B.S., M.E., University of North Carolina at Pembroke
joyce.cain@sccnc.edu

- Melody Callihan** *Administrative Assistant, Academic Affairs*
 A.A.S., Southeastern Community College
melody.callihan@sccnc.edu
- Katrina Canady** *Administrative Assistant, Administrative Services*
 A.A., Southeastern Community College
katrina.canady@sccnc.edu
- Michael Cance** *Instructor, Mathematics*
 B.S., Michigan State University
 M.S., Wright State University
michael.cance@sccnc.edu
- Eddie Cartrette** *Specialist, Security*
 B.A., University of North Carolina at Pembroke
eddie.cartrette@sccnc.edu
- Janie Caswell** *Administrator, Basic Skills*
 B.S., Mount Olive College
janie.caswell@sccnc.edu
- Elizabeth Chase** *Education Advisor, RSVP*
elizabeth.chase@sccnc.edu
- Lisa Clark** *Director, Institutional Advancement*
 B.S., Campbell University
lisa.clark@sccnc.edu
- Anthony Clarke** *President*
 B.S., West Point
 M.A., University of Louisville
 M.B.A., University of Chicago
 Ph.D., Union Institute & University
anthony.clarke@sccnc.edu
- Millicent Collins** *Director, RSVP*
 B.A., M.A., University of North Carolina at Pembroke
millicent.collins@sccnc.edu
- Miranda F. Conner** *Instructor, Music*
 B.M., MM., East Carolina University
miranda.conner@sccnc.edu
- Catherine Cook, RN** *Instructor, Nursing*
 B.S.N., East Carolina University
 M.S., University of North Carolina at Pembroke
catherine.cook@sccnc.edu

- Aaron Cox** *Instructor, Criminal Studies*
A.A.S., Bladen Community College
B.S., Mount Olive College
M.S., University of Central Missouri
Ed.D., Liberty University
aaron.cox@sccnc.edu
- Bettina Cox** *Manager, NCWorks Career Center*
B.A., East Carolina University
bettina.cox@sccnc.edu
- Sylvia Cox** *Vice President, Student Services*
A.A., Mount Olive College
B.A., North Carolina State University
M.Ed., University of North Carolina Wilmington
sylvia.cox.@sccnc.edu
- Jeffery Cully** *Instructor, Basic Law Enforcement Training*
B.S., M.A., Liberty University
jeffery.cully@sccnc.edu
- Haylee Damato** *Associate, Marketing & Outreach*
B.A., Peace University
haylee.damato@sccnc.edu
- Trina Davis** *Career Advisor, NCWorks Career Center*
B.S., St. Augustine University
B.S., NC Wesleyan College
trina.davis@sccnc.edu
- Susan Deans** *Assistance Specialist, Early Childhood*
B.S., M.S., University of North Carolina Wilmington
susan.deans@sccnc.edu
- Jeff De Moss** *Receptionist, Financial Aid*
B.S., Gardner-Webb University
jeff.demoss@sccnc.edu
- Shalawn Dolly, ADN, RN, MSN** *Instructor, Nursing*
A.D.N., Horry-Georgetown Technical College
B.S.N., Lander University
M.S.N., University of Phoenix
shalawn.dolly@sccnc.edu
- Nancy F. Dudley** *Specialist, Information Systems*
A.A.S., Southeastern Community College
nancy.dudley@sccnc.edu
- Jeanette Duncan** *Instructor, HRD – Tabor Correctional Institution*
A.A., Southeastern Community College
B.S., University of North Carolina at Pembroke
jeanette.duncan@sccnc.edu

- Debbie W. Edwards** *Payroll Specialist, Administrative Services*
A.A.S., Fayetteville Technical Community College
debbie.edwards@sccnc.edu
- Detra N. Edwards** *Instructor, Nursing*
A.D.N., Southeastern Community College
B.S.N., Fayetteville State University
M.S.N., East Carolina University
detra.edwards@sccnc.edu
- Leigh Edwards** *Specialist, Student Services*
B.S., B.S., East Carolina University
M.A., University of North Carolina at Greensboro
leigh.edwards@sccnc.edu
- Mirenda Edwards-Prout** *Instructor, Nursing*
B.S.N., Grand Canyon University
M.S.N., East Carolina University
mirenda.edwards-prout@sccnc.edu
- Deana I. Elkins, RN, BSN** *Instructor, Nursing*
A.A.S., Southeastern Community College
B.S.N., East Carolina University
deana.elkins@sccnc.edu
- Robin Enzor** *Accounting/Purchasing Clerk, Administrative Services*
robin.enzor@sccnc.edu
- Samuel Enzor** *Instructor, Basic Skills – Tabor Correctional Institution*
B.S., University of North Carolina at Pembroke
samuel.enzor@sccnc.edu
- Wanda S. Enzor** *Instructor, Industrial Sewing - Columbus Correctional Institution*
wanda.naron@sccnc.edu
- Keith Fairfax** *Instructor, Air Conditioning, Heating & Refrigeration Technology*
A.G.E., Southeastern Community College
keith.fairfax@sccnc.edu
- Daniel J. Figler** *Vice President/CFO, Administrative Services*
B.S., State University at Buffalo
M.B.A., Webster University
daniel.figler@sccnc.edu
- Kimberly Fine, RN, MSN** *Director, Nursing
and Chair, Health Technologies Division*
A.A.S., Southeastern Community College
B.S.N., University of South Carolina
M.S.N., East Carolina University
kimberly.fine@sccnc.edu

