2020-2021

Southeastern Community College

Catalog & Student Handbook

Volume 43, Number 1

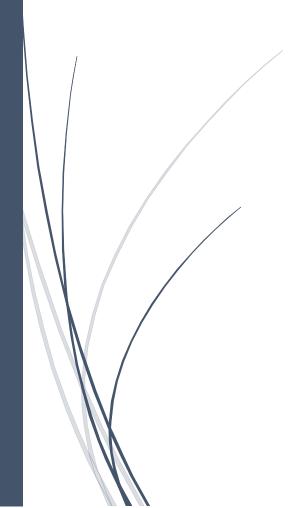


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PRESIDENT'S MESSAGE



Welcome to SCC and congratulations, you have made the first step to a future of endless possibilities.

Our goal at SCC is to serve you to maximize the alignment of education and training to meet the immediate needs of local business and industry so people of all ages will have the opportunity to prosper.

Whether you are looking to enter college for transfer opportunity, complete coursework specific training or looking to start a new career, SCC stands ready to assist you with the education and training you will need to be successful in the workforce.

We hope as you navigate the website, you find answers to the questions you may have about the college, programs, and community support.

A wide scope of student supports services is available to you throughout the college. Academic and personal counseling, financial aid advising, tutoring services, and many other services are available for students to help ensure our success at SCC.

SCC has a long, rich history in Columbus County and throughout the southeast region. The amazing work that has been accomplished by visionary leadership is evident in our community and here at the college. Regardless of your educational goals, Southeastern Community College is prepared to assist you.

I hope that as you watch new programming unfold at the college, that you too will choose to be a part of that rich history and make Southeastern Community College your first choice for educational obtainment.

By succeeding together, we can continue to build a brighter future for the region.

Sincerely,

Dr. Chris English

President

Board of Trustees

Southeastern Community College is governed by a local Board of Trustees. The General Statutes of North Carolina provides the guidelines for the composition and tenure of members of the Board. The Student Government Association President serves as an ex-officio member. The Board consists of 12 trustees – four appointed by Columbus County Commissioners, two appointed by Columbus County Board of Education, two appointed by Whiteville City Board of Education and four appointed by the Governor of North Carolina.

THERESA J. BLANKS (SECRETARY)

Appointed by County Commissioners

SPRUELL R. BRITT

Appointed by County Board of Education

PICKETT COUNCIL

Appointed by County Commissioners

DR. MAUDIE DAVIS (VICE CHAIR)

Appointed by County Commissioners

HENRY J. EDMUND (CHAIR)

Appointed by County Board of Education

ROBERT L. EZZELL

Appointed by County Commissioners

CRYSTAL FRINK

Appointed by Governor

JACK HOOKS

Appointed by Whiteville City Schools

JOE HOOKS

Appointed by Whiteville City Schools

DR. GARY LANIER

Appointed by Governor

EMMA SHAW

Appointed by Governor

TERRAY SUGGS

Appointed by Governor

GENERAL INFORMATION

DISCLAIMER

This catalog and handbook 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.

INTRODUCTION TO THE STUDENT CATALOG & HANDBOOK

The Southeastern Community College (SCC) Student Catalog & Handbook is published to provide important information for students about the opportunities and services offered by SCC as well as the procedures and regulations to be followed. The Student Catalog & Handbook provides details about campus services and procedures, advisement, and student organizations. It also contains student rights and responsibilities, grievance procedures, and campus regulations. The Student Catalog & Handbook also describes academic programs, procedures, and degree requirements; continuing education programs; and special programs. It also contains course descriptions and gives information on college admissions procedures, costs, financial aid programs, student services and activities, college facilities and community outreach programs.

Because students are responsible for the information in the Student Handbook & Catalog, they should familiarize themselves with the publication. Students are responsible for the proper completion of their academic program, familiarity with all requirements, maintaining the grade point average required, knowing their academic standing, and meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All information contained in this Student Catalog & Handbook is subject to change at any time without notice.

NON-DISCRIMINATION

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 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 support s 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 (SACSCOC) to award certificates, diplomas, and associate degrees. Questions about the accreditation of Southeastern Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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@sccnc.edu.

MEMBERSHIPS

Institutional memberships include the American Association of Community Colleges, Southern Association of College s 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.

HISTORY

Chartered on February 6, 1964, Southeastern Community College (SCC) is a public, comprehensive community college providing accessible educational, cultural, and social opportunities for area residents. Dozens of 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. SCC provides a wide range of continuing education courses throughout Columbus County, serving thousands of 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 the 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 STATEMENT

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

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

ROLE AND SCOPE

Southeastern Community College is an open-door higher education institution that is a part of the North Carolina Community College System. The College exists to improve the lives of Columbus County citizens, businesses, and industry through affordable, accessible, student-centered education and training. Offerings include pre-baccalaureate programs and applied technical diplomas, and certificates associated with business, health, public service, and engineering technologies. The College also offers basic skills and literacy education for students who need developmental work prior to or while attending the college.

The College partners with local secondary education systems to offer early college and technical education to qualifying high school students. The College also offers online classes and a variety of academic and support services.

To promote economic development in Columbus County, the college offers customized education and training for local businesses and industries through credit and continuing education, and a variety of workforce training programs.

As a part of the service to Columbus County, the College offers a variety of cultural enrichment opportunities through continuing education that improve the quality of life by focusing on continuous learning at any age.

Approved by the Southeastern Community College Board of Trustees January 2021.

DEGREES AND PROGRAMS

SCC offers a wide variety of college-credit curriculum programs in both face-to-face and distance learning formats. 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 program pathway/graduation plan.

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 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. 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 would be unable to begin or to continue their college education without aid. Most of SCC students receive some sort of financial aid each year. Types of

financial aid include grants, scholarships, and on-campus jobs. For recent high school graduates in Columbus County, the SCC Success Scholarship, funded by the SCC Foundation, provides free tuition and fees for up to four consecutive semesters, not including summers. Success Scholarship participants must have completed two Career and College Promise classes, have a 2.5 GPA, and meet other requirements to qualify. Financial aid is available to other 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) 788-6214.

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 Colleges 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 University of North Carolina at Pembroke Brave Step Dual Enrollment Agreement with Southeastern Community College
- The University of North Carolina Wilmington Guaranteed Admissions Agreement with Southeastern Community College
- Gardner-Webb University Guaranteed Admissions Agreement with Southeastern Community College
- Memorandum of Agreement with Columbus County Schools for the operation of Columbus Career & College Academy
- Memorandum of Agreement and Understanding between North Carolina Department of Public Safety and Southeastern Community College.

EQUAL OPPORTUNITY POLICY

The Equal Opportunity Policy is located here: https://sccnc.edu/policies-procedures/equal-employment-opportunity/

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/.

STUDENT ACHIEVEMENT INFORMATION

Southeastern Community College is part of the <u>North Carolina Community College System</u> (NCCCS). The NCCCS office prepares the Performance Measures for Student Success Report annually. This report compiles data from the previous year and serves to inform colleges and the public on the performance of each community college within the system. The current report may be found on this <u>NCCCS webpage</u>. The tables below summarize information from the 2019 Report.

2019 Performance Measures Results for Southeastern Community College

Measure	Baseline	System Average	Goal	SCC Measure	SCC Level
Basic Skills Progress	24.2%	41.8%	50.6%	45.0%	Above System Average
Student Success Rates in College- Level English Courses	40.1%	61.0%	66.6%	57.3%	Above System Baseline
Student Success Rates in College-Level Math Courses	19.5%	41.5%	46.2%	34.0%	Above System Baseline
First Year Progression	56.6%	68.2%	71.9%	67.8%	Above System Baseline
Curriculum Completion Rate	34.1%	49.3%	52.7%	44.0%	Above System Baseline
Licensure Passing Rate Index	.79	.98	1.07	.89	Above System Baseline
Transfer Performance	74.4%	85.2%	89.4%	86.0%	Above System Average

2019 LICENSURE PASS RATES FOR SOUTHEASTERN COMMUNITY COLLEGE

Exam	System Average	SCC Pass Rate
Basic Law Enforcement Training	74%	88%
Cosmetology Apprentice	92%	*
Cosmetology	85%	100%
Cosmetology Esthetician	94%	*
EMT-Basic	72%	64%
AEMT	58%	*
Nurse Aide	74%	61%
Paramedic	73%	100%
Practical Nursing	95%	90%
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 student services, 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 pursuant to SBCCC 02C.0301 (d).

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. 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 <u>State Board of Community Colleges Code 1D SBCCC 400.2(g)</u>, 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.

Applicants with a high school diploma or high school equivalency may enroll in any degree, diploma, or certificate program. Applicants without a high school diploma or high school equivalency may enroll in certain courses or programs. Qualified high school students may enroll in College and Career Promise programs.

Application Process

- 1. Applicants must complete an online application for admission. The online application is available at https://sccnc.edu/future-students/admissions/apply/.
- 2. Applicants must include a residency determination number (RDN) on the application. The residency determination application is available at www.ncresidency.org.
- 3. Applicants must submit an official high school transcript. Transcripts may be sent electronically or via mail from the issuing institution.
- 4. Applicants who wish to receive credit for coursework completed at another institution must submit official transcript(s) electronically or via mail from the issuing institution.
- 5. Applicants may be required to complete a placement assessment. Student Services staff will review the applicant's transcript(s) to determine if the placement assessment is required.

Residency

Beginning September 11, 2017, students applying for admission or readmission to Southeastern Community College must establish residency using a Residency Determination Service (RDS) application. This service will enable students to use one in- or out-of-state residency determination for admissions application to multiple North Carolina colleges and universities and to demonstrate residency for financial aid consideration.

Undocumented Applicants

Undocumented applicants are permitted to enroll at Southeastern Community College. They will be charged out-of-state tuition.

Home School Students

Applicants who are/were home schooled will be considered for admission on the same basis as North Carolina public school students, provided that evidence that the home school complies with state regulations.

A transcript must include:

- 1. Name of the student
- 2. Student's social security number
- 3. Courses taken and credits earned each year
- 4. Cumulative high school grade point average or other measure of academic progress
- 5. Date of graduation
- 6. Signature of school administrator

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 910-788-6281.

Career and College Promise

Career and College Promise provides structured opportunities for qualified high school students to be concurrently enrolled in high school and 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. Students are responsible for the cost of books and student fees.

Career and College Promise consists of:

- 1. College Transfer Pathways (CTP) which allows 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 provide opportunities for students to complete an associate degree or earn up to two years of college credit within five years.

Student Right to Know

The Student Right to Know Act requires institutions to disclose graduation rates for all first-time certificate, diploma, and degree-seeking full-time students. The proportion of these students first enrolled in Fall 2016 that graduated within 150 percent of their program length is 41 percent.

Social Security Numbers

Southeastern Community College (SCC) requires social security numbers from applicants, with some exceptions, for admission to ensure accurate records for mandatory federal and state reporting. SCC protects and restricts access to this information as required by the Family Educational Rights and Privacy Act (FERPA).

False information

Applicants are expected to demonstrate honesty in the completion of all required forms. False information will be grounds for rejection or dismissal from Southeastern Community College.

Tuition refunds are made only under the following circumstances:

- A full refund will be made if the college cancels a class.
- A pre-registered curriculum student who officially drops from a curriculum class or from the college before the first day of the semester may request a 100% refund.
- A 75% refund may be made if a student officially drops from a curriculum class on or before the 10% point of the course.
- Students who fail to follow proper drop procedures forfeit all refunds.
- Student fees, including administrative, laboratory, malpractice insurance (if required for a program of study), and graduation fees cannot be refunded except in the case of courses cancelled by the college.

To begin the refund process, a student must complete a drop form, which is available in the Registrar's Office. Refund checks are generated after a student completes the necessary form to drop a course within the designated refund period. The tuition refund check is mailed to the student's address on record at the college. Contact the Business Office at 910.788.6329 for any questions or concerns about tuition refunds. (Policy 6.09 & Procedure 6.09.01)

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 2020-2021 (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 (CATS)	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 is \$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 (fall and spring semesters) for average full-time North Carolina students in the 2018-2019 academic year.

Living at Home with Pa	rents	In-State
Tuition and Fees (based	on 16 hours)	\$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 (based	on 16 hours)	\$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. Nursing students are also required to purchase testing and laboratory supplies (totaling approximately \$230). Additionally, clinical sites may require background checks for students costing approximately \$94.

Students may be required to purchase class related items or pay approved fees. For example, cosmetology students must buy a cosmetology kit required by the state of North Carolina (approximate cost \$800), black uniforms, and black closed-toe shoes. Fees for classes are approved by the college's Board of Trustees. For a complete list of approved curriculum fees, please contact the Vice President of Academic Affairs office.

CONTINUING EDUCATION

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

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 certain programs such as health technologies and cosmetology.

CAMPUS ACCESS, TRANSPORTATION & SAFETY (CATS) FEE

Students pay a semester fee of \$12 for a permit to use of 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 for resources to assist in improving student success. This fee does not include the costs of cap, gown, 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 straightforward 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 at 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 being made 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 college's buy back procedures. The college shall use distance learning technologies and other educational methodologies to help active duty students complete their course requirements under the guidance of faculty and administrative staff.

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

FINANCIAL AID

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
- 6. Additional requirements may apply

FINANCIAL AID APPLICATION PROCESS

Students that need financial assistance should contact their high school guidance counselor or the SCC Financial Aid Office for information.

- 1. All applicants must complete the SCC admission application, including submission of an official copy of a high school transcript showing graduation, and/or a GED.
- 2. Applicants must complete the financial aid application, Free Application for Federal Student Aid (FAFSA), at studentaid.ed.gov/sa/fafsa. To complete the FAFSA, students will need to have income information, such as federal tax returns, W-2 wage statements, and records of benefits received from sources such as child support and disability for the requested tax year. 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 information reported on the FAFSA.
- 4. When all forms have been received by the SCC Financial Aid Office, the office will send students an offer letter indicating the type and amount of aid awarded.

DEADLINES

Students should apply as soon after October 1 as possible for financial aid for the following academic year in order to have the best chance of receiving campus-based aid and having the award process completed prior to enrollment. Students must apply for financial aid before established deadlines. Failure to meet established deadlines will delay receipt of aid. Please contact the financial aid office for more information. Awards are made as complete information is received from each student; however, applications for Pell Grant and state grants are processed throughout the academic year.

FINANCIAL AID POLICY

Southeastern Community College's financial aid policy is located here - https://sccnc.edu/policies-procedures/financial-aid/ .

REPAYMENT

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 during 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 the offer 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 college's refund policy may be found here - https://sccnc.edu/policies-procedures/refunds/.

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 a 2.0 GPA or higher. 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 and is awarded to students who are selected to represent the college at special events on campus and in the community. Recipients must complete a successful interview, have at least a 3.0 GPA, participate in a special leadership training class, and serve the college 3-5 hours each week.

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 selected students 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 -

Byron Elliott Fowler Scholarship - This scholarship was established in memory of C. M. & Margaret Elliott Fowler and is to provide a scholarship annually to an SCC student. The recipient must have earned a 2.5 GPA or better in previous academic work

Carl Meares, Sr. Scholarship - This scholarship is to provide an award to a SCC student who maintains satisfactory progress in accordance with college guidelines.

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 High School Class of 1957 Scholarship - This endowment was established in 1992 by the members of the Chadbourn High School Class of 1957.

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/Whiteville Retired School Personnel and NCAE Scholarship - This scholarship was established by members of the Columbus County/Whiteville Retired School Personnel and NCAE. Recipients must be a Columbus County resident; be enrolled in the pre-teaching, early childhood, or college transfer curriculum with plans to pursue a teaching career; and must maintain a 3.0 GPA.

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 Family Memorial Scholarship - This scholarship, in memory of Dennis Grainger, was funded by Carolyn Grainger and is 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 full-time in an allied health program and maintain a 3.0 GPA.
- *Dr. Hillary M. Hawks Pharmacy Technology Scholarship* This scholarship is awarded to a student enrolled in the Pharmacy Technology program. Recipients must be a resident of Columbus County and have 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. Jugta Kahai Scholarship* This scholarship is to provide an annual scholarship to a full-time student of good character showing academic promise. Recipients must have earned a 2.5 GPA in previous educational work and maintain that average to retain the Scholarship -
- **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.

Elizabeth "Betty" Fisher Wells Memorial 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 two-year curriculum program at Southeastern Community College. Recipients must demonstrate financial need and maintain a 2.5 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 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 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.

Georgia and Henry 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.

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 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.

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.

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.

Irene Bell Young Nursing Scholarship - This scholarship is awarded to students accepted into the nursing program. The recipients must have earned 3.0 GPA, graduated from South Columbus High School, and be a Columbus County resident.

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.

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

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.

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

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

Kathy Ammons Dew Scholarship - This scholarship was established by friends and family of Kathy Ammons Dew and provides a scholarship to students in their final year of the Medical Laboratory Technology program. Recipients must demonstrate excellent work ethic, teamwork skill, professionalism, and maintain a 3.0 GPA.

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

Lennon Farms Inc. Scholarship - This scholarship, funded by Mark Lennon, Ross Lennon, and Barbara Lennon, is awarded to support a student in the Agribusiness Technology program. The recipient must have earned 3.0 GPA and be enrolled full time.

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.

Lloyd Thompson Scholarship - This scholarship, funded by Retha W. Thompson, is to provide a scholarship to recipients who have earned a 3.0 GPA and are enrolled in an early childhood education program. The recipients must be a resident of Columbus County.

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

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 Southeastern Community College.

McDuffie Family Scholarship - This scholarship, funded by Jerry and Wanda McDuffie, is awarded to two full-time students attending SCC who have earned a 2.5 GPA. Recipients must be of good character showing academic promise and preference is given to Columbus or Bladen county residents.

Melba Williams Scholarship - This scholarship is funded by Melba Williams, an alumna of the SCC Class of 1969, is awarded to students in any Southeastern Community College program who have earned a 2.5 GPA, and are residents of Columbus County.

Mona Watts Kahl Scholarship - This scholarship is funded annually with a gift from Mona Watts Kahl to a recipient in a program that leads to a public education or medical-related career. The recipient must be a Columbus County resident, participate in community service and/or church activities, and have a 3.0 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 2.0 GPA.

Norma Sidbury Stroscio Excellence in Nursing Scholarship - Mrs. Stroscio was noted for the dedication she brought to her career as a nurse. She mentored many nursing students. Her daughter, Gail Stroscio Jones, her son, Michael A. Stroscio, 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 GPA.

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.

Patience Proctor Scholarship - This scholarship, in memory of Edward Knox Proctor, III., and his son, James Dick Proctor, is to provide scholarships to students of Columbus County.

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 residents of Columbus County and have earned a GPA of 2.5.

Phil and Mary Comer Nursing Scholarship - This scholarship is funded with an estate gift from the estate of Phil and Mary Comer. Recipients must be enrolled in a nursing program and maintain a 2.5 GPA.

Phyllis Janet Feagin Trust Scholarship - This scholarship is awarded to students who have earned a 2.5 GPA in previous educational work and maintain that average to retain the Scholarship -

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.

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.

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.

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.

- **Roland C. 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 North Carolina residents.
- *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 Wooten 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 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.
- *Softball Scholarships.* These scholarships may be offered to selected students 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.
- **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.
- **State Employees Credit Union (SECU) Foundation Scholarship** Each community college in North Carolina offers two \$2,500 scholarships annually. Recipients must be a U.S. citizens, sN.C. resident, and graduates of an 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.
- *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).
- *The Tom Stanley Memorial Scholarship* This scholarship, funded by family and friends of Tom Stanley, provides scholarships to Columbus County residents who have a 2.5 GPA and are enrolled in programs at Southeastern Community College. Preference is given to those enrolled in Broadcasting & Production Technology, nursing, or athletics programs.
- **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.
- *Whiteville Rotary Club Scholarship* This scholarship, funded by the Whiteville Rotary Club, provides an annual scholarship to a student at Southeastern Community College.

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.

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

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.

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.

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

STUDENT LIFE & DEVELOPMENT

PURPOSE STATEMENT

The purpose of SCC Student Services is to assist students in achieving their educational, social, and career goals by creating an environment that promotes, supports and celebrates student success. Student Services will provide opportunities for students to build upon their strengths, skills and abilities by providing them with opportunities to increase their self-confidence, leadership skills, global awareness, and community consciousness.

GOALS

- 1. Students will collaborate with Student Services staff to co-create educational, career, and social plans and goals.
- 2. Students will discover their strengths and special abilities and the unique needs and potential of individuals will be acknowledged.
- 3. Students will be encouraged to connect with campus clubs and resources as well as the college's service area.
- 4. Students will be a part of a campus community that is committed to establishing an accessible and welcoming environment to individuals from diverse communities.
- 5. Students will be communicated with often to establish and maintain a strong connection with the campus community.

WILLIAMSON LIBRARY

Information about the Williamson Library may be found here -scenc.edu/library/.

BOOKSTORE

Textbooks can be bought and resold at the Orcutt Bookstore. School supplies, computers, Rams Café cards, sportswear, greeting cards, stationery, 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. The student center offers a variety of entertainment, such as a gaming center, foosball, air hockey, table tennis, and televisions. The offices of student engagement, the Student Government Association, as well as the fitness center are located in the student 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.

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 910-788-6327 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

Academic and Career Counseling

Before students enroll at SCC, the student services staff will help them explore their life and career goals and align those goals with educational opportunities and programs at the college. Student services staff members offer in-depth career exploration services and inventories on an individual basis. These sessions are designed to assist students in further clarifying their career goals. Students needing assistance with the application process can work with a student service staff to complete the application requirements. Financial aid counseling and services are provided to students as well. Once students are enrolled, SCC student services staff members are available to help with academic, occupational, financial, and transfer concerns. They work with other faculty and staff members to assist students in finding resources to meet their needs. 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. Students may also find career placement resources at the NC Works center located on the college campus in A building. Virtual Counseling services and advising services are also available to distance learners. Students should contact student services to set up a virtual appointment.

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 progress and issues related to program completion.

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

Tutoring

Located in the library, the college offers a variety of tutoring 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 complementing the academic experience by providing students with an opportunity to connect with other students and the campus community. Students have the opportunity to become engaged through a variety of educational, cultural, entertaining, and fun programs throughout the year.

Ambassador Program

The SCC Ambassador Program is a select group of students who 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 and displays and sells members' works in fairs. The club also invites artists and craftspeople 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.

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 who are interested in pursuing higher learning. Club TRIO exposes club members to various colleges and universities 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 cultural diversity on 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. A student must be enrolled in a cosmetology program to join this club.

Future Educators Club

The Future Educators Club enhances 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 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 the 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.

Science Club

The Science Club encourages student interest in science and provides an opportunity for students and faculty to share this interest. All students are eligible to join this club. Activities usually include meetings with visiting scientists as guest lecturers; real life science-related field trips; interaction with science students from neighboring institutions; and participation in projects, such as Earth Day activities, that help the college and local communities.

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 participate or volunteer at events as well as run 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, and SGA representatives serve on standing college committees. Elections for SGA officer positions are held annually.

Official Announcements

Southeastern Community College publishes official college information in the *SCC Student Catalog & Handbook*. All students are responsible for information provided in these publications. The *Student Catalog & Handbook* describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. 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.

Visitors

SCC encourages appropriate use of its facilities by citizens of the area in accordance with the purpose and policies of the institution, Policy 2.01 – Use of College Facilities/Equipment. Organizations may request facility use by calling (910) 788-6346.

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.

Rules and Regulations

The Student Handbook outlines rules and regulations.

CODE OF CONDUCT

Students are expected to conduct themselves in accordance with generally accepted standards, while appropriately incorporating SCC's values of integrity, community, respect and responsibility. The purpose of the Student Code of Conduct is not to restrict student rights but to protect the rights of all students in their academic pursuits.

Southeastern Community College considers the behavior described in the following sub-sections as inappropriate for the SCC community and in opposition to SCC's values of integrity, community, respect, and responsibility. These expectations and rules apply to all students, whether curriculum, continuing education, basic skills, early college, or career and college promise. SCC encourages community members to report to SCC officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to sanctions.

Integrity. Southeastern Community College students exemplify honesty, honor, and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- Academic Dishonesty Acts of academic dishonesty, including but not limited to taking or acquiring possession of any academic material from a member of the college staff or student body without permission or unethically obtained study materials; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work, plagiarism.
- Copyright Infringement Unauthorized use of any copyrighted material.
- Unauthorized Access Unauthorized access to any SCC building (i.e. keys, etc.) or unauthorized possession, duplication or use of means of access to any SCC building.
- Collusion. Action or inaction with another or others to violate the Code of Student Conduct.
- Election Tampering Tampering with the election of any SCC recognized student organization.
- Taking of Property Intentional and unauthorized taking of SCC property or the personal property of another, including goods, services, and other valuables.
- Stolen Property. Knowingly taking or maintaining possession of stolen property.

Community. Southeastern Community College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- *Disruptive Behavior*. Substantial disruption of SCC operations including obstruction of teaching, research, administration, other SCC activities, and/or other authorized non-SCC activities which occur on campus.
- *Rioting*. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- *Unauthorized Entry*. Misuse of access privileges to SCC premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from an SCC building.
- *Trademark*. Unauthorized use (including misuse) of SCC or organizational names and images.
- **Damage and Destruction**. Intentional, reckless and/or unauthorized damage to or destruction of SCC property or the personal property of another.
- IT and Acceptable Use. Violating the SCC Use of Information Systems policy.
- *Gambling*. Gambling as prohibited by the laws of the State of North Carolina. Gambling may include raffles, lotteries, sports pools, and online betting activities.
- *Weapons*. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun-chucks, throwing stars, or knives with a blade of longer than four and a half inches (4 ½"), except as permitted by state law.
- *Tobacco*. Smoking or tobacco, including but not limited to vaping, e-cigarettes, or any other electronic nicotine delivery system, use in any area of campus.
- Fire Safety- Violation of local, state, federal or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages SCC or personal property or which causes injury.
- o Failure to evacuate an SCC controlled building during a fire alarm.
- o Improper use of SCC fire safety equipment; or
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on SCC property. Such action may result in a local fine in addition to SCC sanctions.
- *Ineligible Association*. Associating with a student organization without having met eligibility requirements established by SCC.
- *Animals*. Animals, with the exception of animals that provide assistance (e.g. service animals), and pets are not permitted on campus except as permitted by SCC policy.
- Wheeled Devices. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside SCC buildings or on sidewalks. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to SCC property caused by these activities.

Respect - Southeastern Community College students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They show positive regard for each other and act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

- **Discrimination**. Any act or failure to act that is based upon an individual or group's actual or perceived status (race, color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran and genetic information, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from SCC's educational program or activities.
- *Harassment*. Any unwelcome conduct based on actual or perceived status including race, color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran and genetic information, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the complainant and community.
- *Hostile Environment*. Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from SCC's educational or employment program or activities.
- **Retaliatory Discrimination or Harassment**. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
- By-standing
 - Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law.
 - Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.
- *Abuse of Conduct Process.* Abuse or interference with, or failure to comply in, SCC processes including conduct and academic integrity hearings including, but not limited to:
 - o Falsification, distortion, or misrepresentation of information.
 - Failure to provide, destroying or concealing information during an investigation of an alleged policy violation.
 - o Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
 - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
 - o Failure to comply with the sanction(s) imposed by the campus conduct system.
 - o Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- *Harm to Persons*. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

- *Threat*. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- *Intimidation*. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
- **Bullying and Cyberbullying**. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.
- *Hazing*. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.
- Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another.
- *Stalking*. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
- **Sexual Misconduct**. Sexual misconduct includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.
- *Public Exposure*. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility - Southeastern Community College students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to:

- *Alcohol.* Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and within the limitations of SCC's Policy 2.04 Drug and Alcohol Policy and associated procedures.
- *Drugs*. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and within the limitations of SCC's Policy 2.04 Drug and Alcohol Policy and associated procedures.
- *Prescription Medications*. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
- *Failure to Comply*. Failure to comply with the reasonable directives of SCC officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Financial Responsibilities. Failure to promptly meet financial responsibilities to the institution.
- *Other Policies*. Violating other published SCC policies or rules, including parking and driving policies and procedures.
- *Health and Safety*. Creation of health and/or safety hazards (driving, dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
- *Violations of Law*. Evidence of violation of local, state or federal laws, when substantiated through the SCC's conduct process.

Interim Suspension

If an act of misconduct threatens the health or well-being of any member of the college community or seriously disrupts the function and good order of the college, a college official may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the college official may then suspend them from the class or the college until a resolution of the matter can be made. The college official invoking such suspension must notify the Director of Student Services in writing of the individuals involved and the nature of the incident as soon as possible but no later than 24 hours after the incident. The Director of Student Services is responsible for implementing student conduct procedures.

Conduct Procedures

When a student is alleged to have violated any portion of the code of student conduct, the individual must report the incident to the Director of Student Services using the college's Conduct Report within five business days of the incident. The Director of Student Services or a designee will serve as the conduct officer for the conduct officer for the investigation.

However, if an instructor or college official who is considering reporting a student violation believes that the student poses an immediate threat to self or others, he/she should contact Campus Police.

The conduct officer will contact the reporting individual and/or witnesses for additional information, as appropriate.

Within seven (7) working days after the conduct report is submitted, the conduct officer will complete a preliminary investigation of the incident and schedule a meeting with the student in order to determine whether sanctions should be initiated. During the meeting, the conduct officer will advise the student of the allegation(s), explain the student conduct procedures, and clarify the student's rights and responsibilities. The conduct officer will ask the student for his/her perspective regarding the allegation. Following the initial meeting the conduct officer will take one of the following actions:

- 1. If there is no basis for the allegation or if it does not warrant disciplinary action, the conduct officer will dismiss the allegation.
- 2. If the conduct officer finds the student responsible, he/she will impose sanctions.
- 3. If the conduct officer obtains new information from the student, he/she can continue the investigation for an additional seven (7) working days.
- 4. If the student fails to appear, the conduct officer may find the student responsible and impose sanctions. The student will be notified of the sanction via the postal service. The student will be granted five business days to appeal the sanction.

An advocate of the student's choosing may attend the meeting with the conduct officer. The role of the advocate is to support the student. The advocate may only advise the student, not address the conduct officer. The advocate may be asked to leave if he/she does not adhere to these conditions. To avoid any conflict of interest, employees of the college cannot serve as an advocate.

Sanctions

The following disciplinary actions may be imposed by the director of student services or the vice president of student services.

- 1. *Reprimand*: The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction. A record of this communication will be maintained.
- 2. *General Probation*. An individual may be placed on general probation when involved in a substantive disciplinary offense. General probation has two (2) important implications: 1) the individual is given a chance to show capability and willingness to observe the code of student conduct without further penalty; and 2) if the student errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) semesters.
- 3. Restrictive Probation. Restrictive probation results in loss of good standing, and notation of such is made in the student's conduct record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. The student will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of restrictive probation may result in immediate suspension.
- 4. *Suspension*. Exclusion from a class, program of the college, or all college activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the conduct officer before returning.
- 5. *Expulsion*. Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.
- 6. *Education Assignments*. Educational sanctions may include work assignments, essays, community service, participation in college-sponsored programs or activities, alcohol and/or drug education and counseling with a certified counselor, and other related educational assignments.
- 7. *Restitution*. Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, students and visitors.

- 8. **Delayed Registration**. A student may be required to meet with the conduct officer before registering for classes if the student has not complied with a sanction or contacted the conduct officer as required.
- 9. *Loss of Academic Credit or Grade*. This sanction may be imposed as a result of academic dishonesty or other violation of the Student Code of Conduct which may have impacted the student's academic credit or grade.
- 10. **Revocation of Admission and/or Degree**. Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
- 11. *Agreed-Upon Behavior Contract*. In situations where a student and the conduct officer can agree on the consequences that should result from the student's code of student conduct violation, the agreed-upon consequences can be set out in a document titled "Behavior Contract."
- 12. *Withholding*. Transcript, diploma, or right to register will be withheld (denied) when financial obligations are not met.
- 13. *Group Probation*. This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the probationary period, the group's charter may be revoked, or activities restricted.
- 14. *Group Restriction*. Removing college recognition during the semester in which the offense occurred or for a longer period, usually not more than one additional semester. While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
- 15. *Group Charter Revocation*. Removal of college recognition from a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the vice president of student services.
- 16. *No Contact*. There is to be no communication with the party or parties by any means, including but not limited to electronic or digital, in person, or through a third party (other than an attorney).

Other than college probation, suspension, expulsion, or the revoking or withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's disciplinary record maintained by the conduct officer.

Conduct Appeals

A student may appeal the conduct decision and/or sanction by requesting a hearing by the appeals committee in writing within five days of receipt of the sanction letter. The vice president of student services will convene the appeals committee.

The only grounds for appeal are the following:

- 1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing.
- 2. To consider new evidence, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and it potential impact must be included.
- 3. The sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals Committee Membership

The appeals committee is made up of one student from the arts and science division and one student from the technical program divisions, appointed by the Student Government Association, one SCC ambassador appointed by the SCC ambassador president, one faculty member appointed by the faculty senate, one student services staff member appointed by the vice president of student services or his/her designee. The committee will select one of its members to serve as the chair of the committee.

Procedures for the Conduct Appeals Committee

No one can serve on the conduct appeals committee if he/she has any involvement in the incident. The vice president of student services will schedule a hearing within seven business days of receipt of the hearing request. Following the hearing, the committee will communicate the recommendation to the vice president of student services. The vice president of student services will either accept or deny the committee's recommendation and inform the student of the finding in writing within five business days. The decision of the conduct appeals committee and vice president of student services is

final. The response will be sent to the student via the postal service. Copies of the decision will be provided to the college president and all individuals involved in the conduct appeals process.

Exception

All parties will receive written notification of any deviation from specified time frame.

The NCHERM Group Model Code Project, 2013. The Southeastern Community College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

STUDENT GRIEVANCE PROCESS

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student-to-employee interaction during his/her association with SCC. General grievance appeals concerning processes, disciplinary actions or alleged unjust or discriminatory treatment may be addressed through this process. Grade appeals are addressed through the Curriculum Grade Appeal Process. Grievances involving sexual harassment should be reported to the Vice President of Student Services (Procedure 2.07.1, Anti-Harassment).

Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

Formal Resolution

Step 1: In the event that the grievance is not resolved informally, the grievant must meet with the supervisor of the respondent individual against who said grievance has been filed, within five business days of the informal resolution meeting, and submit, in writing, a detailed explanation of the events or circumstances relevant to the grievance. This explanation should fully describe all aspects of the grievance, so it can be reviewed at every stage of the grievance process. Any necessary or pertinent documentation relevant to the grievance should be submitted with the written explanation.

The supervisor has up to five business days to conduct an investigation, which includes affording the respondent an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the appropriate vice president/dean and the grievant. The grievant decision will be sent via official SCC e-mail, and documents will be sent by U.S. Postal Service.

Step 2: If the grievance is not resolved in Step 1, the grievant must contact the vice president/dean of the division in which the individual is assigned within five business days of receipt of the response from the supervisor and request a meeting to discuss the grievance. The five-day period begins the day following the official SCC e-mail was sent by the supervisor.

After meeting with the grievant, the vice president/dean has up to ten business days to conduct an investigation, which includes affording the respondent and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice president/dean is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant copy will be sent via the official SCC e-mail system and the US Postal Service.

Step 3: If the grievant or the respondent is not satisfied with the response from the vice president/dean, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days from the date that the official SCC e-mail was sent. The request for a hearing must be made to the Vice President of Student Services. The Vice President of Student Services will convene the Student Grievance Committee.

STUDENT GRIEVANCE COMMITTEE FOR STUDENTS ENROLLED IN CURRICULUM PROGRAMS

The Grievance Committee is made up of one student from the Arts and Science Division and one student from the Technical Program Division, appointed by the Student Government Association, one SCC Ambassador appointed by the

SCC Ambassador President, one faculty member appointed by the Faculty Senate, one Student Services staff member appointed by the Vice President of Student Services and the Director of Student Services or his/her designee.

PROCEDURES FOR THE STUDENT GRIEVANCE COMMITTEES

No one can serve on the Student Grievance Committee if he/she has any involvement in the grievance. The Vice President of Student Services will schedule a hearing within five business days of receipt of the Hearing Request form. Following the hearing, the committee will communicate the decision to the Vice President of Student Services and upon approval from the Vice President of Student Services, draft a response to the grievant within five business days. If the committee's finding is not approved, the Vice President of Student Services will draft the response to the grievant. The decision of the Student Grievance Committee and Vice President of Student Services is final. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the President and all individuals involved in the grievance process.

EXCEPTIONS

- 1. All parties will receive written notification of any deviation from specified time frame.
- 2. The following exceptions apply if the respondent is a vice president or dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the Vice President of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

CAMPUS VISITOR RULES

SCC encourages appropriate use of its facilities by citizens of the area in accordance with the purpose and policies of the institution. The college president has authorized appropriate college officials to restrict or ban any student or non-student from the campus whose presence or actions may be inappropriate at a particular place or event.

Policy 7.08

Procedure 7.08.01

DRUGS AND ALCOHOL POLICY

The drug and alcohol policy of the college is required by the Drug-Free Workplace Act. The act requires that agencies receiving federal grants certify that they are providing a drug-free workplace. The use of drugs or alcohol may impair the well-being of employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities.

Any employee or student violating this policy is subject to disciplinary action up to and including referral for prosecution, expulsion, or termination. This policy applies to both students and college employees. (Policy 2.04)

DRUG AND ALCOHOL PROCEDURES FOR STUDENTS

The college does not differentiate between users and distributors. A student who manufactures, distributes, dispenses, possesses, uses, or is under the influence of a controlled substance or alcohol while on college premises or as part of any college-sponsored activities is subject to disciplinary action up to suspension, expulsion, and/or referral for prosecution.

1. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include but are not limited to "crack," PCP, cocaine, marijuana, and heroin. They also include legal drugs that are not prescribed for the student's use by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes.

- 2. If a student is determined to be in violation of a criminal drug statute or alcohol beverage control statute while on college premises or as part of a college-sponsored activity, he/she is subject to disciplinary action up to suspension, expulsion, and/or referral for prosecution.
- 3. Student use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage or according to a physician's prescription.
- 4. A student who take prescription and/or over-the-counter drugs must determine whether the drug may interfere with his/her safety or the safety of others on campus. The illegal or unauthorized use of prescription drugs by a student while on college premises or as part of a college-sponsored activity is prohibited. The intentional misuse, abuse or distribution of prescription drugs or over-the-counter drugs by a student is prohibited while on college premises or as part of a college-sponsored activity.
- 5. Visits to the campus by the Sheriff's K-9 Unit may occur on a random, unannounced basis. A student found possessing illegal drugs or alcohol may be arrested by local authorities and removed from campus.
- 6. Reasonable Suspicion/For Cause Testing A student may be subject to a field sobriety test under any of the following circumstances:
 - a. Evidence of drugs/alcohol on or about the student's person or in the student's vicinity.
 - b. Unusual conduct on the student's part that suggests impairment or influence of drugs/alcohol.
- 7. If a student is suspected of being impaired, the student will not be permitted to leave college premises driving his/her vehicle and must arrange alternative transportation.
- 8. Post-Accident Testing A student who is enrolled in a program and/or course that may be considered "safety-sensitive" and who is involved in an in-class accident or injury during class may be required to take a field sobriety test. Examples of safety-sensitive programs and/or courses may include, but are not limited to:
 - a. Advancing Manufacturing
 - b. Electrical Engineering
 - c. HVACR
 - d. Nursing
 - e. Science Labs
 - f. Welding

Based on test results appropriate actions will be taken if necessary. (Procedure 2.04.02)

TOBACCO FREE CAMPUS

Southeastern Community College (SCC) is committed to providing its employees and students with a safe and healthful environment. SCC recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. SCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. (Policy 2.09)

Based on Southeastern Community College Board of Trustees approval (November 2009), the college has established the 100 percent tobacco free campus policy to be implemented on August 1, 2010.

- 1. Use of tobacco is prohibited by students, staff, faculty or visitors in all campus buildings, facilities or Property owned or leased by SCC and in vehicles that are the property of the college.
- 2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff which includes smoking, chewing, dipping or any other use of tobacco products. This policy also applies to e-cigarettes or any product simulating smoking instruments.
- 3. The sale or free distribution of tobacco products, including merchandise, on campus or at college events is prohibited.
- 4. Student organizations are prohibited from accepting money or gifts from tobacco companies, including: a. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (t-shirts, hats, etc.) on campus.
 - b. All tobacco advertising, such as billboards and signs in/on athletic facilities owned and operated by SCC.
- 5. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by SCC.
- 6. SCC will provide accessible resources for tobacco cessation programs. These tobacco cessation programs shall be publicized in student, faculty and staff publications, emails, through the SCC website, student services, and other appropriate means.

ENFORCEMENT OF TOBACCO POLICY

First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy and will file a report with the Campus Police giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail or memorandum. The Campus Police will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

Second Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the Campus Police determines that this is the second reported offense for a student, the Campus Police will give the student's name to the Director of Student Services. The Director of Student Services will send the student a first-class letter and/or Rams mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense

Faculty and staff members will follow the procedures identified in First Offense. When the Campus Police determines that this is the third reported offense for a student, the Campus Police will give the student's name to the Director of Student Services. The Director of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period. A student who disagrees with the decision may appeal the decision by following the student grievance procedure.

UNLAWFUL CARRYING OF FIREARMS OR OTHER WEAPONS

According to North Carolina General Statute #14-269.2, persons carrying, either openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by the college shall be convicted of a Class I felony. (Policy 8.03)

Persons carrying, either openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property or to a curricular or extracurricular activity sponsored by the college may be convicted of a Class G felony.

Also, persons carrying, either openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack or metallic knuckles, razor and razor blades (except solely for personal shaving), fireworks, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property may be convicted of a Class I misdemeanor.

However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

- 1. The firearm is a handgun; and
- 2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and
- 3. The handgun remains in either; a closed compartment or container within the permit holder's locked vehicle; or a locked container securely affixed to the permit holder's locked vehicle; and
- 4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; and
- 5. The firearm remains in the closed compartment at all times

No person is guilty of a criminal violation of this section as long as both of the following apply:]

- 1. The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.
- 2. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

PARKING AND DRIVING

All students taking at least one course on campus must display parking permits on their vehicles according to the directions printed on the permits. The SCC Business Office issues parking permits to students, staff, and faculty through the Welcome Center in the A Building. These permits are not transferable to another person or car. If for some reason, individuals have to drive a substitute car without a permit, they should advise the Security Officer or the Welcome Center in the A Building as soon as they arrive on campus.

Student vehicles are not allowed in parking spaces reserved for visitors. Vehicles that are double-parked, parked on the grass, blocking a driveway, parked over the designated parking lines, or disrupting an orderly flow of traffic are subject to a fine and may be towed away at owner expense.

Regulations

The following regulations constitute SCC's traffic code and are applicable to students, all members of the faculty and staff, and any other persons operating a motor vehicle on college-owned property. These regulations are in effect and enforced at all times.

- 1. The college reserves the right to regulate the use of any and all of its vehicle-parking facilities, including:
 - a. Denying vehicle-parking privileges to any individual and/or groups of individuals.
 - b. Reserving vehicle-parking facilities for the exclusive use of selected and designated individuals and/or groups.
- 2. The responsibility for locating legal parking spaces rests with operators of motor vehicles. Lack of parking space is not considered a valid excuse for violating any parking regulation
- 3. The fact that persons park and observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect.
- 4. Operators must keep their vehicles properly registered with the college at all times.
- 5. Only current vehicle permits are to be displayed according to the location specified on the permits. Vehicle permits must be removed from vehicles when they are sold or traded. Persons who have registered vehicles with the college are held responsible for all traffic violations involving those vehicles on campus.
- 6. The Welcome Desk Operator in the lobby of A Building must be notified of any changes in ownership or changes in license tag numbers of any vehicles registered for operation on campus.
- 7. The college reserves the right to change these regulations and to add, remove, or reallocate parking spaces as the need arises. These changes, if any, are effective with the posting of signs and/or markings as appropriate and are emailed to students via Rams Mail.

All regulations embodied in the General Statutes of North Carolina governing and regulating vehicular traffic are applicable to and are enforced on the college campus. In addition, the following regulations, which are unique to this institution, are enforced:

- 1. Vehicles may not be parked in "No Parking" zones at any time
- 2. The maximum speed limit on all campus streets is 20 miles per hour unless otherwise posted.
- 3. Movement of traffic along the campus streets must not be obstructed by vehicles stopping in the streets or in parking lots for any purpose other than parking.
- 4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
- 5. Pedestrians are given the right-of-way at all crosswalks.
- 6. All accidents involving motor vehicles that occur on college property must be reported immediately to Campus Police or Campus Security.
- 7. Vehicles illegally parked or abandoned on campus will be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
- 8. Parking on or over lines used to separate parking spaces is a violation.
- 9. Individuals with repeated violations may be banned from driving or parking on campus.

REPORTING ACCIDENTS ON CAMPUS

The prompt reporting of accidents and follow up is essential if the college is to be in a position to handle accident cases in the correct manner. It is important to remember that every injury could result in a Workers' Compensation claim. As such, there are specific guidelines that must be followed to meet legal compliance. It is the policy of the college to ensure all information pertaining to every injury is completed thoroughly, accurately and in a timely manner. (Policy 8.05) (Procedure 8.05.01)

Students should report all accidents to Campus Police and Security.

ANIMALS ON CAMPUS

In consideration of personal safety, as well as sanitation, privately owned animals are not permitted on campus. Only in the following cases are animals allowed:

- Service Animals. (Procedure 8.08.01)
- Animals that are brought on campus for a specifically authorized and approved animal show, contest, or other event approved by the college.

Baseball/Softball Games

- Animals may be brought to the baseball and softball fields by those individuals who are attending the game.
- Animals may be present for one hour prior to the game and one hour after the end of the game.
- Animals must be on a leash and under the control of the owner at all times.
- Animals must not cause a disruption to the game or disturb other attendees.
- Owners must clean-up after their animal in a sanitary manner.

Persons violating this policy will be requested to leave campus with their animal immediately. Animals found unattended may be impounded by campus security and turned over to animal control officers. (Policy 8.08)

SERVICE ANIMAL

A service animal is defined as any dog or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. If an animal meets this definition, it is considered a service animal for purposes of this regulation even if it has not been licensed or certified by a state or local government, or by a private agency. Special consideration will be given to determine whether reasonable accommodations in policies, practices, or procedures can be made to allow a miniature horse that serves as a service animal into a specific facility.

Under the Americans with Disabilities Act, individuals with disabilities may use service animals in any public area unless doing so would pose a danger to the health and safety of others or cause undue burden. Individuals with disabilities who use a service animal on campus are required to register with the Disability Services Coordinator in Students Services. If the Disability Services Coordinator is not available, the individual should register with campus security.

COMMUNICABLE DISEASE

The communicable disease policy of SCC is an effort to ensure the good health and safety of all employees and students. The college adopts this policy in its effort to control communicable diseases on campus. The policy incorporates established rules and regulations of the North Carolina Division of Health Services, Department of Human Resources. Employees or employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the vice president of administrative services. Students infected with a communicable disease have the responsibility of reporting this fact to the vice president of student development services. The institution

conducts a program to educate and inform employees and students about communicable disease. The education program includes, but is not limited to, written publications, seminars and workshops, and components of courses (Policy 8.06)

The communicable disease policy applies to all employees, employees of contractors or contracted services, and students of SCC.