- Amanda Formyduval** *Specialist, Human Resources*
 A.A., Southeastern Community College
 B.S., Mount Olive College
 M.S.H.R., Western Carolina University
amanda.formyduval@sccnc.edu
- Marcus Gallagher** *Instructor, English*
 B.A., University of Woverhampton
 M.A., University of Amsterdam
marcus.gallagher@sccnc.edu
- Carol Gause** *Instructor, Computer Application – Tabor Correctional Institution*
 A.A.S., Horry-Georgetown Technical College
carol.gause@sccnc.edu
- Richard Glensor** *Security Guard*
 B.A., Woffard College
richard.glensor@sccnc.edu
- Angela Gore** *Instructor, HRD – Tabor Correctional Institution*
 B.S., University of North Carolina Wilmington
angela.gore@sccnc.edu
- David Gore** *Specialist, Information Systems*
 A.A.S., Cape Fear Community College
david.gore@sccnc.edu
- O'dell Graham** *Counselor, Educational Talent Search*
 B.S., Fayetteville State University
 M.A., Webster University
odell.graham@sccnc.edu
- Tankeisha C. Graham** *Instructor, Computer Application – Columbus Correctional Institution*
 B.S., Tarleton State University
 M.S., Troy University
tankeisha.graham@sccnc.edu
- Lisa Green** *Specialist, Financial Aid*
 A.A.S., Southeastern Community College
lisa.green@sccnc.edu
- John C. Guthrie** *Instructor, English*
 B.A., University of North Carolina Wilmington
 M.F.A., George Mason University
john.guthrie@sccnc.edu
- Horace Hammonds** *Instructor, Commercial Cleaning*
 A.A.S., Robeson Community College
 B.A., University of North Carolina at Pembroke
 M.A., Fayetteville State University
horace.hammonds@sccnc.edu

Sheila Harris *Instructor, Office Administration*
 B.A., M.B.A., University of North Carolina at Pembroke
sheila.harris@sccnc.edu

Samantha Heller *Coordinator, EDU-Cable*
 B.S., Toccoa Falls College
samantha.heller@sccnc.edu

Jeffery D. Hester *Instructor, Mechatronics*
 A.A.S., Robeson Community College
jeff.hester@sccnc.edu

Jessica Hill, RN, BSN, MSN *Instructor, Nursing*
 B.S.N., University of North Carolina Wilmington
 M.S.N., University of North Carolina at Chapel Hill
jessica.hill@sccnc.edu

Elizabeth High *Chair, Arts & Science Division
and Instructor, English*
 B.A., Campbell University
 M.A., North Carolina State University
elizabeth.high@sccnc.edu

Ruth High *Career Advisor, NCWorks Career Center*
 B.S., Fayetteville State University
 M.Ed., University of Phoenix
ruth.high@sccnc.edu

Joseph Holland *Security Guard*
joseph.holland@sccnc.edu

J. Penny Horne, RN, BSN *Instructor, Nursing*
 A.A.S., Southeastern Community College
 B.S.N., Excelsior College
 M.S.N., East Carolina University
penny.horne@sccnc.edu

Kay F. Houser *Librarian*
 A.A., Southeastern Community College
 B.S., Appalachian State University
 M.A.Ed., East Carolina University
 M.L.I.S., University of South Carolina
kay.houser@sccnc.edu

LeRoy Humphries *Instructor, Biology*
 A.A.S., Horry-Georgetown Technical College
 B.S., Coastal Carolina University
 M.S., North Carolina State University
leroy.humphries@sccnc.edu