<u>Procedure 8.06.01</u>

Procedure 8.06.02

Procedure 8.06.03

COPYRIGHT

College employees and students are expected to comply with Title 17 of the United States Code, entitled "Copyrights," amended by P.L. 94-553, dated October 19, 1976, and revised by the Copyright Act of 1976, effective January 2, 1978, and all subsequent amendments to the act. Information regarding this law is available through the college librarian. At Southeastern Community College sensitive data and original works in all media are treated in accordance with copyright, trademark and patent law. The college expects employees and students to adhere to the law stated above. (Policy 2.10) (Procedure 2.10.01)

FREE SPEECH

Southeastern Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Southeastern Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. The college will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the college. Any acts that are disruptive to normal operations of the college including but not limited to instruction, college business, or actions with interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges. (Policy 2.03, Procedure 2.03.01, Procedure 2.03.02)

FUNDRAISING AND SOLICITING

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained approval from the president of his/her designee. (Policy 2.02)

INTELLECTUAL PROPERTY

Intellectual Property Policy and Procedures The following policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of Southeastern Community College. This policy is subject to applicable state and Federal law. Although Southeastern Community College might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage fairness and creativity. (Policy 2.11)

PUBLIC ASSEMBLY

- 1. Only allowable assemblies may be held on the college campus. Disallowable assemblies are defined as those that have a reasonable probability of any of the following:
 - a. Interfering with a legitimate college activity.
 - b. Showing a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the college will in fact be materially disrupted.
 - c. Including matters that would subject administrators to civil liability for libel or defamation.
 - d. Including matters that are obscene in accordance with prevailing legislative and judicial interpretation or that offend the conscience of the community.

- 2. Guidelines and application forms for use of college buildings, facilities, grounds, and equipment are available from the president or his/her designee. Each application is acted upon within ten working days of its receipt in the designated office.
- 3. Any party or parties using the college buildings, facilities, campus, or equipment without following the procedures identified above are subject to removal from the campus and to prosecution.
- 4. Assemblies in buildings or on the campus must not interfere with or disrupt in any way the regular functions and needs of the college. No such assemblies may use any sound amplification equipment, unless specifically approved in advance.
- 5. Littering of the campus or buildings is prohibited and is enforced under General Statutes 14-399.
- 6. Acceptance of donations or charges for admission to such assemblies is generally prohibited unless special approval is obtained through the process identified above in advance of the event. (Procedure 2.03.02)

SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES AND BICYCLES

Skateboards, scooters, roller skates and in line skates may not be ridden anywhere on the property of Southeastern Community College. Bicycles may be ridden on campus roads that are open to public vehicles. Bike riders are required to obey the same rules of the road as other vehicles. (Policy 8.07)

CHILDREN ON CAMPUS

Children should not be on campus unless they are under direct supervision of a parent or responsible adult. Faculty should not permit children in classes or other instructional activities. (<u>Procedure 3.01.27</u>)

COLLEGE CLOSINGS, CLASS CANCELLATIONS, AND DELAYED OPENINGS

The president will determine the need for canceling classes, delaying opening of the college, or closing the college whenever such actions may become necessary due to inclement weather, natural disaster, or some other emergency situation. (Policy 2.12)

RECRUITMENT OF STUDENTS ON CAMPUS

Southeastern Community College will provide access to its buildings, campus and student directory information to persons or groups which make students aware of occupational or education options. This access will be on the same basis for educational institutions, occupational organizations and official representatives of the military forces of the State of North Carolina and the United States in compliance with SBCCC 115D-20 (8) which states, "If a board of trustees of an institution provides access to its buildings and campus and the student information directory to person or groups which make students aware of occupational or education options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and the United States for the purpose of informing students of educational and career opportunities available in the military." (Policy 4.11, Procedure 4.11.01)

LOCATING STUDENTS ON CAMPUS

For emergency situations, persons who either come to campus or telephone the college to locate a student on campus must contact the Welcome Center in the A Building. The Welcome Desk operator will notify a campus security officer who will deliver the message to the student, if appropriate.

LOST AND FOUND

Students should check for lost items with the Student Engagement Coordinator in the Nesmith Student Center or the college Welcome Desk operator in the A Building. Students should turn in found items to the Welcome Center. Articles not claimed within 30 days are discarded or given to an appropriate charity.

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 Student 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 INSURANCE

Each curriculum student is required to purchase student accident insurance each semester. Allied health curriculum programs may require the purchase of malpractice insurance. (<u>Policy 4.3</u>) Students are encouraged to have their own health insurance plan.

USE OF COLLEGE FACILITIES/EQUIPMENT

The college encourages public use of its facilities in accordance with its stated purposes and policies. Priority is given to enrolled students, employees, and guests. The Board authorizes the president and his/her designees to establish a fee schedule and to assess fees as appropriate to outside organizations utilizing college facilities. The president or his/her designee is authorized to identify any or all areas of the campus as open only to enrolled students, employees, and guests. Guests may include prospective students visiting the campus, persons attending authorized meetings, and persons using other services of the college. Use of college facilities is controlled by local guidelines and those covered specifically by other legislative policies (e.g., traffic, disruptions, and weapons). Appropriate signs may be posted stating that facilities are open only to those persons named above. The president or his/her designee is authorized to ban from campus any non-students who may be deemed undesirable or whose presence or actions may be inappropriate at a particular place or event. Southeastern Community College is committed to providing employees with the equipment necessary to perform their assigned duties. As such, employees are responsible and accountable for the safeguarding and proper use of college equipment. (Policy 2.01, Procedure 2.01.01)

CAMPUS SECURITY AND SAFETY

It is a goal of campus security services to provide the safest educational environment possible for students at Southeastern Community College. Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported to campus police, security, or 911 as soon as possible.

Southeastern Community College police/security officers are employees of the college. These officers are responsible for enforcing, observing, and reporting federal state, local and college laws and regulations, including parking regulations. Campus security is supplemented by support from federal, state, and local agencies having jurisdiction in the college's service area.

Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together as a campus community in crime prevention programs is essential in the successful development of a safe campus environment. Crime awareness is addressed annually at student orientation. Students participating in off-campus (college-sponsored) activities need to report criminal incidents to the law enforcement agency having jurisdiction where the crime occurred and must inform the Southeastern Community College campus security officers as soon as possible after the incident.

Campus police/security officers may be reached at: Campus Police Officer 910.770.3232 SCC Campus Security 910.625.9089 or 910.788.6215 College Welcome Desk 910.642.7141 Ext. 0

SAFETY

Safety is the responsibility of every employee/student, and compliance with safety policies and procedures will benefit everyone. The prevention of accidents and the elimination of safety hazards will continue to be a major objective of the college. The safety of our students, employees, the public and our operations are of the utmost importance and will receive our highest level of attention. The college takes employee/student safety and health seriously and believes that most injuries and unhealthy conditions are preventable. To this end, employees/students are encouraged to report any hazards or unsafe conditions. Further, they shall not engage in behaviors which are perceived as hazardous and will apply the principles of accident prevention to promote the general health and well-being of all concerned.

The college takes reasonable steps to provide a healthy, safe, and secure environment for all campus constituents. A healthy, safe, and secure environment enhances management.

The college's safety policy is found here - https://sccnc.edu/policies-procedures/8-01-policy-safety-policy/.

COMPLIANCE WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS ACT OF 1972

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The college does not discriminate on the basis of sex in educational programs or activities, recruitment, admission or employment consideration or selection, whether full-time or part time, under any educational program or activity operated by the college receiving or benefiting from federal financial assistance.

Title IX Coordinator

Mr. Bill Maultsby Director, Human Resources bill.maultsby@sccnc.edu 910.788.6310 A-Building, Rm 107

Title IX Deputy Coordinator

Dr. Sylvia Cox Vice President, Student Services sylvia.cox@scenc.edu 910.788.6381 A-Building, Rm 125

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SAVE ACT)

The college policy related to the SAVE Act is located here - https://sccnc.edu/policies-procedures/campuse-save-act-policy/ .

CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The purpose of this procedure is to establish the parameters for compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (commonly referred to as the "Clery Act" which is part of the Higher Education Act of 1965). (Policy 2.06, Procedure 2.06.01, Procedure 2.06.02)

SCC creates and publishes an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as college policies and procedures addressing campus security and safety.

SCC annually discloses/provides access to the campus community and the public, the Annual Security Report, which provides:

- Crime data (by type);
- Security policies and procedures in place to protect the community; and
- Information on the handling of threats, emergencies and dangerous situations.

Certain crimes are required by the Clery Act to be reported annually to the campus community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (forcible and non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons.

The annual report is available at Campus Safety and Security Statistics Report.

The following definitions apply:

Illegal discrimination must be severe, pervasive (persistent) and objectively offensive and shall be defined as: The failure or refusal to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; The limiting, desegregating, or classification of any employee in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; The denial, deprivation, limitation, or any other discrimination against an individual to any educational service or program of the college when the denial, deprivation, limitation, or other discrimination is because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; Any other action of the college, its personnel, working in their official employment capacity, which is based on an individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation.

Hostile Environment shall be defined as unwelcomed conduct which is severe or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, or abusive when such unwelcomed conduct is the result of some illegal discrimination. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, ridicule, mockery, insults, offensive objects or pictures, and interference with work or education. Petty slights, annoyances, isolated instances, or environments created by something other than illegal discrimination shall not rise to the level of a hostile environment.

Preponderance of the Evidence shall be defined as a finding that a claim or allegation is more likely than not to be true. This term does not refer to the quantity of evidence but rather to the quality of the evidence. It means that the fact finder must be persuaded, considering all the evidence, that the necessary facts to establish the allegation are more likely than not to exist.

Retaliation means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment. Retaliation against any person participating in good faith in connection with a complaint of sexual misconduct is strictly prohibited. Violations will be addressed through these procedures and/or other applicable college disciplinary policies or procedures.

Sex/Gender Discrimination shall be defined as illegal discrimination and includes the exclusion of a person from participation in or the denial of a person from the benefits of any SCC employment, education program, or SCC activity based upon their sex or gender. Without limiting the definition of Sex/Gender Discrimination, the following are defined as acts of Sex/Gender Discrimination.

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Unwanted phone calls, texts, email, or gestures
- Condition a benefit by submitting to sexual advances

Sexual Violence refers to a type of sex/gender discrimination involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts, as defined below fall into the category of sexual violence including: dating violence, domestic violence, rape, sexual assault, sexual battery, sexual coercion, and stalking. Sexual Violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex/gender discrimination prohibited by Title IX, the Board of Trustees, and college Administration.

Dating Violence is defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence is defined as asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-inhabitant, persons similarly situated under a domestic or family violence law, or anyone else protected under domestic or family law.

Rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any sexual touching of a person who has not consented. This includes rape (such as forced vaginal, anal, oral penetration), groping, forced kissing, child sexual abuse, or the torture of a victim in a sexual manner.

Sexual Battery shall be defined as an unwanted form of contact with an intimate part of the body that is made for purposes of sexual arousal, sexual gratification, or sexual abuse. Sexual battery may occur whether the victim is clothed or not.

Sexual Coercion shall be defined as any act of persuading or coercing a person into engaging in an unwanted sexual activity through physical force, the threat of physical force, or emotional manipulation. It may also include substance coercion. Coercive situations may occur along a continuum and may not be obvious, even to the coerced individual.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress. Please see section 14-277.3A of the General Statutes for North Carolina's definition of stalking.

Consent must be received prior to engaging in sexual activity and shall be defined as affirmative action through clear words or actions that creates the mutual understandable permission of all parties to willingly engage in sexual activity and the conditions of such activity. Consent can only be given by one who has the mental and physical capacity to make such a decision, and it must be clear, knowing, and voluntary. Consent to engage in one form of sexual activity cannot automatically imply to consent to engage is any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sex acts. Consent can be withdrawn at any time. Consent may not be granted by a person known to be, or by one who should be known to be, mentally or physically incapacitated. It should be recognized that the lack of protest or resistance is not, in and of itself, consent and persons who are asleep, unconscious, or unable to communicate due to a mental or physical condition are not capable of granting consent.

REPORTING ALLEGED SEXUAL MISCONDUCT

Individuals may report sexual misconduct to local law enforcement agencies by dialing 911. Individuals who make a criminal complaint may also choose to pursue a college complaint simultaneously. A criminal investigation does not release the college from its obligation to conduct its own investigation.

Individuals may choose to report alleged sexual misconduct to a campus official. The college respects and supports the individual's decision with respect to reporting; however, if information about sexual misconduct comes to the attention of the college, the college may start an investigation even in the absence of a filed complaint and/or notify appropriate law enforcement authorities if required or warranted based on the nature of the information reported.

Anyone wishing to report sexual misconduct should contact any one of the following individuals as outlined below:

Title IX Coordinator

Mr. Bill Maultsby Director, Human Resources bill.maultsby@sccnc.edu 910.788.6310 A-Building, Room 107

Title IX Deputy Coordinator

Dr. Sylvia Cox Vice President, Student Services sylvia.cox@scenc.edu 910.788.6381 A-Building, Room 125

When concerns are brought to their attention or when they suspect that sexual or gender discrimination may be present, they are required to initiate and/or oversee timely investigations and provide updates to the accuser and the respondent. Initial investigations must be completed within 30 days from the date of the report; therefore, all faculty and staff are required to cooperate fully, truthfully, and expediently with investigations as outline in this procedure.

EMPLOYEE RESPONSIBILITY TO REPORT

Employees, in general, have a responsibility to report incidents regarding sexual misconduct once they are informed by a complainant. Employees, (other than responsible employees) before getting the perspective from the employee/student, the employee/student will be made aware of the requirement to report the situation, including identity, to the Title IX Coordinator. The Title IX Coordinator will discuss the employee's/student's options, including confidentiality.

RESPONSIBLE EMPLOYEES

A responsible employee is defined as a college employee who has the authority to take action to address sexual harassment/misconduct. A responsible employee has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by employees and students to the Title IX Coordinator, Deputy Coordinator or other responsible employee. Responsible employees are defined to include all college administrators (campus police, vice presidents, division chairs, associate chairs, faculty (to include adjunct), academic counselors, coaches, student services employees, directors, vice presidents and the president). If an employee or student is unsure of someone's duties and ability to maintain one's privacy, the employee or student should ask the person before he/she speaks to him/her. After disclosure, the student will be made aware of the requirement to report the situation, including identity, to the Title IX Coordinator. The Title IX Coordinator will discuss the employee's/student's options, including confidentiality.

Responsible employees must report incidents of alleged sexual violence to the Title IX Coordinator or other designee to initiate an investigation.

CONFIDENTIAL EMPLOYEES

A Confidential Employee is not a Responsible Employee and is not required to report incidents of sexual misconduct to the college's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are not considered as Confidential Employees. While campus counselors do not have to report Personally Identifiable Information (PPI) such as victim's name, general information, such as nature, date time, and general location of the incident must be reported.

BYSTANDER INTERVENTION

Safe and positive actions may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander interventions include, but are not limited to:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective intervention options
- Taking actions to intervene

AMNESTY

The health and safety of every student at Southeastern Community College is of utmost importance. The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to college officials. The college may also offer amnesty or leniency to the alleged victim or reporting witness with respect to other violations of college policy which may be disclosed as a result of such reports, depending on the circumstances involved. A bystander acting in good faith or a reporting individual (complainant) acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Southeastern officials or law enforcement will not be subject to

Southeastern Community College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

INTERIM MEASURES

Once the college is made aware of a complaint, steps will be taken to ensure equal access to educational programs and activities for the victim and the respondent. Options that may be presented include, but are not limited to:

- Avoiding contact
- Rearrangement of class schedules/extracurricular activities
- Assessing resources: victim advocacy, academic support, counseling
- Use of disability services, health and mental services
- Reassignment
- Legal assistance
- Right to report a crime to campus/local law enforcement

INVESTIGATION PROCEDURES

Any complaint relating to discrimination, harassment or sexual harassment should be immediately referred to the Director of Human Resources (employee complaint) or the Vice President of Student Services (student complaint). (Note: If the respondent is a person that would otherwise be involved in the investigation or in the appeal process, the respondent may not participate in the investigation or appeal process; should the college President be named as a respondent, the appeals process should omit the President as being the final decision maker. In that circumstance, the Board of Trustees or the Executive Committee of the Board should serve as the final decision-making body).

- a. Within five working days of receiving the complaint the person charged with the complaint will be notified and an investigation will be initiated to determine whether there is a reasonable basis for believing that a violation of the policy had occurred.
- b. During the investigation, interviews will be conducted with all parties concerned. Within 30 working days of the complaint being filed, the investigation will be concluded and a report submitted of the findings to college administration
- c. If it is determined that a violation of this policy has occurred, a recommendation of appropriate disciplinary action will follow. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the respondent; (iv) the quality of the evidence (first-hand knowledge, credible corroboration, etc.) If it is determined that an individual has been falsely respondent appropriate disciplinary action will follow.
- d. Within five working days after the investigation is concluded, the complainant and respondent will be notified separately of the findings of the investigation.

APPEAL PROCEDURES

Either the complainant or respondent who disagrees with the results and/or sanctions of the investigation may exercise their rights by filing a written appeal to the appropriate Vice President/Vice President of Student Services requesting reconsideration of the previous decision. The appeal/reconsideration of decision request must be presented in writing within five working days after receipt of the decision. The appropriate Vice President, in the case of an employee appeal, or the Title IX Coordinator, in the case of a student appeal, will render a decision on the appeal request within five working days following receipt of the request.

If either party is dissatisfied with the decision of the Vice President, a written appeal may be filed within five working days to the college President requesting reconsideration of the finding of the Title IX investigator and the Vice President. The President will review the investigation, recommendations and decisions and any other evidence. The President will

render a final decision on the matter and notify the complainant or respondent within ten working days of receipt of the appeal. No additional remedy shall be granted following the decision of the President.

Protection of Complainant and Others

All reasonable actions are taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways suffer no retaliation as the result of their involvement in the process.

PROTECTION OF THE RESPONDENT

At the time the investigation commences, the respondent is informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.

In the event the allegations are not substantiated, all reasonable steps are taken to restore the reputation of the respondent if it were damaged by the proceedings.

PROTECTION OF BOTH PARTIES

To the extent possible, the proceedings are conducted in a manner that protects the confidentiality interests of both parties. After the investigation, the parties are informed of the facts developed in the course of the investigation. The parties are informed promptly in writing about the outcomes of the proceedings.

SANCTIONS

Possible sanctions for students may include but not limited to:

- Restricted access to buildings, events, or areas of the campus
- Suspension
- Expulsion

EDUCATION AND PREVENTION

SCC is committed to increasing the awareness of and prevention of sexual misconduct and discrimination both on and off campus. The college makes continued efforts to provide students and employees with information and strategies intended to prevent sexual misconduct and discrimination. In an effort to promote on-going awareness on campus safety, on occasion, SCC conducts informational sessions and training on a wide variety of subjects related to the health, safety and well-being of our employees and students.

EMERGENCY NOTIFICATIONS

Announcements will be made to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands upon the definition of "timely warning," as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency).

Timely warning is an announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community.

Title IX Coordinator and Campus Police work collaboratively with various offices on campus to develop, implement and oversee programs that ensure the college's overall compliance with the Clery Act and associated regulations.

For questions, additional detail, or to request changes to this policy, contact Campus Police.

ACADEMIC INFORMATION

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. Advisors will assist in course planning and program completion, but the final responsibility rests with the students.

Student Course Load

Students who register for more than 19 credit hours must obtain permission from the appropriate 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.

Student Classification

Students may be classified as described below.

- 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 a degree. When a special student has accumulated 12 credit hours or more, he/she is encouraged to enter an academic program. A special student is generally not eligible for many types of financial assistance.

Advising

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 monitoring their degree plans and making 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 four-year 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.

Course Audits

Auditing is taking a course without receiving credit. A notation of the audited course, represented by "AU," will be made on the student's permanent record. 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 and withdrawing from an audit course is governed by the same procedures as dropping and withdrawing from a course taken for credit.

Directed Independent Study

Directed Independent Study is a way for students to learn course content and receive academic credit under the direction of a faculty member. This is allowed under special circumstances. Students should contact the relevant department chair for more information about requesting an independent study.

All independent study contracts must 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 followed:

- 1. The instructor for the course must complete the contract before the advisor and student plan the student's schedule. The student must take the schedule and the independent study contract to the registrar's office for processing.
- 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.

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 unsuccessful 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.

Course Substitutions

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.

Changing Program

Students wishing to change their program of study should make an appointment with student services.

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.

Course Syllabi

Course syllabi are made available in Ram's Online for every curriculum course. 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 accommodations for students with a disability, 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, 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 needs dictate. 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 found in the course syllabus. In addition, rules governing tardiness and leaving class early are addressed in each instructor's addendum to the syllabus.

Grading System

Student grades are available electronically after the end of the semester. End-of-semester grades become a part of student's permanent record.

Grade Explanation

SCC uses a 4.0-point system of grading:

Grade	Explanation	Quality Points/Credit
A	Excellent	Hour
		4.0
В	Good	3.0
C	Average	2.0
D	Poor, but passing	1.0
\mathbf{F}	Failure	0.0

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 auditing 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 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.

R-Repeat... Grade indicating that a student in a developmental course has not completed all required 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.

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 arethen 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:

ENG 111	Α	4.0	X	3=	12
BIO 163	В	3.0	X	5=	15
PSY 150	C	2.0	X	3=	6
TOTALS				11=	33

A cumulative grade point average of 2.0 (C) or better is required for graduation in all programs. A lower GPA will also affect 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.

Repeating a Class

Students who earn a grade below a "C" in a course or who completed the course five or more years earlier will be allowed to repeat the course. Additionally, students may repeat a course if mandated by their program of study. The last grade earned will be the grade of record for the course. The Vice President of Academic Affairs may approve any exceptions on a case-by-case basis.

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

ACADEMIC FREEDOM

If a student feels that his/her academic freedom has been challenged or inappropriately restrained, he/she has the right to seek redress by filing a complaint using the college's grievance procedures. Policy 3.05 Procedure 3.05.01 Procedure 3.05.02

GENERAL EDUCATION

Definition

General education is the part of a student's education that assures that all graduates with a degree or diploma receive an appropriately broad and deep exposure to knowledge not specifically related to their field of study. General education is the part of a student's education that assures that all graduates with a degree or diploma receive an appropriately broad and deep exposure to knowledge not specifically related to their field of study. Each degree offered by the college requires a minimum of 15 semester hours of general education classes. This requirement is designed to ensure that Associate degree graduates learn to communicate effectively and have exposure to the broad disciplines of human thought including communications, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. This general education requirement is designed to produce graduates who have a well-rounded education, which complements the specific skills they may learn relevant to their particular discipline.

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 the 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 general education outcomes are met through taking appropriate courses to complete the transfer degree.

All other degrees – associate in applied science 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.

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.

General Education Outcomes

The general education outcomes with explanations are as follows:

Demonstrate college level communication skills (writing and speaking). 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 write and speak at the college level.

Demonstrate quantitative and scientific literacy. Quantitative and scientific literacy refer 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.

EXPECTATIONS OF STUDENTS

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 noncombative, 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 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 reteach what was missed. An individual instructor's policies may be more lenient than the above, but it is still a student responsibility to learn what was missed. Students should understand that faculty are in the classroom to aid them in learning, but that faculty also have the responsibility of certifying 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 class activities while in 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 learn effectively. 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 clarifying questions during the next class session.

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*.

ACCESS TO STUDENT RECORDS NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- 1. The right to inspect and review the student's education records within 45 days after the day Southeastern Community College (SCC) receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask SCC to amend a record should write the SCC registrar clearly identify the part of the record the student wants changed, and specify why it should be changed.

If SCC decides not to amend the record as requested, SCC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before SCC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

SCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by SCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the SCC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SCC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures

related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty, within SCC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Approved 06.15.2020 Effective Immediately

Retention and Disposition of Student Records

Retention and disposition of records maintained by 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.

TRANSCRIPTS

Students who wish to have an official transcript mailed to another institution or potential employer must request the transcript by one of the methods below.

ELECTRONIC ORDERING OPTIONS:

Electronic – When placing your order online, you can select a paperless option for your official transcript. Before placing your order, find out from the recipient whether an electronic transcript is acceptable and if so, the email address you should use for delivery. Once your order has been placed, the recipient will be notified by email that a certified PDF from our transcript ordering service can be retrieved. Please note that this option is not available for those who attended the college prior to 1997.

Mail – Official paper transcripts are mailed using standard delivery through the U.S. Postal Service. Paper transcript requests will normally be processed within two business days. However, a longer period of time may be required for processing at the beginning and end of a semester. The fee for an official paper transcript ordered via the online service is \$5.00.