- James Hutcherson** *Instructor, Science*
 B.A., University of North Carolina at Greensboro
 M.S., Appalachian State University
 Ed.D., Western Carolina University
james.hutcherson@sccnc.edu
- Deanna Inman** *Instructor, Cosmetology*
 A.A.S., Southeastern Community College
deanna.inman@sccnc.edu
- Donna J. Jacobs** *Instructor, Child Development Center*
 A.A.S., Southeastern Community College
donna.jacobs@sccnc.edu
- Anna M. Johnson** *Instructor, HRD – Columbus Correctional Institution*
 A.A.S., Bladen Community College
anna.johnson@sccnc.edu
- Doris Joseph** *Director, Educational Talent Search*
 B.S.C., North Carolina Central University
 M.B.A., Howard University
 M.A., Webster University
doris.joseph@sccnc.edu
- Colene S. Kelly** *Specialist, Student Services*
 B.S., Winston-Salem State University
 M.P.A., High Point University
 M.Div., Campbell University
colene.kelly@sccnc.edu
- Stephanie Kriner** *Administrator/Instructor, Fire & EMS Training*
 B.S., Mount Olive College
 M.P.S., Capella University
stephanie.kriner@sccnc.edu
- September Krueger** *Instructor, Art*
 B.S., Philadelphia University
 M.F.A., East Carolina University
september.krueger@sccnc.edu
- Lynn Lee** *Cashier, Administrative Services*
 A.A.S., Southeastern Community College
lynn.lee@sccnc.edu
- Roger D. Lee** *Instructor, Electrical/Electronics*
 B.S., Mt. Olive College
roger.lee@sccnc.edu
- Wayne Lein** *Security Guard*
wayne.lein@sccnc.edu

- Teresa Lengner** *Technician, Science Lab*
A.A.S., Southeastern Community College
teresa.lengner@sccnc.edu
- Lynn Leonard** *Referral Specialist, Early Childhood*
A.A.S., Southeastern Community College
B.S., Mt. Olive College
M.S., University of North Carolina Wilmington
lynn.leonard@sccnc.edu
- Ashley M. Linson** *Grounds/General Maintenance*
Diploma, Conservatory of Recording Arts & Sciences
Diploma, Brown Mackie College
ashley.linson@sccnc.edu
- Terry J. Long** *Supervisor, Grounds Maintenance*
A.A.S., North Carolina State University
tj.long@sccnc.edu
- Raymond Long** *Facilitator, Inmate Education – Tabor Correctional Institution*
B.S., University of North Carolina at Pembroke
raymond.long@sccnc.edu
- Kimberly Lowery** *Receptionist, Financial Aid*
A.A.S., Southeastern Community College
kimberly.lowery@sccnc.edu
- William Maultsby** *Director, Human Resources*
B.A., University of North Carolina Wilmington
bill.maultsby@sccnc.edu
- Nickolas McCloskey** *Specialist, Library* **Error! Bookmark not defined.**
B.S.B.A., M.B.A., University of North Carolina at Pembroke
nick.mccloskey@sccnc.edu
- Donte McDowell** *Associate Chair, Arts & Science Division
and Instructor, English*
B.A., Winston Salem State University
M.P.A., M.A.T., University of North Carolina at Pembroke
donte.mcdowell@sccnc.edu
- Angela McDuffie, RN** *Instructor, Healthcare Training*
A.A.S., Southeastern Community College
angela.mcduffie@sccnc.edu
- George McLaurin** *Instructor, Columbus Correctional Institution*
A.A., Bladen Community College
george.mclaurin@sccnc.edu
- Liz McLean** *Director, Marketing & Outreach*
B.A., San Diego State University
liz.mclean@sccnc.edu

- Brian McPherson** *Clerk, Shipping & Receiving*
brian.mcpherson@sccnc.edu
- C. Elizabeth McPherson** *Specialist, College Store*
 A.A., Southeastern Community College
beth.mcpherson@sccnc.edu
- Donna C. McPherson** *Accounting Clerk, Administrative Services*
 A.A.S., Southeastern Community College
donna.mcpherson@sccnc.edu
- C. Elizabeth McPherson** *Specialist, College Store*
 A.A., Southeastern Community College
beth.mcpherson@sccnc.edu
- Rebecca McPherson** *Director, Small Business Center*
 B.S.B.A., Mount Olive College
 M.S., Kaplan University
becki.mcpherson@sccnc.edu
- Willard McPherson** *Instructor, Basic Skills – Columbus Correctional Institution*
 B.A., University of North Carolina at Pembroke
willard.mcpherson@sccnc.edu
- Sylvia T. McQueen** *Registrar, Student Services*
 A.A.S., Southeastern Community College
sylvia.mcqueen@sccnc.edu
- Wendy Meares, RN, MSN** *Instructor, Nursing*
 B.S.N., University of North Carolina at Chapel Hill
 M.S.N., Duke University
wendy.meares@sccnc.edu
- Sharon Mendenhall** *Administrator, Legacy and CIS System*
 A.A.S., Wake Technical Community College
sharon.mendenhall@sccnc.edu
- Syrita Mills** *Associate, Library***Error! Bookmark not defined.**
 B.A., Oakwood University
syrita.mills@sccnc.edu
- Beverlee Nance** *Vice President, Workforce and Community Development*
 B.S., M.A.Ed., East Carolina University
beverlee.nance@sccnc.edu
- Gary Nealy** *Instructor, Chemistry*
 B.S., University of North Carolina at Pembroke
 M.S., East Carolina University
gary.nealy@sccnc.edu