Office Options:

On-demand – An official paper transcript can be requested on-demand during normal business operating hours in the Registrar's Office. The request must be made in person and will require a valid photo identification. The service will not be available during the two days prior to the start of the fall, spring and summer terms. The charge for an on-demand transcript is \$5.00.

Office request – An official paper transcript can be requested in the Registrar's Office for free. This request must be made in person and is only available for mailed or hold for pick-up paper transcripts. Paper transcripts will be processed within two business days. However, a longer period of time may be required for processing at the beginning and end of a semester. Electronic transcripts are not available using this process.

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. 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 health technologies 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 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 to courses SCC offers in content and credit hours. In some instances, students may be granted either general education credit or elective credit for courses in an area in which (e.g., science or math) the college requires specific courses, 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.
 - b. 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.)
 - c. Students desiring to transfer courses into a nursing or health technologies program must meet the following criteria:
 - Meet with an admission staff member 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 health technology program at SCC within twelve months of leaving the former institution.

- Understand that nursing and health technology 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.
- 3. 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.
- 4. Credit hours other than semester hours (e.g. quarter, unit) are translated to semester hours for transfer credit.
- 5. College junior or senior level courses may receive transfer credit for freshman or sophomore level courses if they are equivalent to lower level courses SCC teaches. No other upper division or graduate courses transfer.
- 6. Requests for reevaluations of transcript 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 whether 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.
- 7. Credit for developmental (or remedial) courses taken prior to 1997 is not awarded.
- 8. Courses may receive transfer credit but may not be acceptable in certain programs unless they were taken within a specific time period (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 an 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.

CURRICULUM STUDENT REGISTRATION / ADD / DROP / WITHDRAWAL / NEVER ATTEND

(**Procedure 3.01.10**)

Advising and Registration

The college provides ample opportunity for students to register for classes and encourages students to maintain regular advising appointments with advisors beyond the registration period. Exact registration times and dates are announced in advance through campus publications. Currently enrolled students should schedule an appointment with their advisor to receive advice concerning their selection of courses and degree progress. New or returning students should schedule an appointment with a Student Services Advisor to register for courses and to be coded into a program of study.

How students can add a class after classes have begun.

For most classes, the add period is the first two days of the semester or prior to the first day of the course. Students wishing to add a class that has met more than once must complete an Add/Withdrawal Form.

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

- 1. The student should complete the Add/Withdrawal Form, which will route to the appropriate division chair.
- 2. The chair, after consulting with the faculty, should deny the request, if he or she thinks the student has missed too much class to be successful.
- 3. If the chair, after consulting with the faculty, thinks the student can start the class and be successful, the chair will accept the form and discuss the petition with the Vice President of Academic Affairs (VPAA).
- 4. The VPAA will either approve or deny the request and direct the chair to communicate the decision to the student.
- 5. If approved, the Form will be delivered to the registrar, who will add the student to the course.
- 6. If denied, the Chair will communicate the decision to the student.

How students can drop a class.

Students can drop a course prior to the census date (10% point) of a class by dropping the course in Self Service or coming to the registrar's office and requesting a class to be dropped. Dropped courses are not recorded on students' transcripts and are not calculated in attempted hours for student completion.

How students can withdraw from a class.

Students wishing to withdrawal from a class should complete the Add/Withdrawal Form. After the 10% point, but before the beginning of the exam period, a grade of W will be entered on the student's transcript. After the exam period begins, a grade of will be issued in accordance with the grading policies and will be recorded on the students' transcript, unless the student officially withdraws from all courses.

Never Attend - Instructors should identify students who never attend a course.

Instructors will record students' first day of attendance in a course. Students who never attend a course will be marked as a no show and will be removed from the course prior to the census date.

Instructors may withdrawal students with excessive absences.

Instructors may withdraw students who have excessive absences. Students withdrawn for excessive absences will receive a grade of W until the day before the exam period. After that time, instructors may issue a grade in accordance with grading policies.

How students should withdrawal from all classes.

Students desiring to completely withdraw from all classes should contact Student Services for the forms and procedures necessary for official withdrawal. Students may withdraw from the college with a grade of W in all courses the day after

the 10% date and prior to the first day of the final examination period. After the final exam period, student grades are assigned in accordance with Procedure 3.01.11.

UNDERSTANDING COURSE PREREQUISITES AND COREQUISITES

Prerequisites

Prerequisite courses are courses that must be completed before students can enroll in subsequent courses. Students must comply with catalog requirements and 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 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 should work with their advisor and the appropriate department chair to initiate a prerequisite wavier:

- 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 of academic affairs shall approve or deny prerequisite waiver requests. The vice president's decision is final.

Under no circumstance will prerequisites be waived without completion of one of the above procedures.

Corequisites

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" 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 should work with their advisor and the appropriate division chair to initiate a corequisite waiver:

- 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 of Academic Affairs shall approve or deny corequisite waiver requests. 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.)

STATEMENT ON OFFICIAL ELECTRONIC COMMUNICATIONS

To ensure, that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit, 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 are admitted to the college. Students then follow guidelines posted on the college website to create logins and passwords. 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 an approved college platform, such as Aviso or Rams Online.

All personnel and students must use official college communication systems when electronically communicating about college classes, activities, services, and business.

CREDIT FOR PRIOR KNOWLEDGE, EXPERIENCE, OR CERTIFICATIONS

The North Carolina Community College System is drafting a new system-wide policy related to credit for prior learning. Once this policy becomes effective, it will replace what follows.

(<u>Policy 3.09</u>) 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. Those who pass the exam or review receive course credit toward graduation requirements. The registrar will maintain the record of the exam or review in the student's file.

NON-COURSE CREDIT (NC)

Non-course credit is assigned for credit for prior knowledge, experience or certifications; College-Level Examination Program (CLEP) tests, and certain high school tech prep and advanced placement courses. The non-course equivalency given is based on the credit hour(s) of the course(s); no grade or point value is assigned.

CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) TESTS

The College will award credit for CLEP tests as described in the tables below.

Business*

Test	Iinimum 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	linimum 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	linimum	SCC Course(s)	Hours
	Score		
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	linimum	SCC Course(s)	Hours
	Score		

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	linimum	SCC Course(s)	Hours
	Score		
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.

College Tech-Prep. Certain college tech-prep courses taken in high schools receive non-course credit under articulation agreements between SCC and the Columbus County and Whiteville City school systems.

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 student services and the registrar's office to receive non- course credit. Specific test scores required and matching SCC courses are provided in the table below:

AP Examination	finimum Score	emester Hours	SCC Course(s)	
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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

		mester 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

5	8	MUS 121, 122
3	6 to 8	To be determined
3	4	To be determined
3	4	To be determined
3	3	PSY 150
3	3	SPA 111
5	6	SPA 111, 112
3	3	MAT 152
3	3	ART 131
5	6	ART 131, 132
3	3	HIS 131
5	6	HIS 131, 132
3	3	HIS 111
5	6	HIS 111, 112
	3 3 3 3 5 3 5 3 5 3 3	3 6 to 8 3 4 3 3 3 3 3 3 5 6 3 3 5 6 3 3 5 6 3 3 5 6 3 3 3 3

TRANSFER INFORMATION

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

<u>Transfer Assured Admissions Policy (TAAP)</u>

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 (wwww.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 premajor/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.

<u>Eligibility</u>. 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.

<u>Definition of General Education Courses and Pre-Major Courses.</u> 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.

 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
- 5. Requirements for admission to some major programs may require additional pre-specialty courses beyond the premajor 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.
- 6. 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.
- 7. 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 Carts 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.

ACADEMIC PROGRESS / PROBATION / SUSPENSION / REINSTATEMENT

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, he or she 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 Rams Mail of his/her 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:

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

Academic Suspension

A student may be placed on academic suspension 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 is notified by Rams Mail of his or her status and the steps that must be taken to remove the status of academic suspension.

Students who wish to appeal the academic suspension must follow the Student Grievance Process.

Reinstatement Students seeking to return to Southeastern Community College after academic suspension must meet with their advisor to 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 <u>financial aid</u> progress policy. Students are advised to contact the financial aid office (910.788.6214) regarding their status.

ACADEMIC FRESH START

Academic Fresh Start is designed for students who have a GPA lower than a 2.0 in their initial period of enrollment at Southeastern Community College and who have resumed their post-secondary education after a period of re-enrollment in which they have made significant improvements in their academic achievement. A student who has not been enrolled in curriculum courses at the college for three years (36 months) and then re-enrolls may request Academic Fresh Start from the director of student services.

- The returning student must be enrolled the semester prior to making the request, having completed a minimum of six credit hours within a period of one year (12 months) in his/her curriculum, and must be in a curriculum program having earned at least a C grade in every course attempted since reentry.
- The request must be made within twelve months of re-enrollment at the college.
- Responses to requests for fresh start will be made within five working days of receipt of the request.

If approved, the student's new grade point average (GPA) will be recalculated including all previous courses with a C or better. These courses can be applied to meet graduation requirements.

- To meet program completion/graduation requirements, the student 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.
- Transfer institutions may not acknowledge Academic Fresh Start. They may consider all credits and may calculate the student's entire GPA for their purposes. It is at the discretion of the transfer institution to determine how they will interpret this policy.
- Academic Fresh Start may not affect admission or readmission to a health technology program at Southeastern Community College.
- Due to federal regulations, the Financial Aid Office does not acknowledge Academic Fresh Start when calculating eligibility for financial aid.
- Approval of a request for recalculation of grade point average under this policy is only granted once for each student.

Effective Fall 2020

FINANCIAL AID

The college provides the opportunity for all students to apply for federal, state and local financial aid programs. The college administers these programs in accordance with all applicable rules and regulations. (Policy 4.07)

PELL GRANT - WORK STUDY

The Federal Pell Grant is an award made to undergraduate students to help pay for their education after high school. The Free Application for Federal Financial Aid (FAFSA) must be completed at www.fafsa.gov and received by the college's Financial Aid Office before consideration can be made for this grant. It does not require repayment.

SCHOLARSHIPS

More than 80 privately funded scholarships are offered through the SCC Foundation, Inc. These scholarships must be applied for independently of financial aid. A list of scholarships and application guidelines may be viewed online at Scholarships.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID RECIPIENTS

Financial Aid Procedures

Financial Aid Warning

To determine your academic progress status and eligibility for financial aid, your academic record will be evaluated at the end of each term. Following the first term of failure to maintain cumulative satisfactory academic progress, you will be granted **one term** to regain satisfactory academic progress. This term is known as your "Warning" term. During your Warning term, you may continue to receive financial aid provided you are otherwise eligible.

Participation in the following success strategies while on warning may positively impact students' performance as well as positively impact any appeal due to the loss of financial aid. It is *recommended* that students do the following.

- 1. Complete the one-hour "Academic Success Workshop" during the semester on warning.
- 2. Meet with student's Success Coach or Academic Advisor twice during the semester on warning.
- 3. Consider repeating failed courses within a program of study.
- 4. Consider limiting enrollment to ten hours or less for the semester.
- 5. Consider the mode (face-to-face, hybrid, online) and length (16 weeks, 12 weeks, 8 weeks, other) of courses for the semester.
- 6. Visit or access student success services such as computer lab, Upswing Tutoring or workshops provided by an instructor or success coach.

If you are able to regain satisfactory academic progress with the courses completed successfully during your Warning term, the Warning status is lifted. If you have not regained satisfactory academic progress, you are placed on Financial Aid Suspension and you are no longer eligible for financial aid at SCC until your cumulative progress is again satisfactory.

Financial Aid Suspension

Students who fail to meet the conditions of a warning, which are to maintain a minimum cumulative GPA of 2.0 and complete 67% of classes attempted, are placed on suspension. Once on suspension, the student will be notified of the termination of financial aid. Students who are placed on suspension forfeit their financial aid. Students may either appeal to have their financial aid eligibility reinstated or may notify the financial aid office once they are meeting the satisfactory academic progress policy for students receiving financial aid so that their financial aid eligibility can be reconsidered.

Below are options to regain financial aid eligibility:

Financial Aid Probation

Students who are suspended may appeal to the Financial Aid office to have their financial aid eligibility reinstated. The reinstatement is for one probationary payment period (semester). (See the appeal process outlined below). A student on probation may not receive financial aid for the subsequent payment period unless:

- a. The student is now meeting the financial aid satisfactory academic progress policy at the end of the probation period (semester).
- b. The Financial Aid office determines the student met the requirements specified in the Financial Aid Student Success Plan.

Continued Probation

As long as the student continues to make progress as identified by the Financial Aid Student Success Plan, the student will remain eligible for financial aid on continued probation until the expiration date of their Financial Aid Student Success Plan. Students will be notified of their status at the end of each payment period (semester) or when they first apply for financial aid.

Financial Aid Appeal Process

Students who are suspended for not making satisfactory academic progress standards may appeal to the Financial Aid Office for reinstatement of financial aid eligibility for one semester if they have extenuating circumstances which are generally beyond their control such as death in the immediate family, serious illness or injury, etc. The procedure for appeal is:

- 1. Complete and submit the appropriate Satisfactory Academic Progress Appeals Request form with all required documentation by designated deadline. Appeal forms may be obtained from the financial aid website or the financial aid office.
- 2. The student will indicate in writing to the Financial Aid Office the reasons why he/she did not make satisfactory academic progress and why his/her financial aid should not be suspended.
- 3. Documentation to support the appeal is required and must be attached to the appeal form. Appeals submitted without documentation will not be reviewed.

Approved Appeals

If your appeal is approved, you will be placed on "Probation with Appeal" and expected to follow your Financial Aid Student Success Plan as implemented by Financial Aid Office until the completion of current program of study or expiration of the Plan.

Students that fail to meet Satisfactory Academic Progress during the probationary semester or as designated in the Financial Aid Student Success Plan, may be denied for future financial aid. At this point, students may be referred to the Satisfactory Academic Appeals Committee (SAP Committee) will review the appeal and documentation to determine whether or not students' financial aid eligibility will be reinstated. Students will be able to view the decision on their Self-Service account under Financial Aid Information. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. Each appeal is reviewed on a case by case basis. Paying out of pocket for classes or sitting out a semester is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have an appeal approved to have aid reinstated.

Subsequent appeals may be requested for consideration but you will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal.

Denied Appeals

If a student's appeal is denied or if the student does not meet the conditions of an approved appeal, the student will be asked to attend at his/her own expense and earn the deficiency either in the hours, GPA or both (a student cannot make up a deficiency if his/her appeal was due to exceeding the maximum timeframe to earn a degree). If a student did not maintain SAP due to a deficiency in credit hours, a student may take the credit hours at another institution as long as SCC

accepts the transfer hours. After the student completes the semester (or semesters), he/she must submit an appeal form to the Financial Aid Office so his/her progress can be reevaluated.

The decision of the Satisfactory Appeals Committee is final.

NOTE: All notices regarding students' academic progress for financial aid purposes will be available through the Financial Aid section of students' Self-Service account. Students are responsible for monitoring this information.

FINANCIAL OBLIGATIONS AND BUSINESS RELATIONSHIPS

The accountability of the college for its various fiscal and business relationships with students is dictated in part by the regulations governing the college and in part by its desire to encourage students to maturely and responsibly meet their commitments in these areas. The college assumes no responsibility for, nor acts in the collection of, privately incurred debts or obligations involving students in relationships with parties outside the college. (Policy 4.02)

RELIGIOUS OBSERVANCES

In compliance with N.C.G.S. 115D-5, as amended in the 2010 legislative session, and 23 N.C.A.C. 02C.0213 of the state administrative code, students are permitted a minimum of two excused days each academic year for religious observances required by their faith. Students will be entitled to make up any tests or other work missed due to an excused absence for a religious observance. To be eligible for these excused absences, students must complete the written application process within the appropriate time frame. (Policy 3.07)

Religious Observances For Curriculum Classes

Students are permitted to request two excused absences each academic year for religious observances required by the faith of the student and are entitled to make up any tests or other work missed. The following process delineates how to obtain and use these absences: (Procedure 3.07.01)

- 1. At least 48 hours prior to the beginning of the class or two weeks prior to the religious observance, whichever is later, the student will notify the campus Help Center in writing either by completing the paper form in the library at the Help Center desk or via email from his/her Rams mail account to HelpCenter@sccnc.edu.
- 2. The email and/or form must include the student's name, ID number, date to be missed for religious observance, brief description of the religious observance, classes that will be missed due to the religious observance (including course/section numbers, course titles and instructors' names).
- 3. After verifying that the student still has religious observance days remaining, the Help Center staff will email the student and all indicated instructors that the student is using a religious observance day for the date requested.
- 4. Upon receipt of the email, the student should immediately contact their instructor(s) to arrange appropriate makeup work.
- 5. The student make-up work may be completed any time after notification of the instructor by the Help Center or within five school days after the absence. If fewer than five school days remain in the term, the student may receive an "I" in the course and finish the course during the next term.
- 6. If the make-up work is completed in the appropriate time frame, the student will receive credit for the missed work with no penalty. If the make-up work is not completed in the appropriate timeframe, the student will receive no credit for the missed work.

Curriculum Final Grade Appeal Process

Grades are determined by the course instructor and must be based on a fair and consistent system for all students. Students may appeal the final course grade using the following process:

Appeals concerning final grades given for a course must be directed to the faculty member who assigned the grade. The student should contact the faculty member and request an initial conference to discuss the grade. The faculty member assigning the grade and the student appealing the grade shall discuss the issue and attempt to resolve the difference. Every reasonable effort should be made to resolve the issue during the conference. This initial conference should occur within five business days of the end of the term. If the faculty and student fail to reach a satisfactory resolution, the student may appeal the grade by following these steps:

- 1. The student shall present a written letter of appeal to the appropriate division chair within five business days after the conference with the instructor.
 - a. The letter of appeal must contain the following components:
 - 1. Date, student's name, student's signature, student's SCC email address, and student's current telephone number.
 - 2. Prefix and number of course for the grade being appealed.
 - 3. Name of instructor issuing the grade.
 - 4. The date of the conference with the instructor.
 - 5. The grade the student received and the grade the student believes he or she should have received.
 - 6. An explanation, in three pages or less, listing and describing factual and valid reasons why the student thinks the assigned grade is incorrect. The letter must specifically describe the student's reasoning for appealing the grade. This reasoning must be logical and based on their perception of a discrepancy in how the grading policy in the syllabus was incorrectly applied, or how they believe the grade was not based on a fair and consistent system for all students. In ideal situations, the student will have clear documentation that supports their reasoning. Unsubstantiated information, hearsay, and/or information irrelevant to the grading policy may not be included in the letter of appeal.
 - 7. The chair may return the letter to the student and recommend clarification, additional factual information, and/or removal of irrelevant information, hearsay, or unsubstantiated information. If the chair recommends revisions, the student must submit the revised letter to the division chair within 1 business day after being notified of the need for modifications.
 - b. The chair may deny the appeal if the letter of appeal does not conform to the stipulations described above. Should the chair deny the letter of appeal, the student may appeal the decision to the Vice President of Academic Affairs (VPAA) (See step 2).
 - c. If the chair accepts the letter of appeal, the division chair shall confer with the student and faculty member and attempt to seek resolution by mutual agreement.
 - d. The division chair will make a decision to uphold the grade or change the grade based on the conversations with the faculty member and the student.
- 2. If the student wishes to appeal the decision of the division chair, the student must submit the letter of appeal to the Vice President of Academic Affairs (VPAA) within five business days of the decision of the chair.
- 3. The VPAA may require the student to adjust the letter of appeal in a way that will bring clarification, remove irrelevant information, or add additional factual information. If adjustments to the letter are required, the student must submit changes within 1 business day of receiving the recommendations from the VPAA.
- 4. Upon receipt of a satisfactory letter of appeal, the VPAA will convene the Academic Review Committee. The meeting will be scheduled within 7 business days of the receipt of the approved letter of appeal delivered to the VPAA.
- 5. The Academic Review Committee will consist of four faculty members (two technical, two general education), at least one of whom, if possible, shall be qualified to teach the course; a division chair (technical or general education); and a student representative. The division chair will not be the chair who is responsible for the course that is the focus of the grade appeal. The faculty member assigning the grade does not serve on the committee. During the appeal process, the appropriate division chair and/or faculty member will provide all relevant information to the Academic Review Committee. The student's written letter of appeal will also be provided to the committee.

- 6. The division chair will serve as the chair of the Academic Review Committee. He or she will not vote, but will ensure the meeting is fair, civil, and efficient. Participants must follow the directions from the chair.
- 7. The committee may reject the appeal if the procedures describe herein have not been followed by the student.
- 8. The faculty member and student shall be afforded the opportunity to personally appear and provide pertinent information to the committee and to ask questions of anyone providing documentation to the committee. Upon receipt of all relevant information, the committee shall determine whether the grade assigned by the instructor shall be upheld or overturned.
- 9. Should the committee find that the grade received by the student is appropriate, the committee chair will communicate the decision to the VPAA, and upon approval by the VPAA, draft a response to the student within five business days.
- 10. If the grade is not upheld, the committee shall make a decision as to how the grade shall be assigned to the student and will communicate the decision to the VPAA. If the VPAA approves the committee's decision, the Vice President shall notify, in writing, the faculty member; the student; and the appropriate faculty chair of the committee's decision within five business days. The grade change must be submitted using the established college process.
- 11. If the VPAA does not approve the committee's decision, the Vice President will respond to the student, the faculty member, the appropriate faculty chair, and the committee members, with his/her decision within five business days of the committee meeting.
- 12. Failure of a student to pursue a grade appeal in accordance with the provisions of this process or any publications derived therefrom shall be deemed unacceptable and the grade assigned will be the grade of record.
- 13. The decision of the VPAA is final.

This process shall apply to all credit courses offered by the college regardless of length, credit awarded, method of delivery, time of delivery or other factors.

DISTANCE EDUCATION

The college seeks to provide learning opportunities for students without the restrictions of time and place. The college offers internet courses, hybrid courses, and blended courses.

Internet Courses. These classes are delivered over the Internet using devices such as a computer. These courses may have proctored testing, but instruction is delivered online. 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 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 email 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 Rams Online and represents the student's first day of attendance in the course. Students not completing this quiz will be reported as "never attending" the course.

Blended Courses. These classes are delivered primarily by face-to-face meetings but have some (up to 50%) required over the Internet through the computer. In order to take a web-assisted course at SCC, students are required to have a personal computer at home or access to a computer elsewhere. (The SCC Library has Internet/computer stations that may be used by students.)

In order to sign up for these courses, students should 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 web-assisted course must complete a required Enrollment Key Quiz. This quiz can be completed online by accessing the web-assisted course section via Rams Online and represents the student's first day of attendance in the course. Students not completing this quiz will be reported as "never attending" the course. www.sccnc.edu/login/index.php.

Hybrid Courses. These classes are primarily delivered over the Internet (51-99%) through the computer but have some required face-to-face meetings. In order to take a hybrid course at SCC, students should have a personal computer at home or access to a computer elsewhere. (The SCC Library has Internet/computer stations that may be used by students.)

Hybrid courses may use technology to deliver instruction synchronously to more than one classroom simultaneously. The classrooms may be physical or virtual. 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.

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 Rams Online and represents the student's first day of attendance in the course. Students not completing this quiz will be reported as "never attending" the course. www.sccnc.edu/login/index.php.

PROGRESSION TO GRADUATION / GRADUATION / ACADEMIC HONORS

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 a minimum of 25% of the total credit hours required in the program at SCC, (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) apply for graduation, and (5) pay any outstanding fees and/or fines.

Graduation exercises are held at the end of the spring semester for all students who have completed degree requirements during the academic year to include those earning certificates. 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 the online graduation application in Self-Service by the deadlines posted on the college website. There is no fee to participate in the graduation ceremony except for purchasing a cap and gown from the official college vendor. Students who are eligible to graduate who do not wish to participate in the graduation ceremony should also complete the online graduation application in Self-Service to assure the timely awarding of student degrees.

Students meeting the requirements for graduation may also be identified by the college and the students' degrees will automatically award the degree. The college will notify students that have met the requirements for graduation and will award those students with appropriate credentials. 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 application in the final semester of their program.