- Renee Noll** *Instructor, Communication/Speech*
 A.A., Brunswick Community College
 B.A., University of North Carolina Wilmington
 M.S., North Carolina State University
 Ph.D., Northcentral University
renee.noll@sccnc.edu
- Jessecia Norris** *Behavioral Specialist, Child Development*
 B.S., University of North Carolina at Greensboro
jessecia.norris@sccnc.edu
- Brenda Orders** *Director, Continuing Education*
 B.S., Mount Olive College
brenda.orders@sccnc.edu
- Angela F. Pace** *Instructional Assistant, Child Development*
 A.A.S., Southeastern Community College
angela.pace@sccnc.edu
- Robin Patterson** *Counselor, Educational Talent Search*
 B.A., M.A., North Carolina Central University
robin.patterson@sccnc.edu
- Alice Paul** *Accounting Specialist, Administrative Services*
 A.A.S., Southeastern Community College
travis.paul@sccnc.edu
- Travis Paul** *Director, Public Safety Training and Prison Education*
 A.A.S., Southeastern Community College
travis.paul@sccnc.edu
- Sandra F. Pickett** *NC Pre-K Teacher*
 B.S., University of Mount Olive
 M.S., Ashford University
sandra.pickett@sccnc.edu
- Danaysia Powell** *Columbus Career & College Academy Liaison, Student Services*
 B.S., North Carolina State University
 M.S., University of North Carolina Wilmington
danaysia.powell@sccnc.edu
- Tiffany S. Price** *Career Advisor, NCWorks Career Center*
 A.A.S., Southeastern Community College
tiffany.price@sccnc.edu
- Verlene K. Primus** *Instructional Assistant, Child Development*
 A.A.S., Southeastern Community College
verlene.primus@sccnc.edu

- Eric Prout**..... *Instructor, Computer Information Technology*
 B.S., University of Phoenix
 M.S., East Carolina University
eric.prout@sccnc.edu
- Richard Rabon** *Instructor, Psychology*
 B.A., M.A., East Carolina University
richard.rabon@sccnc.edu
- Natalie Rackley**..... *Chair, Public Services Division
and Instructor, Early Childhood Education*
 B.S., M.S., East Carolina University
natalie.rackley@sccnc.edu
- Angela W. Ransom** *Chair, Technical Programs Division
and Instructor, Business Administration*
 B.S., Meredith College
 M.B.A., Campbell University
angela.ransom@sccnc.edu
- Darian Ransom**..... *Lead Faculty, Developmental Mathematics*
 B.S., University of North Carolina at Pembroke
 M.B.A., Campbell University
darian.ransom@sccnc.edu
- Mary Revels** *Instructor, Mathematics*
 B.S., M.A.Ed., University of North Carolina at Pembroke
mary.revels@sccnc.edu
- Anna Richardson** *Instructor, English*
 B.A., East Carolina University
 M.A., University of North Carolina at Pembroke
anna.richardson@sccnc.edu
- Julia H. Roberts**..... *Counselor, Student Services*
 A.S., Peace College
 B.B.A., Valdosta State University
 M.A.Ed., University of North Carolina at Pembroke
julia.roberts@sccnc.edu
- David Roberts**..... *Director, Strategy, Planning & Effectiveness*
 B.A., Appalachian State University
 M.A., Tennessee Tech University
david.roberts@sccnc.edu
- Andrea Rofail**..... *Associate, Student Services*
 A.A.S., Southeastern Community College
 B.S.B.A., NC Wesleyan College
andrea.rofail@sccnc.edu
- Emily Russ**..... *Instructor, Early Childhood Education*
 B.S., East Carolina University
 M.A.Ed., University of North Carolina at Pembroke
emily.cook@sccnc.edu