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 place 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 as well.

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.

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. Students cannot return to the old program requirements once they have been moved to a new program or program year. However, students may choose to adopt new program requirements which went into effect after their entry by requesting to be moved to a new program year.

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 that are over ten years old, the college reserves the right to require the student to demonstrate current knowledge in the course area or require that the course be repeated. (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.)

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 recognized 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 recognized 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 program GPA of 3.5 or above at graduation are awarded special recognition during the graduation ceremony. Various divisions may also recognize outstanding students during the SGA Academic Awards Ceremony held each year at the end of spring semester.

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 (NCDOL) Youth Employment Laws, the United States Department of Fair Labor Standards Act, as well as State Board of Community Colleges Code 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 ensure 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 suitable 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 depends on the credential. For the Associate in Applied Science degree, 8 SHC may be earned. A total of 4 SHC may be earned for a diploma. And, a total of 2 SHC may be earned for the certificate.

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. 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.

CURRICULUM PROGRAMS

Agribusiness Technology

Agribusiness Technology, A.A.S. Degree (A15100)

The Agribusiness Technology curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education. The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

			Class	Lab	Clinc/Exp	Credits
Comr Take Grouj	ucation Requirements munication 2 Groups p 1 se 3 credits					(15.00)
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2						
> Tak	ce 3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Humanities/Fi	ne Arts					
> Tak	ce 3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00

Social/Behavior	al Sciences					
	3 credits		• • •			• • •
From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00 0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
Natural Science	/Math		Cluss	Luo	Спистехр	Cicaits
> Take	3 credits					
From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	BIO-111	General Biology	3.00	3.00	0.00	4.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requir	rements ed Courses					(28.00)
	12 credits					
- Take	AGR-139	Intro to Sustainable Ag	3.00	0.00	0.00	3.00
	AGR-170	Soil Science	2.00	2.00	0.00	3.00
	AGR-214	Agricultural Marketing	3.00	0.00	0.00	3.00
	ANS-110	Animal Science	3.00	0.00	0.00	3.00
Worls Dogod Lo	i					
Work-Based Lea	arning 1 credit					
From	WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
110111	WBL-111	Work Based Bearining I	0.00	0.00	10.00	1.00
Pesticides/Altern						
	3 credits	A ani ani tana i Chami a ala	2.00	2.00	0.00	2.00
From	AGR-140	Agricultural Chemicals	2.00	2.00	0.00	3.00
Agribusiness Te	echnology					
> Take	12 credits					
From	AGR-130	Alternative Ag Production	3.00	0.00	0.00	3.00
	AGR-160	Plant Science	2.00	2.00	0.00	3.00
	AGR-212	Farm Business Management	3.00	0.00	0.00	3.00
	AGR-213	Ag Law & Finance	3.00	0.00	0.00	3.00
3) Other Major I	Requirements					(22.00)
	ed Courses					,
> Take	22 credits					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	AGR-121	Biological Pest Mgmt	3.00	0.00	0.00	3.00
	AGR-150	Ag-O-Metrics	3.00	0.00	0.00	3.00
	AGR-210	Agricultural Accounting	1.00	4.00	0.00	3.00
	AGR-261	Agronomy	2.00	2.00	0.00	3.00
	BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
	BUS-137	Principles of Management	3.00	0.00	0.00	3.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
					Total Hours	(65.00)

Agribusiness Technology Diploma (D15100)

Curriculum Requirements

	cation Requirement	nts	Class	Lab	Clinc/Exp	Credits (6.00)
	3 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Natural Science	/Math					
	3 credits					
From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	BIO-111	General Biology I	3.00	3.00	0.00	4.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
			Class	Lab	Clinc/Exp	Credits
MAT-1	171	Precalculus Algebra MA-DIP	3.00	2.00	0.00	4.00
2) Major Requir	ements					(21.00)
Required Course						(=====)
	12 credits					
From	AGR-139	Intro to Sustainable Ag	3.00	0.00	0.00	3.00
	AGR-170	Soil Science	2.00	2.00	0.00	3.00
	AGR-214	Agricultural Marketing	3.00	0.00	0.00	3.00
	ANS-110	Animal Science	3.00	0.00	0.00	3.00
Pesticides/Alter	natives					
> Take	3 credits					
From	AGR-140	Agricultural Chemicals	2.00	2.00	0.00	3.00
Agribusiness Te	echnology					
	6 credits					
From	AGR-212	Farm Business Management	3.00	0.00	0.00	3.00
	AGR-213	Ag Law & Finance	3.00	0.00	0.00	3.00
3) Other Major	Daguiramanta				(10.00)	
	ed Courses				(10.00)	1
	10 credits					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	AGR-210	Agricultural Accounting	1.00	4.00	0.00	3.00
	BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
					Total Hours	(37.00)

Agribusiness Technology CTE Diploma (D15100H)

Curriculum Requirements

1) General Educ	eation Requirements		Class	Lab	Clinc/Exp	Credits (7.00)
Communication	- -					
> Take	3 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Natural Science	/Math					
> Take	4 credits					
From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00

3.00

(12.00)

2) Majo	r Requir	ements					(21.00)
Require	d Course	es					
-	> Take	12 credits					
		AGR-139	Intro to Sustainable Ag	3.00	0.00	0.00	3.00
		AGR-170	Soil Science	2.00	2.00	0.00	3.00
		AGR-214	Agricultural Marketing	3.00	0.00	0.00	3.00
		ANS-110	Animal Science	3.00	0.00	0.00	3.00
	Pesticio	des/Alternatives					
	> Take	3 credits					
	From	AGR-140	Agricultural Chemicals	2.00	2.00	0.00	3.00
		siness Technology	y				
		6 credits					
	From	AGR-212	Farm Business Management	3.00	0.00	0.00	3.00
		AGR-213	Ag Law & Finance	3.00	0.00	0.00	3.00
				Class	Lab	Clinc/Exp	Credits
3) Other		Requirements	(10.00)				
		ed Courses					
		10 credits					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
		AGR-210	Agricultural Accounting	1.00	4.00	0.00	3.00
		BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
						Total Hours	(38.00)
Agri	busin	ness Techn	ology Certificate (C1510	00)			
Curri	iculun	n Requirem	ents				
		1					
				Class	Lab	Clinc/Exp	Credits
	r Requir)				
Require							
		9 credits	Today de Carde in al la Ale	2.00	0.00	0.00	2.00
	From	AGR-139	Intro to Sustainable Ag	3.00	0.00	0.00	3.00
		AGR-170	Soil Science Animal Science	2.00 3.00	2.00 0.00	0.00 0.00	3.00 3.00
٨:ا	: T.	ANS-110	Amma Science	3.00	0.00	0.00	3.00

Agribusiness Technology CTE Certificate (C15100H)

Farm Business Management

Curriculum Requirements

Agribusiness Technology

> Take 3 credits

From AGR-212

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements (12.0	0)			-	
Required Cours	es					
> Take	9 credits					
From	AGR-139	Intro to Sustainable Ag	3.00	0.00	0.00	3.00
	AGR-170	Soil Science	2.00	2.00	0.00	3.00
	ANS-110	Animal Science	3.00	0.00	0.00	3.00
Agribusiness Te	echnology					

3.00

0.00

0.00

Total Hours

> Take 3 credits From AGR-212

Farm Business Management

3.00

0.00

0.00

3.00

Total Hours

(12.00)

Air Conditioning, Heating, & 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 startup, 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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

				Class	Lab	Clinc/Exp	Credits
1) Gene	ral Educ	ation Requirements(15.00)					
Commu	nication						
> Take 6	6 credits						
	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Human	ities/Fine Arts					
	> Take	3 credits					
	From	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	Social/l	Behavioral Sciences					
	> Take	3 credits					
	From	POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Natural	Science/Math					
	> Take	3 credits					
	From	MAT-110	Math Measurement & Literacy	2.00	2.00	0.00	3.00
		MAT-121	Algebra/Trigonometry	2.00	2.00	0.00	3.00

	rements (32.00) ed Courses 17 credits					
From	AHR-110	Intro to Refrigeration	2.00	6.00	0.00	5.00
110111	AHR 112	Heating Technology	2.00	4.00	0.00	4.00
	AHR-113	Comfort Cooling	2.00	4.00	0.00	4.00
	AHR-114	Heat Pump Technology	2.00	4.00	0.00	4.00
	71111111111	Treat I unip Teemiology	2.00	1.00	0.00	1.00
			Class	Lab	Clinc/Exp	Credits
Electric					•	
> Take	3 credits					
From	AHR-111	HVACR Electricity	2.00	2.00	0.00	3.00
	nd., Htg. & Refrig.					
	12 credits					
From	AHR-160	Refrigerant Certification	1.00	0.00	0.00	1.00
	AHR-211	Residential System Design	2.00	2.00	0.00	3.00
	AHR-212	Advanced Comfort Systems	2.00	6.00	0.00	4.00
	AHR-213	HVACR Building Code	1.00	2.00	0.00	2.00
	AHR-215	Commercial HVAC Controls	1.00	3.00	0.00	2.00
3) Other Major I	Requirements (18.00)					
	ed Courses					
	17 credits					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	AHR-120	HVACR Maintenance	1.00	3.00	0.00	2.00
	AHR-151	HVAC Duct Systems I	1.00	3.00	0.00	2.00
	AHR-180	HVACR Customer Relations	1.00	0.00	0.00	1.00
	BPR-130	Print Reading-Construction	3.00	0.00	0.00	3.00
	BUS-230	Small Business Management	3.00	0.00	0.00	3.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	ELC-113	Residential Wiring	2.00	6.00	0.00	4.00
	ISC-112 2	Industrial Safety	2.00	0.00	0.00	2.00
		•				
	Based Learning					
	1 credit					
From	WBL-110	World of Work	1.00	0.00	0.00	1.00
	WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
					Total Hours	(65.00)

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

Curriculum Requirements

1) Gene	ral Education Requirements		Class	Lab	Clinc/Exp	Credits (6.00)
ŕ	Communication					
	> Take 3 credits					
	From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Natural Science/Math					
	> Take 3 credits					
	From MAT-110	Math Measurement & Literacy	2.00	2.00	0.00	3.00
	MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00
2) Majo	r Requirements					(21.00)
	Required Courses					
	> Take 17 credits					
	From AHR-110	Intro to Refrigeration	2.00	6.00	0.00	5.00
	AHR-112	Heating Technology	2.00	4.00	0.00	4.00
	AHR-113	Comfort Cooling	2.00	4.00	0.00	4.00
	AHR-114	Heat Pump Technology	2.00	4.00	0.00	4.00
	Electricity					
	> Take 3 credits					
	From AHR-111	HVACR Electricity	2.00	2.00	0.00	3.00
	Air Cond., Htg. & Refrig.					
	> Take 1 credit					
	From AHR 160	Refrigerant Certification	1.00	0.00	0.00	1.00
3) Other	Major Requirements					(11.00)
	Required Courses					
	> Take 11 credits					
	From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	AHR-151	HVAC Duct Systems I	1.00	3.00	0.00	2.00
	BPR-130	Print Reading-Construction	3.00	0.00	0.00	3.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
					Total Hours	(38.00)

Air Conditioning, Heating, & Refrigeration Technology CTE Diploma (D35100H)

1) General Education Requirements(6.00)		Class	Lab	Clinc/Exp	Credits
Communication > Take 3 credits					
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Natural Science/Math > Take 3 credits					
From MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00

2) Major Requirements (21.00) Required Courses

> Take 17 credits

	From	AHR-110 AHR-112 AHR-113 AHR-114	Intro to Refrigeration Heating Technology Comfort Cooling Heat Pump Technology	Class Class 2.00 2.00 2.00 2.00	Lab Lab 6.00 4.00 4.00 4.00	Clinc/Exp Clinc/Exp 0.00 0.00 0.00 0.00	Credits Credits 5.00 4.00 4.00 4.00
	Electric > Take From	ity 3 credits AHR-111	HVACR Electricity	2.00	2.00	0.00	3.00
	Air Cor > Take From	nd., Htg. & Refrig. 1 credit AHR-160	Refrigerant Certification	1.00	0.00	0.00	1.00
3) Other	Require	Requirements (11.00) d Courses 11 credits					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
		AHR-151	HVAC Duct Systems I	1.00	3.00	0.00	2.00
		BPR-130 CIS-110	Print Reading-Construction Introduction to Computers	3.00 2.00	0.00 2.00	0.00 0.00	3.00 3.00
		ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
		150-112	industrial Salety	2.00	0.00	Total Hours	(38.00)

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.

Air Conditioning, Heating, & Refrigeration Technology Certificate (C35100)

Curriculum Requirements

1) Major Requirements Required Courses > Take 9 credits		Class	Lab	Clinc/Exp	Credits (13.00)
From AHR-110	Intro to Refrigeration	2.00	6.00	0.00	5.00
AHR-113	Comfort Cooling	2.00	4.00	0.00	4.00
Electricity > Take 3 credits From AHR-111	HVACR Electricity	2.00	2.00	0.00	3.00
Air Cond., Htg. & Refrig. > Take 1 credit From AHR-160	Refrigerant Certification	1.00	0.00	0.00	1.00
				Total Hours	(13.00)

Air Conditioning, Heating, & Refrigeration Technology CTE Certificate (C35100BH)

			Class	Lab	Clinc/Exp	Credits
1) Major Requirements						(13.00)
Required Cour	rses					
> Take 9 credi	its					
From AHR	-110	Intro to Refrigeration	2.00	6.00	0.00	5.00
AHR	-113	Comfort Cooling	0.00	2.00	4.00	4.00
Electricity						
> Take 3 credi	its					
From AHR	-111	HVACR Electricity	2.00	2.00	0.00	3.00
Air Cond., Htg	& Refrig					
> Take 1 credi						
From AHR		Refrigerant Certification	1.00	0.00	0.00	1.00
110	100	Trom gorman commons	1.00	0.00	Total Hours	(13.00)

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 foradmission 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.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

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 compiled from the following categories found on the *Student Readiness Checklist*: evaluation of the cumulative SCC GPA, TEAS test scores, and grades in any of the major courses previously taken.
- 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 (signed Essential Criteria, Function, and Abilities Standard form)
- Proof of malpractice insurance (found on registration form)
- OSHA training (after admission to the program)
- Certification from student's physician/healthcare provider that provides evidence that thee student meets 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 student's physician/healthcare provider that provides evidence that the student meets 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 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 twelvemonths.
- 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. 68).

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 and one re-entry level admission to the associate degree nursing program. Students who are unsuccessful in the associate degree nursing program after two attempts 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. After successful completion of the practical nursing program and licensure as an LPN, students are allowed one re-entry to the associate degree nursing program following previous attempts prior to the practical nursing program.

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 until the successful completion of a practical nursing program and licensure as a Licensed Practical Nurse.

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.

Students enrolled in the program who are not passing theory but are demonstrating safe practice in the clinical and lab area, who withdrawal to protect their GPA must follow the guidelines listed above for reentry into the nursing program.

Criteria

Criteria for readmission to entry-level semesters is based on the space availability and the current admission requirements. Space availability is determined by the number of students currently enrolled in the program and the availability of resources.

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 previous nursing courses for which they earned a grade of C or better. 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.

Associate Degree Nursing (A45110)

Curriculum Requirements

	_		Class	Lab	Clinc/Ex	кр	Credits
1) General Education Requirements							(16.00)
	ed Courses						
> Take	e 16 credits						
From	BIO-168	Anatomy and Physiology	3.00	3.00	0.00		4.00
	ENG-111	Writing and Inquiry	3.00	0.00	0.00		3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00		3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00		3.00
	PSY-150	General Psychology	3.00	0.00	0.00		3.00
2) Major Requir	rements						(43.00)
	ed Courses						
> Take	28 credits						
From	NUR-111	Intro to Health Concepts	4.00	6.00	6.00		8.00
	NUR-112	Health-Illness Concepts	3.00	0.00	6.00		5.00
	NUR-113	Family Health Concepts	3.00	0.00	6.00		5.00
	NUR-114	Holistic Health Concepts	3.00	0.00	6.00		5.00
	NUR-211	Health Care Concepts	3.00	0.00	6.00		5.00
Generi	c						
> Take	15 credits						
From	NUR-212	Health System Concepts	3.00	0.00	6.00		5.00
	NUR-213	Complex Health Concepts	4.00	3.00	15.00		10.00
3) Other Major	Requirements						(10.00)
	ed Courses						
> Take	e 10 credits						
From	ACA-122	College Transfer Success		0.00	2.00	0.00	1.00
	BIO-169	Anatomy and Physiology II		3.00	3.00	0.00	4.00
	NUR-117	Pharmacology		1.00	3.00	0.00	2.00
	PSY-241	Developmental Psych		3.00	0.00	0.00	3.00
					Total Ho	ours	(69.00)

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 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 choose courses that best align with their intended major at the university level.

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 transition coursework in Math and English.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

	•		Class	Lab	Clinc/Exp	Credits
1) General Educ	ation Requireme	ents (45.00)			_	
English Compos	sition					
> Take 6 credits						
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Humanities/Fine	e Arts/Co					
> Take 9 credits						
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	ENG-232	American Literature II	3.00	0.00	0.00	3.00
	ENG-241	British Literature I	3.00	0.00	0.00	3.00
	ENG-242	British Literature II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00

Minimum 2 subjects

From	ECO-251 ECO-252 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 PSY-150 SOC-210	Prin of Microeconomics Prin of Macroeconomics World Civilizations I World Civilizations II American History I American History II American Government General Psychology Introduction to Sociology	3.00 3.00 Class 3.00 3.00 3.00 3.00 3.00 3.00 3.00	0.00 0.00 Lab 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 Clinc/Exp 0.00 0.00 0.00 0.00 0.00 0.00	3.00 3.00 Credits 3.00 3.00 3.00 3.00 3.00 3.00 3.00
Minimum 2 sub	jects					
From	MAT-143 MAT-152 MAT-171 num 4 credits	Quantitative Literacy Statistical Methods I Precalculus Algebra	2.00 3.00 3.00	2.00 2.00 2.00	0.00 0.00 0.00	3.00 4.00 4.00
> Take Group	1 Sciences 1 of 4 Groups 1 4 credits BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
From	4 credits BIO-111	General Biology I	3.00	3.00	0.00	4.00
From Group	4 credits CHM-151 4	General Chemistry I	3.00	3.00	0.00	4.00
From	e 4 credits PHY-110 PHY-110A	Conceptual Physics Conceptual Physics Lab	3.00 0.00	0.00 2.00	0.00 0.00	3.00 1.00
	onal Gen Ed 14 credits					
	ART-115 ART-117 BIO-110 BIO-111 BIO-112 BIO-120 BIO-130 BIO-140 BIO-140A CHM-131 CHM-131 CHM-132 CHM-151 CHM-152 CIS-110	Art History Survey II Non-Western Art History Principles of Biology General Biology I General Biology II Introductory Botany Introductory Zoology Environmental Biology Environmental Biology Lab Introduction to Chemistry Intro to Chemistry Lab Organic and Biochemistry General Chemistry I General Chemistry II Introduction to Computers Intro to Prog & Logic	3.00 3.00 3.00 3.00 3.00 3.00 3.00 0.00 3.00 3.00 3.00 3.00 3.00 2.00	0.00 0.00 3.00 3.00 3.00 3.00 3.00 0.00 3.00 3.00 3.00 3.00 3.00 3.00 3.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 3.00 4.00 4.00 4.00 4.00 4.00 3.00 1.00 4.00 4.00 4.00 4.00 3.00 3.00 3.00
	COM-110 COM-120	Introduction to Communication Intro Interpersonal Com	3.00 3.00	0.00 0.00	0.00 0.00 0.00	3.00 3.00 3.00

COM 140	Inter-Inter-literal Com-	2.00	0.00	0.00	2.00
COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
COM-231	Public Speaking	3.00	0.00	0.00	3.00
ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
ENG-231	American Literature I	3.00	0.00	0.00	3.00
ENG-232	American Literature II	3.00	0.00	0.00	3.00
ENG-241	British Literature I	3.00	0.00	0.00	3.00
ENG-242	British Literature II	3.00	0.00	0.00	3.00
ENG-261	World Literature I	3.00	0.00	0.00	3.00
ENG-262	World Literature II	3.00	0.00	0.00	3.00
GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-132	American History II	3.00	0.00	0.00	3.00
HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
MAT-271	Calculus I	3.00	2.00	0.00	4.00
MAT-272	Calculus II	3.00	2.00	0.00	4.00
MAT-273	Calculus III	3.00	2.00	0.00	4.00
MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	American Music	3.00	0.00	0.00	3.00
MUS-113					
MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
POL-120	American Government	3.00	0.00	0.00	3.00
POL-210	Comparative Government	3.00	0.00	0.00	3.00
POL-220	International Relations	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-237	Social Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
REL-110	World Religions	3.00	0.00	0.00	3.00
REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
REL-211	Intro to New Testament	3.00	0.00	0.00	3.00
REL-221	Religion in America	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
SOC-220	Social Problems	3.00	0.00	0.00	3.00
SOC-225	Social Diversity	3.00	0.00	0.00	3.00
SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
um 14 oradita					

Maximum 14 credits

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 SPA-112	Elementary Spanish I Elementary Spanish II	Class 3.00 3.00	Lab 0.00 0.00	Clinc/Exp 0.00 0.00	Credits 3.00 3.00
2) Other	r Requir	ed Hours (15.00)					
		ed Course					
		1 credit					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
			0.11181 -11111111 - 11111111		_,,,		
	Additio	onal Coursework					
	> Take	14 credits					
	From	ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
		ACC-121	Prin of Managerial Accounting	3.00	2.00	0.00	4.00
		ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		ART-117	Non-Western Art History	3.00	0.00	0.00	3.00
		ART-121	Two-Dimensional Design	0.00	6.00	0.00	3.00
		ART-122	Three-Dimensional Design	0.00	6.00	0.00	3.00
		ART-131	Drawing I	0.00	6.00	0.00	3.00
		ART-171	Digital Design I	0.00	6.00	0.00	3.00
		ART-132	Drawing II	0.00	6.00	0.00	3.00
		ART-231	Printmaking I	0.00	6.00	0.00	3.00
		ART-240	Painting I	0.00	6.00	0.00	3.00
		ART-241	Painting II	0.00	6.00	0.00	3.00
		ART-250	Surface Design: Textiles	0.00	6.00	0.00	3.00
		ART-275	Introduction to Graphic Design	0.00	6.00	0.00	3.00
		ART-281	Sculpture I	0.00	6.00	0.00	3.00
		ART-283	Ceramics I	0.00	6.00	0.00	3.00
		BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
		BIO-111	General Biology I	3.00	3.00	0.00	4.00
		BIO-112	General Biology II	3.00	3.00	0.00	4.00
		BIO-120	Introductory Botany	3.00	3.00	0.00	4.00
		BIO-130	Introductory Zoology	3.00	3.00	0.00	4.00
		BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
		BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
		BIO-150	Genetics in Human Affairs	3.00	0.00	0.00	3.00
		BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
		BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
		BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
		BIO-250	Genetics	3.00	3.00	0.00	4.00
		BIO-271	Pathophysiology	3.00	0.00	0.00	3.00
		BIO-275	Microbiology	3.00	3.00	0.00	4.00
		BIO-280	Biotechnology	2.00	3.00	0.00	3.00
		BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
		BUS-115	Business Law I	3.00	0.00	0.00	3.00
		BUS-137	Principles of Management	3.00	0.00	0.00	3.00
		CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
		CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
		CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
		CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
		CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
		CHM-251	Organic Chemistry I	3.00	3.00	0.00	4.00
		CHM-251	Organic Chemistry II	3.00	3.00	0.00	4.00