- David M. Sbardella** *Instructor, Basic Skills - Columbus Correctional Institution*
 B.A., University of Rhode Island
david.sbardella@sccnc.edu
- Marietta Sellers** *Coordinator, Student Engagement*
 A.A.S., Southeastern Community College
 B.S., Mount Olive College
meq.sellers@sccnc.edu
- Ian Smeigh** *Instructor, Computer Information Technology*
 A.A.S., Southeastern Community College
 B.S., University of North Carolina Wilmington
ian.smeigh@sccnc.edu
- Alison Soles** *Accountant, Administrative Services*
 B.S., University of North Carolina Wilmington
 M.B.A., East Carolina University
alison.soles@sccnc.edu
- Vanita Spaulding** *Registrar Specialist, Student Services*
 A.A.S., Southeastern Community College
vanita.spaulding@sccnc.edu
- Ashby Stallings** *Campus Police Officer*
 A.A., Catonsville Community College
chip.stallings@sccnc.edu
- Michael Starnes** *Instructor, Welding*
 A.A.S., Robeson Community College
paul.starnes@sccnc.edu
- Anthony Stephens** *Security Guard*
anthony.stephens@sccnc.edu
- Karlyn Stephens** *Instructor, Physical Education
and Coach, Women's Softball*
 B.A., University of North Carolina Wilmington
 M.A., University of North Carolina at Pembroke
karlyn.stephens@sccnc.edu
- Jason L. Strickland** *Director, Information Technology*
 B.S., University of North Carolina at Pembroke
 M.S., Capella University
jason.strickland@sccnc.edu
- Jena Strickland** *Administrative Assistant, Arts & General Education*
 A.A.S., Southeastern Community College
jena.strickland@sccnc.edu
- Jeanell Sweat** *Administrative Assistant, Small Business Center*
 A.A.S., Southeastern Community College
jeanell.sweat@sccnc.edu

- Myra Thompson, RN, MSN** *Instructor, Nursing*
 A.A.S., Gardner Webb University
 B.S.N., University of North Carolina at Charlotte
 M.Ed., University of North Carolina at Greensboro
 M.S.N., Gardner-Webb University
myra.thompson@sccnc.edu
- Reginald D. Thompson** *Instructor, Basic Skills - Columbus Correctional Institution*
 B.S., Fayetteville State University
reginald.thompson@sccnc.edu
- Donna Turbeville** *Controller, Administrative Services*
 A.A.S., Southeastern Community College
 B.S., University of North Carolina at Pembroke
donna.turbeville@sccnc.edu
- Bradley Tyler** *Instructor, Psychology
and Coordinator, Academic Skills Lab*
 B.A., Coastal Carolina University
 M.S., University of Phoenix
 M.B.A., University of Phoenix
brad.tyler@sccnc.edu
- Hope Tyson** *Instructor, Nursing*
 A.D.N., Southeastern Community College
 B.S.N., M.S.N., F.N.P., University of North Carolina Wilmington
 M.B.A., University of Phoenix
hope.tyson@sccnc.edu
- Angie Uhl-Kalev** *Director, Student Services*
 B.A., Malone College
 M.Ed., Clemson University
angie.uhl-kalev@sccnc.edu
- Paul Van Gilder** *Instructor, Social Science*
 B.A., M.A., Appalachian State University
paul.vangilder@sccnc.edu
- William T. Vance** *General Maintenance*
 Diplomas, Southeastern Community College
william.vance@sccnc.edu
- Vernon Vaughn** *Instructor, Basic Skills – Tabor Correctional Institution*
 B.S., Loma Linda University
vernon.vaughn@sccnc.edu
- Frances J. Ward** *Assessment and Retention Specialist/Administrative Assistant,
Workforce & Community Development*
 A.A.S., Southeastern Community College
frances.ward@sccnc.edu
- Odessa Washington** *Clerk, Administrative Services*
 A.A.S., Southeastern Community College
odessa.washington@sccnc.edu

- Crystal Watts** *Instructor, HRD – Tabor Correctional Institution*
A.A.S., Southeastern Community College
crystal.watts@sccnc.edu
- Jennifer White** *Information Specialist, Continuing Education*
B.S.W., University of North Carolina at Pembroke
jennifer.white@sccnc.edu
- Sharon R. Williams** *Information Administrator, Academic Affairs*
B.S., North Carolina Agricultural & Technical State University
sharon.williams@sccnc.edu
- Susan Williams** *Switchboard Operator/Receptionist*
A.A.S., Southeastern Community College
susan.williams@sccnc.edu
- Teresa A. Williams** *Specialist, Information Systems*
A.A.S., Southeastern Community College
teresa.williams@sccnc.edu
- Dawn C. Williamson, MSHS, MLS (ASCP)** *Instructor, Medical Laboratory Technology*
A.A.S., Southeastern Community College
B.S., University of North Carolina at Pembroke
M.S., University of Medicine & Dentistry of New Jersey
dawn.williamson@sccnc.edu
- Ronald Williamson** *Security Guard*
ronald.williamson@sccnc.edu
- Cristian Wood** *Instructor, Business Administration*
B.S.B.A., M.B.A., University of North Carolina at Pembroke
cristian.wood@sccnc.edu
- Kimberly Wright** *Coordinator, Child Development Grant*
A.A.S., Southeastern Community College
B.S., Mount Olive College
M.S., University of North Carolina Wilmington
kim.wright@sccnc.edu
- Andrew Young** *Grounds/General Maintenance*
andrew.young@sccnc.edu
- Clifton Young** *Technician, Science Lab*
cliff.young@sccnc.edu
- Denise M. Young** *Recruiter/GED Examiner, Basic Skills*
A.A.S., Southeastern Community College
B.A., Fayetteville State University
M.S., Strayer University
denise.young@sccnc.edu

Tammy W. Young *Instructor, Computer Application - Columbus Correctional Institution*
A.A.S., Southeastern Community College
tammy.young@sccnc.edu



Curriculum Calendar



Curriculum Calendar – 2017-2018

Fall Semester 2018

All Employees Meeting/First Workday of Semester	Monday, August 6
Faculty Campus Days	Monday-Monday, August 6-13
Fall Registration.....	Tuesday-Thursday, August 7-9 (8:00-7:00 pm) Friday, August 10 (8:00-12 noon) Monday, August 13 (8:00-7:00 pm)
Classes Begin	Tuesday, August 14
Add Period	Tuesday-Wednesday, August 14-15
First 8-Week Session	Tuesday-Thursday, August 14-October 11
Holiday – Labor Day	Monday, September 3
12-Week Session.....	Wednesday-Wednesday, September 12-December 12
Fall Break.....	Monday-Tuesday, October 1-2
Second 8-Week Session.....	Friday-Wednesday, October 12-December 12
Priority Registration for Spring 2018 Semester.....	Monday-Friday, October 15-26
All Employees Meeting (No Classes).....	Tuesday, October 23
Registration Begins for New Students	Monday, October 29
Holiday – Thanksgiving.....	Wednesday-Friday, November 21-23
Exam Period (<i>last scheduled class meeting</i>).....	Thursday-Wednesday, December 6-12
End of Semester	Wednesday, December 12
Grades due by 12 Noon.....	Thursday, December 13
Faculty Campus Days	Thursday-Friday, December 13-14

Spring Semester 2019

All Employees Meeting/First Workday of Semester	Wednesday, January 2 (8:00-12 noon)
Faculty Campus Days	Wednesday-Monday, January 2-7
Spring Registration	Wednesday, January 2 (1:00-7:00 pm) Thursday, January 3 (8:00-7:00 pm) Friday, January 4 (8:00-12 noon) Monday, January 7 (8:00-7:00 pm)
Classes Begin	Tuesday, January 8
Add Period	Tuesday-Wednesday, January 8-9
First 8-Week Session	Tuesday-Tuesday, January 8-March 5
Holiday – Martin Luther King, Jr.	Monday, January 21
12-Week Session.....	Wednesday-Wednesday, February 6-May 8
Faculty Campus Days	Wednesday-Friday, February 20-22
Spring Break	Wednesday-Monday, March 6-11
Priority Registration for Summer/Fall 2018 Semesters	Tuesday-Monday, March 12-18
Second 8-Week Session	Tuesday-Wednesday, March 12-May 8
Registration Begins for New Students	Tuesday, March 19
Holiday – Easter.....	Friday & Monday, April 19 & 22
Faculty Campus Days	Wednesday-Friday, April 24-26
Exam Period (<i>last scheduled class meeting</i>).....	Thursday-Wednesday, May 2-8
End of Semester	Wednesday, May 8
Grades due by 12 Noon.....	Thursday, May 9
Faculty Campus Days	Thursday-Friday, May 9-10
Graduation	Friday, May 10

This calendar is subject to periodic review and revision.

Mark your
calendar

August 2018 - July 2019

[illegible]

Index



A

Academic Credit · 62
 Academic Fresh Start · 84
 Academic Honors · 96
 Academic Progress · 89
 Academic Skills Lab · 55
 Academic Year · 62
 Access to Student Academic Records · 62
 Accreditations and Certifications of Select Programs · 3
 Adding Classes · 85
 Advising System · 64
 Air Conditioning, Heating, and Refrigeration Technology · 106
 Certificate Option · 109
 Degree Option · 106
 Diploma Option · 108
 Application · 24
 Associate Degree Nursing Degree · 110
 Associate in Arts Degree · 116
 Associate in General Education - Nursing Degree · 126
 Associate in General Education Degree · 120
 Associate in Science Degree · 128
 Attendance · 87

B

Basic Law Enforcement Training Certificate · 132
 Basic Skills Programs · 272, 275
 Adult Basic Education (ABE) · 275
 Adult Basic Education for Individuals with Disabilities · 276
 Adult Secondary Education · 275
 English Language Learners (ELL) · 276
 Bookstore · 54
 Broadcasting & Production Technology
 Certificate Option · 137
 Degree Option · 134
 Diploma Option · 136
 Business Administration
 Certificate Options · 142
 Degree Options · 138
 Diploma Option · 141

C

Campus Access, Transportation & Safety (CATS) Fee · 32
 Campus Facilities · 294
 Campus Map · 295
 Career Planning, Job Readiness and Job Placement · 56
 Changes in Residency Status · 27
 Changing Program · 85
 Child Care Resource and Referral (CCR&R) Puzzles · 288
 Collaborative and Contractual Agreements · 15
 Community Service · 272
 Comprehensive Articulation Agreement (CAA) · 76
 Computation of Grade Point Average (GPA) · 89
 Consumer Information · 16
 Continuing Education Admission and Registration · 273