GIG 110		2.00	2 00	0.00	2.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
676.444		Class	Lab	Clinc/Exp	Credits
CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
CJC-121	Law Enforcement Operations	3.00	0.00	0.00	3.00
CJC-141	Corrections	3.00	0.00	0.00	3.00
COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
COM-150	Intro. to Mass Comm.	3.00	0.00	0.00	3.00
COM-231	Public Speaking	3.00	0.00	0.00	3.00
CSC-139	Visual BASIC Programming	2.00	3.00	0.00	3.00
CSC-151	JAVA Programming	2.00	3.00	0.00	3.00
CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
EDU-144	Child Development I	3.00	0.00	0.00	3.00
EDU-145	Child Development II	3.00	0.00	0.00	3.00
EDU-221	Children with Exceptionalities	3.00	0.00	0.00	3.00
ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
ENG-125	Creative Writing I	3.00	0.00	0.00	3.00
ENG-231	American Literature I	3.00	0.00	0.00	3.00
ENG-232	American Literature II	3.00	0.00	0.00	3.00
ENG-241	British Literature I	3.00	0.00	0.00	3.00
ENG-242	British Literature II	3.00	0.00	0.00	3.00
ENG-261	World Literature I	3.00	0.00	0.00	3.00
ENG-262	World Literature II	3.00	0.00	0.00	3.00
GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
HEA-110	Personal Health/Wellness	3.00	0.00	0.00	3.00
HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
		3.00	0.00	0.00	
HEA-120 HIS-111	Community Health World Civilizations I	3.00	0.00	0.00	3.00 3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-116	Current World Problems	3.00	0.00	0.00	3.00
HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-132	American History II	3.00	0.00	0.00	3.00
HIS-236	North Carolina History	3.00	0.00	0.00	3.00
HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
HUM-230	Leadership Development	3.00	0.00	0.00	3.00
MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
MAT-271	Calculus I	3.00	2.00	0.00	4.00
MAT-272	Calculus II	3.00	2.00	0.00	4.00
MAT-273	Calculus III	3.00	2.00	0.00	4.00
MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
MUS-111	Fundamentals of Music	3.00	0.00	0.00	3.00
MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
MUS-113	American Music	3.00	0.00	0.00	3.00
MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
MUS-141	Ensemble I	0.00	2.00	0.00	1.00
MUS-142	Ensemble II	0.00	2.00	0.00	1.00
MUS-151	Class Music I	0.00	2.00	0.00	1.00
MUS-152	Class Music II	0.00	2.00	0.00	1.00

MUS-241	Ensemble III	0.00	2.00	0.00	1.00
MUS-242	Ensemble IV	0.00	2.00	0.00	1.00
PED-110	Fit and Well for Life	1.00	2.00	0.00	2.00
PED-111	Physical Fitness I	0.00	3.00	0.00	1.00
		Class	Lab	Clinc/Exp	Credits
PED-112	Physical Fitness II	0.00	3.00	0.00	1.00
PED-117	Weight Training I	0.00	3.00	0.00	1.00
PED-118	Weight Training II	0.00	3.00	0.00	1.00
PED-119	Circuit Training	0.00	3.00	0.00	1.00
PED-120	Walking for Fitness	0.00	3.00	0.00	1.00
PED-122	Yoga I	0.00	2.00	0.00	1.00
PED-123	Yoga II	0.00	2.00	0.00	1.00
PED-125	Self-Defense: Beginning	0.00	2.00	0.00	1.00
PED-126	Self-Defense: Intermediate	0.00	2.00	0.00	1.00
PED-138	Archery	0.00	2.00	0.00	1.00
PED-139	Bowling-Beginning	0.00	2.00	0.00	1.00
PED-140	Bowling-Intermediate	0.00	2.00	0.00	1.00
PED-148	Softball	0.00	2.00	0.00	1.00
PED-150	Baseball – Beginning	0.00	3.00	0.00	1.00
PED-151	Baseball/Intermediate	0.00	3.00	0.00	1.00
PED-187	Social Dance-Beginning	0.00	2.00	0.00	1.00
PED-240	Advanced PE Skills	0.00	2.00	0.00	1.00
PED-252	Officiating/Bsball/Sfball	1.00	2.00	0.00	2.00
PED-256	Coaching Baseball	1.00	2.00	0.00	2.00
PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
PHS-130	Earth Science	3.00	2.00	0.00	4.00
PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
POL-120	American Government	3.00	0.00	0.00	3.00
POL-130	State & Local Government	3.00	0.00	0.00	3.00
POL-210	Comparative Government	3.00	0.00	0.00	3.00
POL-220	International Relations	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-237	Social Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
PSY-243	Child Psychology	3.00	0.00	0.00	3.00
PSY-263	Educational Psychology	3.00	0.00	0.00	3.00
PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
REL-110	World Religions	3.00	0.00	0.00	3.00
REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
REL-212	Intro to New Testament	3.00	0.00	0.00	3.00
REL-221	Religion in America	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
SOC-220	Social Problems	3.00	0.00	0.00	3.00
SOC-225	Social Diversity	3.00	0.00	0.00	3.00
SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
				Total Hours	(60.00)

College Transfer Pathway – Leading to Associate in Arts - (P1012C)

				Class	Lab	Clinc/Exp	Credits
1) Gene		ation Requirements					(31.00)
		Composition					
		6 credits	377 ''	2.00	0.00	0.00	2.00
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
		ities/Fine Arts/Co					
	> Take	9 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		COM-12	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-23	Public Speaking	3.00	0.00	0.00	3.00
		ENG-231	American Literature I	3.00	0.00	0.00	3.00
		ENG-232	American Literature II	3.00	0.00	0.00	3.00
		ENG-241	British Literature I	3.00	0.00	0.00	3.00
		ENG-242	British Literature II	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
		PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	Minimu	um 2 subjects					
	Social/I	Behavioral Sciences					
		9 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
		HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
		HIS-131A	American History I	3.00	0.00	0.00	3.00
		HIS-132A	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Minimu	ım 2 subjects					
	Math						
		MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
		MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
		MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
	> Take	3 credits	11000100110011100011	2.00	2.00	0.00	
	Natural	Sciences					
		1 of 4 Groups					
	Group						
		4 credits					
	From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	Group 2)					
		4 credits					
	From	BIO-111	General Biology I	3.00	3.00	0.00	4.00
		-	- ··				

				Class	Lab	Clinc/Exp	Credits
>		credits					
F	rom	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
	Group 4 > Take 4	credits					
F	rom	PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
		PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
	Required	l Course					(1.00)
	Take 1 From	ACA-122	College Transfer Success	0.00	2.00	0.00 Total Hours	1.00 (32.00)

Associate in Arts – Teacher Preparation

Associate in Arts in Teacher Preparation Degree (A1010T)

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

The, Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

1) General Educ	cation Requirements		Class	Lab	Clinc/Exp	Credits (45.00)
*	h Composition					()
-	e 6 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Comm	unications & Hfa					
> Take	e 9 credits					
From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	ENG-232	American Literature II	3.00	0.00	0.00	3.00
	ENG-241	British Literature I	3.00	0.00	0.00	3.00
	ENG-242	British Literature II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
		-	Class	Lab	Clinc/Exp	Credits
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00

Minimum 2 subjects

Social/Behavioral Sciences > Take 6 credits From ECO-251 ECO-252 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 PSY-150 SOC-210	Prin of Microeconomics Prin of Macroeconomics World Civilizations I World Civilizations II American History I American Government General Psychology Introduction to Sociology	3.00 3.00 3.00 3.00 3.00 3.00 3.00 3.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	3.00 3.00 3.00 3.00 3.00 3.00 3.00 3.00
Minimum 2 subjects					
Math > Take 3 credits From MAT-143 MAT-152 MAT-171 Maximum 4 credits	Quantitative Literacy Statistical Methods I Precalculus Algebra	2.00 3.00 3.00	2.00 2.00 2.00	0.00 0.00 0.00	3.00 4.00 4.00
Natural Sciences > Take 1 of 4 Groups Group 1 > Take 4 credits From BIO-110FA	Principles of Biology	3.00	3.00	0.00	4.00
Group 2 > Take 4 credits From BIO-111	General Biology I	3.00	3.00	0.00	4.00
Group 3 > Take 4 credits From CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
Group 4 > Take 4 credits From PHY-110 PHY-110A	Conceptual Physics Conceptual Physics Lab	3.00 0.00	0.00 2.00	0.00 0.00	3.00 1.00
Additional Gen Ed > Take 2 Groups Group 1 > Take 3 credits From SOC-225	Social Diversity	3.00	0.00	0.00	3.00
Group 2 > Take 14 credits From ART-111 ART-114 ART-115 ART-117 BIO-110 BIO-111 BIO-112 BIO-120 BIO-130	Art Appreciation Art History Survey I Art History Survey II Non-Western Art History Principles of Biology General Biology I General Biology II Introductory Botany Introductory Zoology	3.00 3.00 3.00 3.00 3.00 3.00 3.00 3.00	0.00 0.00 0.00 0.00 3.00 3.00 3.00 3.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	3.00 3.00 3.00 3.00 4.00 4.00 4.00 4.00

		Class	Lab	Clinc/Exp	Credits
BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
CHM-13174 CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
COM-231	Public Speaking	3.00	0.00	0.00	3.00
ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
ENG-231	American Literature I	3.00	0.00	0.00	3.00
ENG-232	American Literature II	3.00	0.00	0.00	3.00
ENG-241	British Literature I	3.00	0.00	0.00	3.00
ENG-242	British Literature II	3.00	0.00	0.00	3.00
ENG-261	World Literature I	3.00	0.00	0.00	3.00
ENG-262	World Literature II	3.00	0.00	0.00	3.00
GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-132	American History II	3.00	0.00	0.00	3.00
HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
MAT-271	Calculus I	3.00	2.00	0.00	4.00
MAT-272	Calculus II	3.00	2.00	0.00	4.00
MAT-273	Calculus III	3.00	2.00	0.00	4.00
MUS-110	c Appreciation	3.00	0.00	0.00	3.00
MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
MUS-113	American Music	3.00	0.00	0.00	3.00
MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
PHY-110AC	Conceptual Physics Lab	0.00	2.00	0.00	1.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
POL-120	American Government	3.00	0.00	0.00	3.00
POL-210	Comparative Government	3.00	0.00	0.00	3.00
POL-220	International Relations	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-237	Social Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
REL-110	World Religions	3.00	0.00	0.00	3.00
REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00

		REL-212 REL-221	Intro to New Testament Religion in America	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
		102 221	rear grous and random	Class	Lab	Clinc/Exp	Credits
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
		SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
		SOC-220	Social Problems	3.00	0.00	0.00	3.00
		SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
		SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
2) Other	Require	d Hours					(15.00)
	Require	d Courses					
	> Take	1 credit					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	Educati	on					
	> Take	14 credits					
	From	EDU-187	Teaching and Learning for All	3.00	3.00	0.00	4.00
		EDU-216	Foundations of Education	3.00	0.00	0.00	3.00
		EDU-250	Teacher Licensure Preparation	3.00	0.00	0.00	3.00
		EDU-279	Literacy Develop and Instruct	3.00	3.00	0.00	4.00
			• •			Total Hours	(60.00)

College Transfer Pathway – Leading to Associate in Arts in Teacher Preparation - (P1012T)

				Class	Lab	Clinc/Exp	Credits
) Gene		ation Requirements					(31.00)
	-	Composition					
		6 credits					
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	Human	ities/Fine Arts/Co					
	> Take	9 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-231	American Literature I	3.00	0.00	0.00	3.00
		ENG-232	American Literature II	3.00	0.00	0.00	3.00
		ENG-241	British Literature I	3.00	0.00	0.00	3.00
		ENG-242	British Literature II	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
		PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	Minimu	ım 2 subjects					
	Social/I	Behavioral Sciences					
		6 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	110111	ECO-251 ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00

H H H Po	IIS-111 IIS-112 IIS-131 IIS-132 OL-120 SY-150 OC-210	World Civilizations I World Civilizations II American History I American History II American Government General Psychology Introduction to Sociology	3.00 3.00 3.00 3.00 Class 3.00 3.00	0.00 0.00 0.00 0.00 Lab 0.00 0.00	0.00 0.00 0.00 0.00 Clinc/Exp 0.00 0.00	3.00 3.00 3.00 3.00 Credits 3.00 3.00
Minimum :	2 subjects		Class	Lab	Clinc/Exp	Credits
Math	2 subjects					
M	redits IAT-143 IAT-152 IAT-171	Quantitative Literacy Statistical Methods I Precalculus Algebra	2.00 3.00 3.00	2.00 2.00 2.00	0.00 0.00 0.00	3.00 4.00 4.00
Natural Sc > Take 1 o Group 1						
> Take 4 c	redits IO-110	Principles of Biology	3.00	3.00	0.00	4.00
Group 2 > Take 4 c From B Group 3 > Take 4 c	IO-111	General Biology I	3.00	3.00	0.00	4.00
	HM-151	General Chemistry I	3.00	3.00	0.00	4.00
	redits HY-110 HY-110A	Conceptual Physics Conceptual Physics Lab	3.00 0.00	0.00 2.00	0.00 0.00	3.00 1.00
> Take 3 c	uired General Edu redits OC-225	Social Diversity	3.00	0.00	0.00	3.00
2) Other Required I Required C > Take 1 c	Courses					(8.00)
	CA-122	College Transfer Success	0.00	2.00	0.00	1.00
	redits DU-187 DU-216	Teaching and Learning for All Foundations of Education	3.00 3.00	3.00 0.00	0.00 0.00 Total Hours	4.00 3.00 (39.00)

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

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.

Coursework 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 basis for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Culli	culuii	n Acquirements				G1: /D	a
1) (151			Class	Lab	Clinc/Exp	Credits
		ation Requirements					(15.00)
		inication					
		2 Groups					
	Group 1						
		3 credits	W 17	2.00	0.00	0.00	2.00
-	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2						
		3 credits					
]	From	COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
		COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
		ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
		ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
]	Humani	ities/Fine Arts					
	> Take	3 credits					
]	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		ART-117	Non-Western Art History	3.00	0.00	0.00	3.00
		ENG-125	Creative Writing I	3.00	0.00	0.00	3.00
		ENG-231	American Literature I	3.00	0.00	0.00	3.00
		ENG-232	American Literature II	3.00	0.00	0.00	3.00
		ENG-241	British Literature I	3.00	0.00	0.00	3.00
		ENG-242	British Literature II	3.00	0.00	0.00	3.00
		ENG-261	World Literature I	3.00	0.00	0.00	3.00
		ENG-262	World Literature II	3.00	0.00	0.00	3.00
		HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
		HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
		HUM-230	Leadership Development	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		MUS-113	American Music	3.00	0.00	0.00	3.00
		MUS-114	Non-Western Music	3.00	0.00	0.00	3.00

	PHI-215	Philosophical Issues	3.00 Class	0.00 Lab	0.00 Clinc/Exp	3.00 Credits
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	REL-110	World Religions	3.00	0.00	0.00	3.00
	REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
	REL-212	Intro to New Testament	3.00	0.00	0.00	3.00
	SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
	SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
	2111112	Elementary Spanion II	2.00	0.00	0.00	2.00
	Behavioral Sc					
	e 3 credits	D	• • •			• • •
From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
	HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
	HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
	HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
	HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	POL-210	Comparative Government	3.00	0.00	0.00	3.00
	POL-220	International Relations	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	PSY-237	Social Psychology	3.00	0.00	0.00	3.00
	PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
	PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
	SOC-220	Social Problems	3.00	0.00	0.00	3.00
	SOC-225	Social Diversity	3.00	0.00	0.00	3.00
Natura	l Science/Math					
	e 3 credits					
	BIO-110	Dringinles of Dielogy	3.00	3.00	0.00	4.00
From	BIO-111	Principles of Biology General Biology I	3.00	3.00	0.00	4.00
	BIO-111 BIO-112		3.00	3.00	0.00	4.00
		General Biology II	3.00		0.00	
	BIO-120	Introductory Botany		3.00		4.00
	BIO-130	Introductory Zoology	3.00	3.00	0.00	4.00
	BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
	BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
	CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
	CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
	CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
	CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
	MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
	MAT-263	Brief Calculus	2.00	2.00	0.00	4.00
	MAT-271	Calculus I	3.00	2.00	0.00	4.00
	MAT-272	Calculus II	3.00	2.00	0.00	4.00
	MAT-273	Calculus III	3.00	2.00	0.00	4.00
	PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
	PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
	PHY-151	College Physics I	3.00	2.00	0.00	4.00
	PHY-152	College Physics II	3.00	2.00	0.00	4.00
	PHY-251	General Physics I	3.00	3.00	0.00	4.00
	PHY-252	General Physics II	3.00	3.00	0.00	4.00

Class Lab Cline/Exp Credits C50.00
Required Courses Flake 2 Groups Group 1
STake 2 Groups Group 1 STake credit
Stake credit
Take credit
From ACA-115
ACA-122 College Transfer Success 0.00 2.00 0.00 1.00
Stake 49 credits From ACC-120 Prin of Financial Accounting 3.00 2.00 0.00 4.00 ACC-121 Prin of Managerial Accounting 3.00 2.00 0.00 4.00 ACC-140 Payroll Accounting 1.00 3.00 0.00 2.00 ACC-150 Accounting 5.00 2.00 0.00 3.00 ACC-150 Accounting Software Appl 1.00 3.00 0.00 2.00 AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-150 Agro-Metrics 3.00 0.00 0.00 3.00 AGR-150 Agro-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-112 Heating Technology 2.00 4.00 0.00 4.00 AHR-113 Comfort Cooling 2.00 4.00 0.00 4.00 AHR-151 HVACR Maintenance 1.00 3.00 0.00 0.00 2.00 AHR-160 Refrigerant Certification 1.00 3.00 0.00 0.00 3.00 AHR-180 HVACR Maintenance 1.00 3.00 0.00 0.00 3.00 AHR-180 HVACR Maintenance 1.00 3.00 0.00 0.00 3.00 AHR-180 HVACR Maintenance 1.00 3.00 0.00 0.00 3.00 AHR-111 Residential System Design 2.00 2.00 0.00 3.00 AHR-212 Advanced Comfort Systems 2.00 2.00 0.00 3.00 AHR-213 HVACR Building Code 1.00 2.00 0.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 0.00 3.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 3.00
Take 49 credits From ACC-120 Prin of Financial Accounting 3.00 2.00 0.00 4.00 ACC-121 Prin of Managerial Accounting 3.00 2.00 0.00 4.00 ACC-140 Payroll Accounting 1.00 3.00 0.00 2.00 AGC-150 Accounting 50ftware Appl 1.00 3.00 0.00 2.00 AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-150 Agr-o-Metrics 3.00 0.00 0.00 3.00 AGR-150 Agr-o-Metrics 3.00 0.00 0.00 3.00 AGR-150 Agr-o-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agricultural Marketing 3.00 0.00 0.00 3.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-112 Heating Technology 2.00 4.00 0.00 4.00 AHR-113 Comfort Cooling 2.00 4.00 0.00 4.00 AHR-151 HVACR Maintenance 1.00 3.00 0.00 2.00 AHR-151 HVACR Maintenance 1.00 3.00 0.00 2.00 AHR-160 Refrigerant Certification 1.00 0.00 0.00 3.00 AHR-160 Refrigerant Certification 1.00 0.00 0.00 3.00 AHR-161 Residential System Design 2.00 2.00 0.00 3.00 AHR-213 HVACR Building Code 1.00 2.00 0.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 3.00 ART-111 Art Appreciation 3.00 0.00 0.00 3.00 3.00 ART-111 Art Appreciation 3.00 3.00 3.00 3.00
From ACC-120 Prin of Financial Accounting ACC-121 3.00 2.00 0.00 4.00 ACC-121 Prin of Managerial Accounting 3.00 2.00 0.00 4.00 ACC-140 Payroll Accounting Software Appl 1.00 3.00 0.00 2.00 AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-161 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-211 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-214 Agricultural Accounting 1.00 0.00 3.00
ACC-121 Prin of Managerial Accounting 3.00 2.00 0.00 4.00 ACC-140 Payroll Accounting 1.00 3.00 0.00 2.00 ACC-150 Accounting Software Appl 1.00 3.00 0.00 2.00 AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00
ACC-140 Payroll Accounting 1.00 3.00 0.00 2.00 ACC-150 Accounting Software Appl 1.00 3.00 0.00 2.00 AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-211 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00
ACC-150 Accounting Software Appl 1.00 3.00 0.00 2.00 AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR
AGR-121 Biological Pest Mgmt 3.00 0.00 0.00 3.00 AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00
AGR-130 Alternative Ag Production 3.00 0.00 0.00 3.00 AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-110 Intro to Refrigeration 2.00 2.00 0.00 3.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-112<
AGR-139 Intro to Sustainable Ag 3.00 0.00 0.00 3.00 AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-110 Intro to Refrigeration 2.00 2.00 0.00 3.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-113 </td
AGR-140 Agricultural Chemicals 2.00 2.00 0.00 3.00 AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-110 Intro to Refrigeration 2.00 2.00 0.00 3.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-113 Comfort Cooling 2.00 4.00 0.00 4.00 AHR-114
AGR-150 Ag-O-Metrics 3.00 0.00 0.00 3.00 AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-110 Intro to Refrigeration 2.00 2.00 0.00 3.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-111 Heating Technology 2.00 4.00 0.00 4.00 AHR-113 Comfort Cooling 2.00 4.00 0.00 4.00 AHR-114
AGR-160 Plant Science 2.00 2.00 0.00 3.00 AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-110 Intro to Refrigeration 2.00 6.00 0.00 5.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-112 Heating Technology 2.00 2.00 0.00 3.00 AHR-113 Comfort Cooling 2.00 4.00 0.00 4.00 AHR-114 Heat Pump Technology 2.00 4.00 0.00 4.00 AHR-151
AGR-170 Soil Science 2.00 2.00 0.00 3.00 AGR-210 Agricultural Accounting 1.00 4.00 0.00 3.00 AGR-212 Farm Business Management 3.00 0.00 0.00 3.00 AGR-213 Ag Law & Finance 3.00 0.00 0.00 3.00 AGR-214 Agricultural Marketing 3.00 0.00 0.00 3.00 AGR-261 Agronomy 2.00 2.00 0.00 3.00 AHR-110 Intro to Refrigeration 2.00 6.00 0.00 5.00 AHR-111 HVACR Electricity 2.00 2.00 0.00 3.00 AHR-112 Heating Technology 2.00 4.00 0.00 4.00 AHR-113 Comfort Cooling 2.00 4.00 0.00 4.00 AHR-114 Heat Pump Technology 2.00 4.00 0.00 4.00 AHR-120 HVACR Maintenance 1.00 3.00 0.00 2.00 AHR-151 </td
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ART-114 Art History Survey I 3.00 0.00 0.00 3.00 ART-115 Art History Survey II 3.00 0.00 0.00 3.00
ART-117 Art Tristory Survey II 3.00 0.00 0.00 3.00 ART-117 Non-Western Art History 3.00 0.00 0.00 3.00
ART-121 Two-Dimensional Design 0.00 6.00 0.00 3.00
ART-122 Three-Dimensional Design 0.00 6.00 0.00 3.00 ART-122 Three-Dimensional Design 0.00 6.00 0.00 3.00
ART-131 Drawing I 0.00 6.00 0.00 3.00
ART-132 Drawing II 0.00 6.00 0.00 3.00
ART-171 Digital Design I 0.00 6.00 0.00 3.00
ART-231 Printmaking I 0.00 6.00 0.00 3.00
ART-240 Painting I 0.00 6.00 0.00 3.00
ART-241 Painting II 0.00 6.00 0.00 3.00
ART-250 Surface Design: Textiles 0.00 6.00 0.00 3.00
ART-275 Introduction to Graphic Design 0.00 6.00 0.00 3.00
ART-281 Sculpture I 0.00 6.00 0.00 3.00
ART-283 Ceramics I 0.00 6.00 0.00 3.00
ATR-112 Intro to Automation 2.00 3.00 0.00 3.00
ATR-115 Introduction to Mechatronics 3.00 3.00 0.00 4.00

BAF-110	Principles of Banking	3.00	0.00	0.00	3.00
BAF-131	Fund of Bank Lending	3.00	0.00	0.00	3.00
BAF-141	Law & Banking: Principles	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
BAF-222	Money and Banking	3.00	0.00	0.00	3.00
BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
BIO-111	General Biology I	3.00	3.00	0.00	4.00
BIO-112	General Biology II	3.00	3.00	0.00	4.00
BIO-120	Introductory Botany	3.00	3.00	0.00	4.00
BIO-130	Introductory Zoology	3.00	3.00	0.00	4.00
BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
BIO-150	Genetics in Human Affairs	3.00	0.00	0.00	3.00
BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
BIO-250	Genetics	3.00	3.00	0.00	4.00
BIO-271	Pathophysiology	3.00	0.00	0.00	3.00
BIO-275	Microbiology	3.00	3.00	0.00	4.00
BIO-280	Biotechnology	2.00	3.00	0.00	3.00
BPR-130	Print Reading-Construction	3.00	0.00	0.00	3.00
BPT-110	Intro to Broadcasting	3.00	0.00	0.00	3.00
BPT-111	Broadcast Law & Ethics	3.00	0.00	0.00	3.00
BPT-112	Broadcast Writing	3.00	2.00	0.00	4.00
BPT-113	Broadcast Sales	3.00	0.00	0.00	3.00
BPT-131	Audio/Radio Production I	2.00	6.00	0.00	4.00
BPT-140	Intro to TV Systems	2.00	0.00	0.00	2.00
BPT-215	Broadcast Programming	3.00	0.00	0.00	3.00
BPT-231	Video/TV Production I	2.00	6.00	0.00	4.00
BPT-232	Video/TV Production II	2.00	6.00	0.00	4.00
BPT-250	Institutional Video	2.00	3.00	0.00	3.00
		2.00	3.00	0.00	3.00
BPT-255 BPT-285	Computer-Based Production	1.00	6.00	0.00	3.00
	Broadcast Prod Capstone Introduction to Business				
BUS-110		3.00	0.00	0.00	3.00
BUS-115	Business Law I	3.00	0.00	0.00	3.00
BUS-121	Business Math	2.00	2.00	0.00	3.00
BUS-125	Personal Finance	3.00	0.00	0.00	3.00
BUS-137	Principles of Management	3.00	0.00	0.00	3.00
BUS-139	Entrepreneurship I	3.00	0.00	0.00	3.00
BUS-153	Human Resource Management	3.00	0.00	0.00	3.00
BUS-225	Business Finance	2.00	2.00	0.00	3.00
BUS-230	Small Business Management	3.00	0.00	0.00	3.00
BUS-260	Business Communication	3.00	0.00	0.00	3.00
CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
CHM-251	Organic Chemistry I	3.00	3.00	0.00	4.00
CHM-252	Organic Chemistry II	3.00	3.00	0.00	4.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
CJC-110	Basic Law Enforcement BLET	10.00	30.00	0.00	20.00
CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
CJC-112	Criminology	3.00	0.00	0.00	3.00
CJC-113	Juvenile Justice	3.00	0.00	0.00	3.00
CJC-120	Interviews/Interrogations	1.00	2.00	0.00	2.00
CJC-121	Law Enforcement Operations	3.00	0.00	0.00	3.00
CJC-122	Community Policing	3.00	0.00	0.00	3.00
CJC-131	Criminal Law	3.00	0.00	0.00	3.00

CJC-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00
CJC-141	Corrections	3.00	0.00	0.00	3.00
CJC-144	Crime Scene Processing	2.00	3.00	0.00	3.00
CJC-146	Trace Evidence	2.00	3.00	0.00	3.00
CJC-160	Terrorism: Underlying Issu	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
CJC-161	Intro Homeland Security	3.00	0.00	0.00	3.00
CJC-163	Trans and Border Security	3.00	0.00	0.00	3.00
CJC-170	Critical Incident Mgmt Pub Saf	3.00	0.00	0.00	3.00
CJC-212	Ethics & Comm Relations	3.00	0.00	0.00	3.00
CJC-213	Substance Abuse	3.00	0.00	0.00	3.00
CJC-221	Investigative Principles	3.00	2.00	0.00	4.00
CJC-223	Organized Crime	3.00	0.00	0.00	3.00
CJC-225	Crisis Intervention	3.00	0.00	0.00	3.00
CJC-223 CJC-231	Constitutional Law	3.00	0.00	0.00	3.00
CJC-232	Civil Liability	3.00	0.00	0.00	3.00
CJC-233	Correctional Law	3.00	0.00	0.00	3.00
CJC-241	Community-Based Corrections	3.00	0.00	0.00	3.00
CJC-245	Friction Ridge Analysis	2.00	3.00	0.00	3.00
CJC-246	Adv. Friction Ridge Analy	2.00	3.00	0.00	3.00
COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
COM-150	Intro. to Mass Comm.	3.00	0.00	0.00	3.00
COM-231	Public Speaking	3.00	0.00	0.00	3.00
COS-111	Cosmetology Concepts I	4.00	0.00	0.00	4.00
COS-112	Salon I	0.00	24.00	0.00	8.00
COS-113	Cosmetology Concepts II	4.00	0.00	0.00	4.00
COS-114	Salon II	0.00	24.00	0.00	8.00
COS-115	Cosmetology Concepts III	4.00	0.00	0.00	4.00
COS-116	Salon III	0.00	12.00	0.00	4.00
COS-117	Cosmetology Concepts IV	2.00	0.00	0.00	2.00
COS-118	Salon IV	0.00	21.00	0.00	7.00
COS-121	Manicure/Nail Technology I	4.00	6.00	0.00	6.00
COS-222	Manicure/Nail Tech. II	4.00	6.00	0.00	6.00
COS-223	Contemp Hair Coloring	1.00	3.00	0.00	2.00
COS-224	Trichology & Chemistry	1.00	3.00	0.00	2.00
COS-225	Adv Contemporary Hair Coloring	1.00	3.00	0.00	2.00
COS-240	Contemporary Design	1.00	3.00	0.00	2.00
COS-260	Design Applications	1.00	3.00	0.00	2.00
COS-271	Instructor Concepts I	5.00	0.00	0.00	5.00
COS-271	Instructor Practicum I	0.00	21.00	0.00	7.00
COS-272	Instructor Concepts II	5.00	0.00	0.00	5.00
COS-274	Instructor Practicum II	0.00	21.00	0.00	7.00
CSC-121	Python Programming	2.00	3.00	0.00	3.00
CSC-121 CSC-134		2.00			
	C++ Programming		3.00	0.00	3.00
CSC-139	Visual BASIC Programming	2.00	3.00	0.00	3.00
CSC-151	JAVA Programming	2.00	3.00	0.00	3.00
CSC-234	Advanced C++ Programming	2.00	3.00	0.00	3.00
CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
CTI-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
CTS-120	Hardware/Software Support	2.00	3.00	0.00	3.00
CTS-125	Presentation Graphics	2.00	2.00	0.00	3.00
CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
CTS-210	Computer Ethics	3.00	0.00	0.00	3.00
CTS-220	Adv Hard/Software Support	2.00	3.00	0.00	3.00
CTS-240	Project Management	2.00	2.00	0.00	3.00
CTS-250	User Support & Software Eval	2.00	2.00	0.00	3.00
CTS-289	System Support Project	1.00	4.00	0.00	3.00

DD 4 110	D 11 C	2.00	2.00	0.00	2.00
DBA-110	Database Concepts	2.00	3.00	0.00	3.00
DBA-120	Database Programming I	2.00	2.00	0.00	3.00
DFT-119	Basic CAD	1.00	2.00	0.00	2.00
DME-110	Intro to Digital Media	2.00	2.00	0.00	3.00
DME-140	Intro to Audio/Video Media	2.00	2.00	0.00	3.00
ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
EDU-144	Child Development I	3.00	0.00	0.00	3.00
EDU-145	Child Development II	3.00	0.00	0.00	3.00
EDU-146	Child Guidance	3.00	0.00	0.00	3.00
EDU-151	Creative Activities	3.00	0.00	0.00	3.00
EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
EDU-154	Social/Emotion/Behav Dev	3.00	0.00	0.00	3.00
EDU-162	Observ & Assess in ECE	3.00	0.00	0.00	3.00
EDU-173	Becoming a Prof'l in ECE	3.00	0.00	0.00	3.00
EDU-187	Teaching and Learning for All	3.00	3.00	0.00	4.00
EDU-216	Foundations of Education	3.00	0.00	0.00	3.00
EDU-221	Children with Exceptionalities	3.00	0.00	0.00	3.00
EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
EDU-235					
	School-Age Develop & Programs	3.00	0.00	0.00	3.00
EDU-250	Teacher Licensure Preparation	3.00	0.00	0.00	3.00
EDU-251	Exploration Activities	3.00	0.00	0.00	3.00
EDU-259	Curriculum Planning	3.00	0.00	0.00	3.00
EDU-261	Early Childhood Admin I	3.00	0.00	0.00	3.00
EDU-262	Early Childhood Admin II	3.00	0.00	0.00	3.00
EDU-279	Literacy Develop and Instruct	3.00	3.00	0.00	4.00
EDU-280	Language/Literacy Experiences	3.00	0.00	0.00	3.00
EDU-284	Early Child Capstone Prac	1.00	9.00	0.00	4.00
ELC-113	Residential Wiring	2.00	6.00	0.00	4.00
ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
ELC-118	National Electrical Code	1.00	2.00	0.00	2.00
ELC-120	Intro to Wiring	2.00	2.00	0.00	3.00
ELC-125	Diagrams and Schematics	1.00	2.00	0.00	2.00
ELC-128	Intro to PLC	2.00	3.00	0.00	3.00
ELC-131	Circuit Analysis I	3.00	3.00	0.00	4.00
ELC-138	DC Circuit Analysis	3.00	3.00	0.00	4.00
ELC-139	AC Circuit Analysis	3.00	3.00	0.00	4.00
ELC-213	Instrumentation	3.00	2.00	0.00	4.00
ELC-220	Photovoltaic Sys Tech	2.00	3.00	0.00	3.00
ELC-231	Electric Power Systems	3.00	2.00	0.00	4.00
ELN-131	Analog Electronics I	3.00	3.00	0.00	4.00
ELN-131 ELN-133	Digital Electronics	3.00	3.00	0.00	4.00
ELN-133 ELN-232	Intro to Microprocessors	3.00	3.00	0.00	4.00
ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
ENG-125	Creative Writing I	3.00	0.00	0.00	3.00
ENG-231	American Literature I	3.00	0.00	0.00	3.00
ENG-232	American Literature II	3.00	0.00	0.00	3.00
ENG-241	British Literature I	3.00	0.00	0.00	3.00
ENG-242	British Literature II	3.00	0.00	0.00	3.00
ENG-261	World Literature I	3.00	0.00	0.00	3.00
ENG-262	World Literature II	3.00	0.00	0.00	3.00
EPT-120	Sociology of Disaster	3.00	0.00	0.00	3.00
EPT-220	Terrorism and Emer. Mgt.	3.00	0.00	0.00	3.00
GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
HEA-110	Personal Health/Wellness	3.00	0.00	0.00	3.00
		-			

HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
HEA-120	Community Health	3.00	0.00	0.00	3.00
HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-116	Current World Problems	3.00	0.00	0.00	3.00
HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-132	American History II	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
HIS-236	North Carolina History	3.00	0.00	0.00	3.00
HIT-211	ICD Coding	2.00	6.00	0.00	4.00
HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
HUM-230	Leadership Development	3.00	0.00	0.00	3.00
HYD-110	Hydraulics/Pneumatics I	2.00	3.00	0.00	3.00
ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
MAT-110	Math Measurement & Literacy	2.00	2.00	0.00	3.00
MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00
MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-171	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
MAT-203	Calculus I	3.00	2.00	0.00	4.00
MAT-271 MAT-272	Calculus II	3.00	2.00	0.00	4.00
MAT-273	Calculus III	3.00	2.00	0.00	4.00
MEC-111	Machine Processes I	1.00	4.00	0.00	3.00
MEC-111 MEC-130			2.00		
	Mechanisms Medical Terminalogy I	2.00 3.00		0.00	3.00
MED-121	Medical Terminology I		0.00	0.00	3.00
MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
MKT-120	Principles of Marketing	3.00	0.00	0.00	3.00
MKT-223	Customer Service	3.00	0.00	0.00	3.00
MLT-110	Intro to MLT	2.00	3.00	0.00	3.00
MLT-111	Urinalysis & Body Fluids	1.00	3.00	0.00	2.00
MLT-120	Hematology/Hemostasis I	3.00	3.00	0.00	4.00
MLT-126	Immunology and Serology	1.00	2.00	0.00	2.00
MLT-127	Transfusion Medicine	2.00	3.00	0.00	3.00
MLT-130	Clinical Chemistry I	3.00	3.00	0.00	4.00
MLT-140	Intro to Microbiology	2.00	3.00	0.00	3.00
MLT-215	Professional Issues	1.00	0.00	0.00	1.00
MLT-220	Hematology/Hemostasis II	2.00	3.00	0.00	3.00
MLT-240	Special Clin Microbiology	2.00	3.00	0.00	3.00
MLT-283	MLT Practicum I	0.00	0.00	39.00	13.00
MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
MUS-111	Fundamentals of Music	3.00	0.00	0.00	3.00
MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
MUS-113	American Music	3.00	0.00	0.00	3.00
MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
MUS-141	Ensemble I	0.00	2.00	0.00	1.00
MUS-142	Ensemble II	0.00	2.00	0.00	1.00
MUS-151	Class Music I	0.00	2.00	0.00	1.00
MUS-152	Class Music II	0.00	2.00	0.00	1.00
MUS-241	Ensemble III	0.00	2.00	0.00	1.00
MUS-242	Ensemble IV	0.00	2.00	0.00	1.00
NAS-101	Nurse Aide I	3.00	4.00	3.00	6.00
NAS-102	Nurse Aide II	3.00	2.00	6.00	6.00
NAS-103	Home Health Care Nurse Aide	4.00	4.00	0.00	6.00
NAS-106	Geriatric Aide	5.00	0.00	3.00	6.00
NET-125	Introduction to Networks	1.00	4.00	0.00	3.00

NET-126	Routing Basics	1.00	4.00	0.00		3.00
NET-225	Routing & Switching I	1.00	4.00	0.00		3.00
NOS-110	Operating Systems Concepts	2.00	3.00	0.00		3.00
NOS-120	Linux/UNIX Single User	2.00	2.00	0.00		3.00
NOS-130	Windows Single User	2.00	2.00	0.00		3.00
NOS-230	Windows Administration I	2.00	2.00	0.00		3.00
NUR-101	Practical Nursing I	7.00	6.00	6.00		11.00
NUR-102	Practical Nursing II	7.00	0.00	9.00		10.00
NUR-103	Practical Nursing III	6.00	0.00	9.00		9.00
NUR-111	Intro to Health Concepts	4.00	6.00	6.00		8.00
NUR-112	Health-Illness Concepts	3.00	0.00	6.00		5.00
NOR-112	Hearth-Inness Concepts	Class	Lab	Clinc/E	vn	Credits
NILID 112	Family Health Concents	3.00	0.00	6.00	5.00	Cicuits
NUR-113	Family Health Concepts					
NUR-114	Holistic Health Concepts	3.00	0.00	6.00	5.00	
NUR-117	Pharmacology	1.00	3.00	0.00	2.00	
NUR-211	Health Care Concepts	3.00	0.00	6.00	5.00	
NUR-212	Health System Concepts	3.00	0.00	6.00	5.00	
NUR-213	Complex Health Concepts	4.00	3.00	15.00	10.00	
OST-136	Word Processing	2.00	2.00	0.00	3.00	
OST-141	Med Office Terms I	3.00	0.00	0.00	3.00	
OST-142	Med Office Terms II	3.00	0.00	0.00	3.00	
OST-148	Med Ins & Billing	3.00	0.00	0.00	3.00	
OST-149	Medical Legal Issues	3.00	0.00	0.00	3.00	
OST-155	Legal Terminology	3.00	0.00	0.00	3.00	
OST-164	Office Editing	3.00	0.00	0.00	3.00	
OST-184	Records Management	2.00	2.00	0.00	3.00	
OST-247	Procedure Coding	2.00	2.00	0.00	3.00	
OST-248	Diagnostic Coding	2.00	2.00	0.00	3.00	
OST-249	Med Coding Certification Prep	2.00	3.00	0.00	3.00	
OST-252	Legal Transcription I	2.00	2.00	0.00	3.00	
OST-264	Medical Auditing	3.00	0.00	0.00	3.00	
OST-286	Professional Development	3.00	0.00	0.00	3.00	
OST-288	Medical Office Admin Capstone	2.00	2.00	0.00	3.00	
	Phlebotomy Technology	5.00	2.00	0.00	6.00	
PBT-100						
PBT-101	Phlebotomy Practicum	0.00	0.00	9.00	3.00	
PED-110	Fit and Well for Life	1.00	2.00	0.00	2.00	
PED-111	Physical Fitness I	0.00	3.00	0.00	1.00	
PED-112	Physical Fitness II	0.00	3.00	0.00	1.00	
PED-117	Weight Training I	0.00	3.00	0.00	1.00	
PED-118	Weight Training II	0.00	3.00	0.00	1.00	
PED-119	Circuit Training	0.00	3.00	0.00	1.00	
PED-120	Walking for Fitness	0.00	3.00	0.00	1.00	
PED-122	Yoga I	0.00	2.00	0.00	1.00	
PED-123	Yoga II	0.00	2.00	0.00	1.00	
PED-125	Self-Defense: Beginning	0.00	2.00	0.00	1.00	
PED-126	Self-Defense: Intermediate	0.00	2.00	0.00	1.00	
PED-138	Archery	0.00	2.00	0.00	1.00	
PED-139	Bowling-Beginning	0.00	2.00	0.00	1.00	
PED-140	Bowling-Intermediate	0.00	2.00	0.00	1.00	
PED-148	Softball	0.00	2.00	0.00	1.00	
PED-150	Baseball – Beginning	0.00	3.00	0.00	1.00	
PED-151	Baseball/Intermediate	0.00	3.00	0.00	1.00	
PED-187	Social Dance-Beginning	0.00	2.00	0.00	1.00	
PED-240	Advanced PE Skills	0.00	2.00	0.00	1.00	
PED-252	Officiating/Bsball/Sfball	1.00	2.00	0.00	2.00	
PED-256	Coaching Baseball	1.00	2.00	0.00	2.00	
PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00	
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00	
PHS-130	Earth Science	3.00	2.00	0.00	4.00	
PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00	
1111-110	Conceptual i hysics	3.00	0.00	0.00	5.00	

PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
POL-120	American Government	3.00	0.00	0.00	3.00
POL-130	State & Local Government	3.00	0.00	0.00	3.00
POL-210	Comparative Government	3.00	0.00	0.00	3.00
POL-220	International Relations	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-237	Social Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00

		Class	Lab	Clinc/Exp	Credits
PSY-243	Child Psychology	3.00	0.00	0.00	3.00
PSY-263	Educational Psychology	3.00	0.00	0.00	3.00
PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
REL-110	World Religions	3.00	0.00	0.00	3.00
REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
REL-212	Intro to New Testament	3.00	0.00	0.00	3.00
REL-221	Religion in America	3.00	0.00	0.00	3.00
SEC-180	Info Assurance Principles	2.00	2.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
SOC-220	Social Problems	3.00	0.00	0.00	3.00
SOC-225	Social Diversity	3.00	0.00	0.00	3.00
SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
WBL-110	World of Work	1.00	0.00	0.00	1.00
WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
WEB-115	Web Markup and Scripting	2.00	2.00	0.00	3.00
WEB-250	Database Driven Websites	2.00	2.00	0.00	3.00
WLD-110	Cutting Processes	1.00	3.00	0.00	2.00
WLD-115	SMAW (Stick) Plate	2.00	9.00	0.00	5.00
WLD-116	SMAW (stick) Plate/Pipe	1.00	9.00	0.00	4.00
WLD-121	GMAW (MIG) FCAW/Plate	2.00	6.00	0.00	4.00
WLD-131	GTAW (TIG) Plate	2.00	6.00	0.00	4.00
WLD-132	GTAW (TIG) Plate/Pipe	1.00	6.00	0.00	3.00
WLD-141	Symbols & Specifications	2.00	2.00	0.00	3.00
WLD-151	Fabrication I	2.00	6.00	0.00	4.00
WLD-215	SMAW (stick) Pipe	1.00	9.00	0.00	4.00
WLD-231	GTAW (TIG) Pipe	1.00	6.00	0.00	3.00
WLD-261	Certification Practices	1.00	3.00	0.00	2.00
				Total Hours	(65.00)

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.

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	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00

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 date listed on the corresponding student readiness checklist. (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.

1) G I.F.I		Class	Lab	Clinc/Exp	Credits
1) General Education Requirements English Composition					(54.00)
> Take 2 Groups					
Group 1					
> Take 3 credits From ENG-111	Waiting and Inquien	3.00	0.00	0.00	3.00
FIOIII ENG-III	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2					
> Take 3 credits	W.:. /B 1: 4 B:	2.00	0.00	0.00	2.00
From ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Humanities/Fine Arts					
> Take 2 Groups					
Group 1 > Take 6 credits					
From ART-111	Art Appreciation	3.00	0.00	0.00	3.00
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
Crown 2					
Group 2 > Take 3 credits					
From ENG-231	American Literature I	3.00	0.00	0.00	3.00
Social/Behavioral Sciences					
> Take 3 Groups Group 1					
> Take 9 credits					
From PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Group 2					
> Take 3 credits					
From SOC-225	Social Diversity	3.00	0.00	0.00	3.00
Group 3					
> Take 3 credits					
From HIS-131	American History	3.00	0.00	0.00	3.00
Natural Sciences					
> Take 3 Groups					
Group 1					
> Take 8 credits		• • •	• • •		
From BIO-168 BIO-169	Anatomy and Physiology Anatomy and Physiology	3.00 3.00	3.00 3.00	0.00 0.00	4.00 4.00
BIO-109	Anatomy and Physiology	3.00	3.00	0.00	4.00
Group 2					
> Take 4 credits					
From BIO-275	Microbiology	3.00	3.00	0.00	4.00
Group 3					
> Take 4 credits					
CHM-151	General Chemistry	3.00	3.00	0.00	4.00
> Take 2 Groups					
Group 1					
> Take 4 credits		• • •	2.00	0.00	4.00
From MAT-152	Statistical Methods	3.00	2.00	0.00	4.00

			Class	Lab	Clinc/Exp	Credits
Group 2					1	
> Ta	ake 4 credits					
Froi	m MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Other Req						(7.00)
	demic Transition					
	ake 1 credit		0.00	2.00	0.00	1.00
Froi	n ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
Soci	ial Behavioral Sciences					
> Ta	ake 3 credits					
Fron	m POL-120	American Government	3.00	0.00	0.00	3.00
Elec	tive					
	ake 3 credits					
Froi		Public Speaking	3.00	0.00	0.00 Total Hours	3.00 (61.00)

College Transfer Pathway – Leading to Associate in General Education Nursing (P1032C)

1) C	1.5.1	·		Class	Lab	Clinc/Exp	Credits
1) Gene		ation Requireme Composition	ents				(23.00)
		2 Groups					
	Group						
		3 credits					
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2	2					
	> Take	3 credits					
	From	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	Human	ities/Fine Arts/C	Co				
	> Take	3 credits					
	From	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	Social/I	Behavioral Scien	nces				
	> Take	6 credits					
	From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
		PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
	Natural	Sciences					
	> Take	8 credits					
	From	BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
		BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
2) Other	r Require	ed Hours					(1.00)
		ed Course					
	> Take	1 credit					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00 Total Hours	1.00 (24.00)

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 choose courses that best align with their intended major at the university level.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required preadmission 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.