Continuing Education Class Locations · 273
 Continuing Education Course Descriptions · 274
 Continuing Education Expenses/Fee Structure* · 274
 Continuing Education Objectives · 272
 Continuing Education Off-Campus Educational Programs · 285
 Continuing Education Pharmacy Technology · 282
 Continuing Education Refund Policy · 274
 Continuing Education Student Transcripts · 273
 Continuing Education Supplies and Materials · 274
 Continuing Education Units · 272
 Cosmetology
 Degree Option · 144
 Diploma Option · 146
 Cosmetology Instructor Certificate · 147
 Counseling · 55
 Course Audits · 68
 Course Descriptions
 Academic-Related · 215
 Accounting · 215
 Air Conditioning, Heating & Refrigeration · 216
 Anthropology · 217
 Art · 217
 Astronomy · 219
 Automation & Robotics · 220
 Banking and Finance · 220
 Biology · 221
 Blueprint Reading · 223
 Broadcast Production · 223
 Business · 225
 Chemistry · 226
 Communication · 231
 Computer Information Technology · 235
 Computer Science · 234
 Computer Tech Integration · 234
 Cosmetology · 232
 Criminal Justice · 228
 Database Management Technology · 236
 Developmental English/Reading · 238
 Developmental Math Shell · 238
 Developmental Mathematics · 237
 Digital Media Technology · 238
 Drafting · 236
 Economics · 239
 Education · 240
 Electricity · 243
 Electronic Commerce · 239
 Electronics · 244
 Emergency Preparedness · 246
 English · 245
 Geography · 247
 Health · 247
 Health Information Technology · 248
 History · 247
 Humanities · 249
 Hydraulics · 249
 Industrial Science · 249
 Information Systems · 227
 Information Systems Security · 266
 Marketing · 252
 Mathematics · 249
 Mechanical · 251
 Medical Assisting · 251

Medical Laboratory Technology · 252
 Music · 253
 Networking Operating System · 256
 Networking Technology · 255
 Nursing · 256
 Nursing Assistant · 255
 Office Systems Technology · 258
 Philosophy · 262
 Phlebotomy · 259
 Physical Education · 260
 Physical Science · 263
 Physics · 263
 Political Science · 264
 Psychology · 265
 Religion · 266
 Sociology · 267
 Spanish · 267
 Web Technologies · 268
 Welding · 268
 Work-Based Learning · 268
 Course Notation · 214
 Course Prerequisites and Corequisites · 66
 Course Repeat Policy · 84
 College Split Courses · 84
 General · 84
 Course Substitution Policy · 84
 Course Syllabi · 86
 Credit for Courses Not Completed at SCC · 69
 Credit for College-Level Examination Program (CLEP) Tests · 72
 Credit for Coursework from Other Colleges and Universities
 Taken Before Admission to Southeastern Community College
 (Transcript Evaluation) · 69
 Credit for Coursework taken at Other Colleges and Universities
 After Admissions to Southeastern Community College
 (Transient Coursework) · 71
 Credit for High School Courses · 74
 Credit for Military Training · 71
 Credit for Prior Knowledge, Experience, or Certifications · 68
 Criminal Justice Technology – Forensic Science
 Certificate Option · 155
 Degree Option · 154
 Criminal Justice Technology/Criminal Studies
 Certificate Options · 151
 Degree Option · 148
 Diploma Option · 150
 Cultural Events · 288
 Curriculum Calendar · 320
 Curriculum Student Registration · 67
 Curriculum Tuition Refunds · 33

D

Degrees and Programs · 14
 Directed Independent Study · 69
 Distance Education · *See* Special Courses
 Hybrid Courses · 93
 Internet Courses · 93
 North Carolina Information Highway Courses (NCIH) · 93
 Dropping Classes · 85

E

Early Childhood Education
 Certificate Options · 160
 Degree Options · 156
 Diploma Option · 160
 Effects of Repeating a Class · 89
 Electrical Engineering Technology
 Certificate Options · 167
 Degree Option · 164
 Diploma Option · 166
 Electronic Communication · 63
 Emergency Medical Services (EMS) Training · 278
 Equal Opportunity Policy · 16
 Estimated Annual Expenses · 31
 Evening/Weekend Courses and Services · 15

F

Faculty Position on Student Responsibility in Academic Achievement
 · 64
 False Information · 27
 Financial Aid
 Award Disbursements · 39
 Deadlines · 38
 Dependency Status · 39
 Financial Aid Application Process · 38
 Financial Aid Satisfactory Academic Progress · 39
 Financial Need · 39
 General Information · 40
 Other Sources of Aid · 50
 Refund Policy · 41
 Repayment Policy · 41
 Special Circumstances · 39
 Student Eligibility Requirements · 38
 Types of Aid · 41
 Financial Assistance Opportunities · 15
 Fire Service Training · 279

G

General Education · 94
 Definition · 94
 Development of Outcomes (Competencies) · 94
 General Education Outcomes · 95
 Inclusion in Degrees and Diplomas · 94
 Grade Explanation · 87
 Grading System · 87
 Graduation Fee · 34
 Graduation Requirements · 96
 Guest Speakers · 288

H

High School Students · *See* Programs for High School Students
 Historical Information · 14
 Home Schooled Students · 26
 Human Resources Development · 272

I

Independent Comprehensive Articulation Agreement (ICAA) · 80
 Information Technology
 Certificate Options · 172
 Degree Options · 170
 Institutional Accreditation · 3
 Institutional Memberships · 3
 Instructor-Facilitated On-line Learning · 278
 International Students · 26

L

Law Enforcement Training · 279
 Library · 54, 288

M

Management Development Programs · 278
 Manicuring/Nail Technology Certificate · 174
 Mechatronics Engineering Technology
 Certificate Option · 177
 Degree Option · 176
 Diploma Option · 177
 Medical Laboratory Technology Degree · 178
 Medical Office Administration
 Certificate Options · 184
 Degree Option · 182
 Diploma Option · 183
 Mission Statement · 14
 Vision · 14

N

NCWorks Career Center · 283
 NCWorks Customized Training Program (CTP) · 277
 Non-Discrimination Policy · 3
 Nurse Aide (Continuing Education) · 280
 Nurse Aide Certificate · 186

O

Office Administration
 Certificate Options · 192
 Degree Options · 188
 Diploma Options · 190
 Official Announcements · 54
 Options for Program Completion · 102
 Associate Degree Programs · 102
 Certificate Programs · 104
 Diploma Programs · 103

P

Performance Measures · 20
 Licensure Pass Rate · 21
 Performance Measure Results · 21
 Phlebotomy Certificate · 194
 Placement Assessment · 25
 English/Reading · 25
 Mathematics · 25
 Other College Placement Scores · 26
 Practical Nursing Diploma · 198
 Program Advising · 55
 Program Progression to Graduation · 97
 Programs at a Glance · 100
 Programs for High School Students · 289
 Purpose of Curriculum Instruction · 102
 Purpose of Student Services · 54
 Goals · 54

R

Removing an Incomplete Grade · 86
 Request for a Grade Change Policy · 86
 Requesting Transcripts · 96
 Residency · 33
 Retention and Disposition of Student Records · 63
 Retired and Senior Volunteer Program (RSVP) · 289
 Rules and Regulations · 58
 Other Rules and Regulations · 58
 Traffic and Parking Regulations · 58
 Visitors · 58

S

SCC Board of Trustees · 298
 SCC Faculty and Staff · 300
 Small Business Center · 284
 Special Courses · 91
 Student Activities · 56
 Ambassador Program · 56
 Art Club · 56
 Campus Crusade for Christ (CRU) · 56
 Club Trio · 56
 Cosmetology Club · 56
 Future Educators Club · 57
 Medical Laboratory Technology (MLT) Club · 57
 Phi Beta Lambda · 57
 Phi Theta Kappa · 57
 SkillsUSA · 57
 Student Government Association · 57
 Student Activity Fees · 32
 Student Advancement and Graduation (SAGF) Fee · 32
 Student Center · 54
 Student Classification · 62
 Student Course Load · 64
 Student Identification Card · 32
 Student Insurance · 32

Student Responsibility for Program Requirements · 63
Student Right to Know · 27
Student Rights and Responsibilities · 65
 Appropriate Academic Behaviors · 65
 General Expectations · 66
Students with Disabilities · 55

T

Technical Rescuer Series · 279
Therapeutic & Diagnostic Services · 202
 Nurse Aide Diploma (D45970) · 202
 Phlebotomy Diploma (D45950) · 206
Tuition and Fees · 30
Types of Aide
 Grants · 41
 Scholarships · 42
 Student Employment Program · 50

U

Undocumented Immigrant Students · 27
Use of Social Security Numbers · 27

W

Welding Technology
 Certificate Option · 211
 Degree Option · 210
 Diploma Option · 211
Withdrawing from Classes · 86
Work-Based Learning · *See* Special Courses
Workforce Continuing Education Training · 272
 Computer Skills · 277
 General Workforce Training · 276
 Healthcare Pathways · 276
 Industrial Training · 277
 Licensure & Certification · 277
 Occupational Extension · 276
Workforce Development Training Programs · 276
Workforce Innovation and Opportunity Act (WIOA) · 284

NOTES

NOTES