1) Canaral Edua	ation Requirements		Class	Lab	Clinc/Exp	Credits (45.00)
	Composition					(43.00)
	6 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
110	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Commu	ınications/Hum/Fa					
> Take	2 Groups					
Group	1					
> Take	3 credits					
	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
Group 2	2					
> Take	3 credits					
From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	ENG-232	American Literature II	3.00	0.00	0.00	3.00
	ENG-241	British Literature I	3.00	0.00	0.00	3.00
	ENG-242	British Literature II	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00

		Class	Lab	Clinc/Exp	Credits
Social/Behavioral Sciences					
> Take 2 Groups					
Group 1 > Take 3 credits					
From HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-132	American History II	3.00	0.00	0.00	3.00
Group 2					
> Take 3 credits					
From ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
POL-120	American Government	3.00	0.00	0.00	3.00
PSY-150 SOC-210	General Psychology Introduction to Sociology	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
SOC-210	introduction to Sociology	3.00	0.00	0.00	3.00
Math					
> Take 8 credits					
From MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263 MAT-271	Brief Calculus	3.00	2.00	0.00	4.00
MAT-271 MAT-272	Calculus I Calculus II	3.00 3.00	2.00 2.00	0.00 0.00	4.00 4.00
IVIA 1 -2 / 2	Calculus II	3.00	2.00	0.00	4.00
Natural Sciences					
> Take 1 of 4 Groups					
Group 1					
> Take 8 credits	C ID'I I	2.00	2.00	0.00	4.00
From BIO-111	General Biology I	3.00	3.00	0.00	4.00
BIO-112	General Biology II	3.00	3.00	0.00	4.00
Group 2					
> Take 8 credits					
From CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
Group 3					
> Take 8 credits					
From PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
	2 ,				
Group 4					
> Take 8 credits					
From PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
Additional Gen Ed					
> Take 11 credits					
From ART-111	Art Appreciation	3.00	0.00	0.00	3.00
ART-114	Art History Survey I	3.00	0.00	0.00	3.00
ART-115	Art History Survey II	3.00	0.00	0.00	3.00
ART-117	Non-Western Art History	3.00	0.00	0.00	3.00
BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
BIO-111	General Biology I	3.00	3.00	0.00	4.00
BIO-112 BIO-120	General Biology II Introductory Botany	3.00 3.00	3.00 3.00	0.00 0.00	4.00 4.00
BIO-120 BIO-130	Introductory Botany Introductory Zoology	3.00	3.00	0.00	4.00
BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
		2.00			

DIO 1404	F :	0.00	2 00	0.00	1 00
BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
COM-231	Public Speaking	3.00	0.00	0.00	3.00
ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
ENG-231	American Literature I	3.00	0.00	0.00	3.00
ENG-232	American Literature II	3.00	0.00	0.00	3.00
ENG-241	British Literature I	3.00	0.00	0.00	3.00
ENG-242	British Literature II	3.00	0.00	0.00	3.00
ENG-261	World Literature I	3.00	0.00	0.00	3.00
ENG-262	World Literature II	3.00	0.00	0.00	3.00
GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
HIS-121	Western Civilization II	3.00	0.00	0.00	3.00
HIS-122 HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-131 HIS-132		3.00	0.00	0.00	3.00
	American History II	3.00			
HUM-115	Critical Thinking		0.00	0.00	3.00
HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
MAT-271	Calculus I	3.00	2.00	0.00	4.00
MAT-272	Calculus II	3.00	2.00	0.00	4.00
MAT-273	Calculus III	3.00	2.00	0.00	4.00
MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
MUS-113	American Music	3.00	0.00	0.00	3.00
MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
POL-120	American Government	3.00	0.00	0.00	3.00
POL-210	Comparative Government	3.00	0.00	0.00	3.00
POL-220	International Relations	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-237	Social Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
REL-110	World Religions	3.00	0.00	0.00	3.00

REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
REL-212	Intro to New Testament	3.00	0.00	0.00	3.00
		CI	т 1	CI: /E	C 1''
		Class	Lab	Clinc/Exp	Credits
REL-221	Religion in America	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
SOC-220	Social Problems	3.00	0.00	0.00	3.00
SOC-225	Social Diversity	3.00	0.00	0.00	3.00
SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	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	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
	J 1				
2) Other Required Hours					(15.00)
Required Courses					
> Take 2 Groups					
Group 1					
> Take 1 credit					
From ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
Group 2					
> Take 14 credits	D : 05: 114	2.00	• • •	0.00	4.00
From ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
ACC-121	Prin of Managerial Accounting	3.00	2.00	0.00	4.00
ART-111	Art Appreciation	3.00	0.00	0.00	3.00
ART-114	Art History Survey I	3.00	0.00	0.00	3.00
ART-115	Art History Survey II	3.00	0.00	0.00	3.00
ART-117	Non-Western Art History	3.00	0.00	0.00	3.00
ART-121	Two-Dimensional Design	0.00	6.00	0.00	3.00
ART-122	Three-Dimensional Design	0.00	6.00	0.00	3.00
ART-131	Drawing I	0.00	6.00	0.00	3.00
ART-132	Drawing II	0.00	6.00	0.00	3.00
ART-231	Printmaking I	0.00	6.00	0.00	3.00
ART-171	Digital Design I	0.00	6.00	0.00	3.00
ART-240	Painting I	0.00	6.00	0.00	3.00
ART-241	Painting II	0.00	6.00	0.00	3.00
ART-250	Surface Design: Textiles	0.00	6.00	0.00	3.00
ART-275	Introduction to Graphic Design	0.00	6.00	0.00	3.00
ART-281	Sculpture I	0.00	6.00	0.00	3.00
ART-283	Ceramics I	0.00	6.00	0.00	3.00
BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
BIO-111	General Biology I	3.00	3.00	0.00	4.00
BIO-112	General Biology II	3.00	3.00	0.00	4.00
BIO-120	Introductory Botany	3.00	3.00	0.00	4.00
BIO-130	Introductory Zoology	3.00	3.00	0.00	4.00
BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
BIO-150	Genetics in Human Affairs	3.00	0.00	0.00	3.00
BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
DIO-10)	muching and mysiology in	5.00	5.00	0.00	-7.00

BIO-250	Genetics	3.00	3.00	0.00	4.00
BIO-271	Pathophysiology	3.00	0.00	0.00	3.00
BIO-275	Microbiology	3.00	3.00	0.00	4.00
BIO-280	Biotechnology	2.00	3.00	0.00	3.00
BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
BUS-115	Business Law I	3.00	0.00	0.00	3.00
BUS-137	Principles of Management	3.00	0.00	0.00	3.00
CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
CHM-131A CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
		3.00	3.00	0.00	4.00
CHM-151	General Chemistry I				
CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
CHM-251	Organic Chemistry I	3.00	3.00	0.00	4.00
CHM-252	Organic Chemistry II	3.00	3.00	0.00	4.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
CJC-121	Law Enforcement Operations	3.00	0.00	0.00	3.00
CJC-141	Corrections	3.00	0.00	0.00	3.00
COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
COM-150	Intro. to Mass Comm.	3.00	0.00	0.00	3.00
COM-231	Public Speaking	3.00	0.00	0.00	3.00
CSC-139	Visual BASIC Programming	2.00	3.00	0.00	3.00
CSC-151	JAVA Programming	2.00	3.00	0.00	3.00
CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
EDU-144	Child Development I	3.00	0.00	0.00	3.00
EDU-145	Child Development II	3.00	0.00	0.00	3.00
EDU-216	Foundations of Education	3.00	0.00	0.00	3.00
EDU-221	Children With Exceptionalities	3.00	0.00	0.00	3.00
ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
ENG-113 ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
ENG-114 ENG-125	Creative Writing I	3.00	0.00	0.00	3.00
ENG-123 ENG-231	American Literature I	3.00	0.00	0.00	3.00
ENG-231 ENG-232			0.00	0.00	
	American Literature II	3.00			3.00
ENG-241	British Literature I	3.00	0.00	0.00	3.00
ENG-242	British Literature II	3.00	0.00	0.00	3.00
ENG-261	World Literature I	3.00	0.00	0.00	3.00
ENG-262	World Literature II	3.00	0.00	0.00	3.00
GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
HEA-110	Personal Health/Wellness	3.00	0.00	0.00	3.00
HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
HEA-120	Community Health	3.00	0.00	0.00	3.00
HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
HIS-116	Current World Problems	3.00	0.00	0.00	3.00
HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
HIS-131	American History I	3.00	0.00	0.00	3.00
HIS-132	American History II	3.00	0.00	0.00	3.00
HIS-236	North Carolina History	3.00	0.00	0.00	3.00
HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
HUM-230	Leadership Development	3.00	0.00	0.00	3.00
MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
1711 1 1 - 1 1 1 2	Statistical Michibas I	5.00	2.00	0.00	7.00

N () T 171	D 1 1 41 1	2.00	2.00	0.00	4.00
MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
MAT-271	Calculus I	3.00	2.00	0.00	4.00
MAT-272	Calculus II	3.00	2.00	0.00	4.00
MAT-273	Calculus III	3.00	2.00	0.00	4.00
MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
MUS-111	Fundamentals of Music	3.00	0.00	0.00	3.00
MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
MUS-113	American Music	3.00	0.00	0.00	3.00
MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
MUS-141	Ensemble I	0.00	2.00	0.00	1.00
MUS-142	Ensemble II	0.00	2.00	0.00	1.00
MUS-151	Class Music I	0.00	2.00	0.00	1.00
MUS-152	Class Music II	0.00	2.00	0.00	1.00
MUS-241	Ensemble III	0.00	2.00	0.00	1.00
MUS-242	Ensemble IV	0.00	2.00	0.00	1.00
PED-110	Fit and Well for Life	1.00	2.00	0.00	2.00
PED-111	Physical Fitness I	0.00	3.00	0.00	1.00
PED-112	Physical Fitness II	0.00	3.00	0.00	1.00
PED-117	Weight Training I	0.00	3.00	0.00	1.00
PED-118	Weight Training I	0.00	3.00	0.00	1.00
PED-119	Circuit Training	0.00	3.00	0.00	1.00
PED-120	Walking for Fitness	0.00	3.00	0.00	1.00
PED-120 PED-122	~	0.00	2.00	0.00	1.00
PED-122 PED-123	Yoga I	0.00	2.00	0.00	1.00
	Yoga II	0.00			1.00
PED-125	Self-Defense: Beginning		2.00	0.00	
PED-126	Self-Defense: Intermediate	0.00	2.00	0.00	1.00
PED-138	Archery	0.00	2.00	0.00	1.00
PED-139	Bowling-Beginning	0.00	2.00	0.00	1.00
PED-140	Bowling-Intermediate	0.00	2.00	0.00	1.00
PED-148	Softball	0.00	2.00	0.00	1.00
PED-150	Baseball – Beginning	0.00	3.00	0.00	1.00
PED-151	Baseball/Intermediate	0.00	3.00	0.00	1.00
PED-187	Social Dance-Beginning	0.00	2.00	0.00	1.00
PED-240	Advanced PE Skills	0.00	2.00	0.00	1.00
PED-252	Officiating/Bsball/Sfball	1.00	2.00	0.00	2.00
PED-256	Coaching Baseball	1.00	2.00	0.00	2.00
PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
PHS-130	Earth Science	3.00	2.00	0.00	4.00
PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
PHY-152	College Physics II	3.00	2.00	0.00	4.00
PHY-251	General Physics I	3.00	3.00	0.00	4.00
PHY-252	General Physics II	3.00	3.00	0.00	4.00
POL-120	American Government	3.00	0.00	0.00	3.00
POL-130	State & Local Government	3.00	0.00	0.00	3.00
POL-210	Comparative Government	3.00	0.00	0.00	3.00
POL-220	International Relations	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
PSY-237	Social Psychology	3.00	0.00	0.00	3.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
PSY-243	Child Psychology	3.00	0.00	0.00	3.00
PSY-263	Educational Psychology	3.00	0.00	0.00	3.00
PSY-281	Abnormal Psychology	3.00	0.00	0.00	3.00
REL-110	World Religions	3.00	0.00	0.00	3.00
REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
		•			

REL-212	Intro to New Testament	3.00	0.00	0.00	3.00
REL-221	Religion in America	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
SOC-220	Social Problems	3.00	0.00	0.00	3.00
SOC-225	Social Diversity	3.00	0.00	0.00	3.00
SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
				Total Hours	(60.00)

College Transfer Pathway – Leading to Associate in Science - (P1042C)

				Class	Lab	Clinc/Exp	Credits
1) Gener	al Educ	ation Requirements					
	(34.00)						
	English	Composition					
	> Take	6 credits					
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
			•				
	Human	ities/Fine Arts/Co					
	> Take	6 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-231	American Literature I	3.00	0.00	0.00	3.00
		ENG-232	American Literature II	3.00	0.00	0.00	3.00
		ENG-241	British Literature I	3.00	0.00	0.00	3.00
		ENG-242	British Literature II	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
		PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
		1111-240	introduction to Etines	3.00	0.00	0.00	3.00
	Minimu	ım 2 subjects					
	Social/I	Behavioral Sciences					
		6 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	110111	ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
		HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
		HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-131	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Minimu	um 2 subjects					
	Math						
		8 credits					
	From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
	TIOIII	MAT-171 MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
			e i				
		MAT-263	Brief Calculus	3.00	2.00	0.00	4.00

		MAT-271 MAT-272	Calculus I Calculus II		3.00 3.00	2.00 2.00	0.00 0.00	4.00 4.00
	> Take Group 1	Science 1 of 5 Groups 8 credits						
	From	BIO-111 BIO-112	General Biology I General Biology II		3.00 3.00	3.00 3.00	0.00 0.00	4.00 4.00
	C 2				Class	Lab	Clinc/Exp	Credits
	Group 2	2 8 credits						
	From	CHM-151	General Chemistry I		3.00	3.00	0.00	4.00
	110111	CHM-151 CHM-152	General Chemistry II		3.00	3.00	0.00	4.00
	From	PHY-110	Conceptual Physics		3.00	0.00	0.00	3.00
		PHY-110A	Conceptual Physics Lab		0.00	2.00	0.00	1.00
		BIO-110	Principles of Biology		3.00	3.00	0.00	4.00
	Group 4							
	> Take	8 credits						
	From	PHY-151	College Physics I		3.00	2.00	0.00	4.00
		PHY-152	College Physics II		3.00	2.00	0.00	4.00
	Group 5 > Take 8 credits							
	From	8 creans PHY-251	General Physics I		3.00	3.00	0.00	4.00
	гин	PHY-251 PHY-252	General Physics II		3.00	3.00	0.00	4.00
		РП 1-232	General Physics II		3.00	3.00	0.00	4.00
2) Other	Require Require	d Hours d Course						(1.00)
	> Take							
	From	ACA-122	College Transfer Success 0.00	2.00	0.00	1.00	Total Hours	(35.00)

Associate in Science – Teacher Preparation

Associate in Science in Teacher Preparation Degree (1040T)

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

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

	ration Requirements		Class	Lab	Clinc/Exp	Credits (45.00)
	Composition					
	6 credits	***	2.00	0.00	0.00	2.00
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	unications and Humanition 6 credits	es				
From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	ENG-232	American Literature II	3.00	0.00	0.00	3.00
	ENG-241	British Literature I	3.00	0.00	0.00	3.00
	ENG-242	British Literature II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	1111-240	introduction to Etines	3.00	0.00	0.00	3.00
Social/	um 2 subjects Behavioral Sciences					
	3 credits					
From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
	HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Math						
	8 credits		• • •	• • •	0.00	4.00
From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
	MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
	MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
	MAT-271	Calculus I	3.00	2.00	0.00	4.00
	MAT-272	Calculus II	3.00	2.00	0.00	4.00
> Take	Sciences 1 of 5 Groups					
Group						
	8 credits	Duin ain lag a CD is lasses	2.00	2.00	0.00	4.00
From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
	PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
Group						
	8 credits					
From	BIO-111	General Biology I	3.00	3.00	0.00	4.00
	BIO-112	General Biology II	3.00	3.00	0.00	4.00
Group : > Take	3 8 credits					

From	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
	CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
Group	. 1					
	e 8 credits					
From	PHY-151	College Physics I	3.00	2.00	0.00	4.00
110111	PHY-152	College Physics II	3.00	2.00	0.00	4.00
	1111-132	Conege i nysies ii	3.00	2.00	0.00	4.00
Group	5					
> Take	e 8 credits					
From	PHY-251	General Physics I	3.00	3.00	0.00	4.00
	PHY-252	General Physics II	3.00	3.00	0.00	4.00
			Class	Lab	Clinc/Exp	Credits
Additi	onal Gen Ed		Class	Lau	CIIIIC/Exp	Credits
	e 2 Groups					
Group						
	e 3 credits					
From	SOC-225	Social Diversity	3.00	0.00	0.00	3.00
Group 2						
	e 11 credits		• • •			• • •
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115 ART-117	Art History Survey II Non-Western Art History	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	BIO-110 BIO-111	General Biology I	3.00	3.00	0.00	4.00
	BIO-112	General Biology II	3.00	3.00	0.00	4.00
	BIO-120	Introductory Botany	3.00	3.00	0.00	4.00
	BIO-130	Introductory Zoology	3.00	3.00	0.00	4.00
	BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
	BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
	CHM-131	Introduction to Chemistry	3.00	0.00	0.00	3.00
	CHM-131A	Intro to Chemistry Lab	0.00	3.00	0.00	1.00
	CHM-132	Organic and Biochemistry	3.00	3.00	0.00	4.00
	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
	CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
	CIS-110 CIS-115	Introduction to Computers Intro to Prog & Logic	2.00 2.00	2.00 3.00	0.00 0.00	3.00 3.00
	COM-110	Introduction to Communication	3.00	0.00	0.00	3.00
	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-140	Intro Intercultural Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-113	Literature-Based Research	3.00	0.00	0.00	3.00
	ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	ENG-232	American Literature II	3.00	0.00	0.00	3.00
	ENG-241	British Literature I	3.00	0.00	0.00	3.00
	ENG-242	British Literature II	3.00	0.00	0.00	3.00
	ENG-261 ENG-262	World Literature I World Literature II	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
	GEO-111	World Regional Geography	3.00	0.00	0.00	3.00
	HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
	HIS-111	World Civilizations II	3.00	0.00	0.00	3.00
	HIS-121	Western Civilization I	3.00	0.00	0.00	3.00
	HIS-122	Western Civilization II	3.00	0.00	0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00

	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	HUM-160	Introduction to Film	2.00	2.00	0.00	3.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
	MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
	MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
	MAT-271	Calculus I	3.00	2.00	0.00	4.00
	MAT-272	Calculus II	3.00	2.00	0.00	4.00
	MAT-273	Calculus III	3.00	2.00	0.00	4.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	MUS-113	American Music	3.00	0.00	0.00	3.00
	MUS-114	Non-Western Music	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
	PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
	PHY-151	College Physics I	3.00	2.00	0.00	4.00
	PHY-152	College Physics II	3.00	2.00	0.00	4.00
	PHY-251	General Physics I	3.00	3.00	0.00	4.00
	PHY-252	General Physics II	3.00	3.00	0.00	4.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	POL-210	Comparative Government	3.00	0.00	0.00	3.00
	POL-220	International Relations	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	PSY-237	Social Psychology	3.00	0.00	0.00	3.00
	PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
	PSY-281		3.00	0.00	0.00	3.00
		Abnormal Psychology	3.00	0.00	0.00	
	REL-110	World Religions				3.00
	REL-211	Intro to Old Testament	3.00	0.00	0.00	3.00
	REL-212	Intro to New Testament	3.00	0.00	0.00	3.00
	REL-221	Religion in America	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	SOC-213	Sociology of the Family	3.00	0.00	0.00	3.00
	SOC-220	Social Problems	3.00	0.00	0.00	3.00
	SPA-111	Elementary Spanish I	3.00	0.00	0.00	3.00
	SPA-112	Elementary Spanish II	3.00	0.00	0.00	3.00
	ired Hours (15.00)					
	ired Courses					
	te 1 credit					
From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
Educa						
	te 14 credits	T 1. 17	• • •	2.00	0.00	4.00
From		Teaching and Learning for All	3.00	3.00	0.00	4.00
	EDU-216	Foundations of Education	3.00	0.00	0.00	3.00
	EDU-250	Teacher Licensure Preparation	3.00	0.00	0.00	3.00
	EDU-279	Literacy Develop and Instruct	3.00	3.00	0.00	4.00
					Total Hours	(60.00)

College Transfer Pathway – Leading to Associate in Science in Teacher Preparation Pathway - (P1042T)

This pathway is intended for current high school students who are participating in the Career and College Promise program (CCP). For more information about the CCP program, see page 14 of the Southeastern Community College Handbook and Catalog.

1) (1)			Class	Lab	Clinc/Exp	Credits
	cation Requirements h Composition					(34.00)
	e 6 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
110111	ENG-111 ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	L110-112	Witting/Research in the Disc	3.00	0.00	0.00	3.00
	nities/Fine Arts/Co					
	e 6 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
	ENG-232	American Literature II	3.00	0.00	0.00	3.00
	ENG-241	British Literature I	3.00	0.00	0.00	3.00
	ENG-242	British Literature II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
Minim	um 2 subjects					
	Behavioral Sciences					
	e 3 credits					
From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
FIOIII	ECO-251 ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	HIS-111				0.00	
		World Civilizations I	3.00	0.00		3.00
	HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Math	0 1'4					
_	e 8 credits	D 1 1 11 1	2.00	• • • •	0.00	4.00
From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
	MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
	MAT-263	Brief Calculus	3.00	2.00	0.00	4.00
	MAT-271	Calculus I	3.00	2.00	0.00	4.00
	MAT-272	Calculus II	3.00	2.00	0.00	4.00
Natura	ll Sciences					
	e 1 of 5 Groups					
Group						
	e 8 credits					
From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
110111	PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
	PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
	1111 110/11	Conceptual I hysics Duo	0.00	2.00	5.00	1.00

Group 2

	> Take From	8 credits BIO-111 BIO-112	General Biology I General Biology II	3.00 3.00	3.00 3.00	0.00 0.00	4.00 4.00
	Group 3	3	<i>C3</i>				
		8 credits					
	From	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
		CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
	Group 4	1					
		8 credits					
	From	PHY-151	College Physics I	3.00	2.00	0.00	4.00
		PHY-152	College Physics II	3.00	2.00	0.00	4.00
	Group 5	5					
	> Take	8 credits					
	From	PHY-251	General Physics I	3.00	3.00	0.00	4.00
		PHY-252	General Physics II	3.00	3.00	0.00	4.00
		equired General Edu					
	> Take	3 credits					
	From	SOC-225	Social Diversity	3.00	0.00	0.00	3.00
2) Othe	r Requir	ed Hours					
				Class	Lab	Total Hours Clinc/Exp	(8.00) Credits
Require	d Course	· c		Class	Lau	Clinc/Exp	Cieuns
require	> Take						
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	Educati	on					
		7 credits					
	From	EDU-187	Teaching and Learning for All	3.00	3.00	0.0	04.00
		EDU-216	Foundations of Education	3.00	0.00	0.00	3.00
						Total Hours	(42.00)

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses beyond MAT 271.

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. Upon completion of all BLET units of study, students are eligible to take the certification examination mandated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriff's Education and Training Standards Commission.

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 20 years of age.
- 3. Students who are 19 years of age who wish to take BLET must receive written approval from NC Criminal Justice Education and Training Standards.
- 4. Priority will be given in admission to individuals holding full-time employment with criminal justice agencies.
- 5. Make a satisfactory score on a reading placement assessment.
- 6. Provide the state required medical examination reports indicating the individual's fitness to perform the essential job functions of a criminal justice officer.
- 7. 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.
- 8. 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.
- 9. 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.)
- 10. 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 eludearrest),
 - 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

1) Major Requirements (20.00) Required Courses		Class	Lab	Clinc/Exp	Credits
> Take 20 credits From CJC-110	Basic Law Enforcement BLET	10.00	30.00	0.00	20.00
2) Developmental Courses (0.00) Corequisite Rqmts	T	0.00	2.00	0.00	1.00
ACA-085	Improving Study Skills	0.00	2.00	0.00 Total Hours	1.00 (20.00)

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.
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

	> Take	2 Groups					
	Group 3	1					
		3 credits					
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2						
		3 credits					
	From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ities/Fine Arts					
		3 credits		2.00	0.00	0.00	2.00
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		HUM-160 MUS-110	Introduction to Film Music Appreciation	2.00 3.00	2.00 0.00	0.00 0.00	3.00 3.00
		WIOS-110	Music Appreciation	3.00	0.00	0.00	3.00
		Behavioral Sciences					
	> Take From	3 credits ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	гюш	ECO-251 ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
		IIIS III	World Civilizations i	Class	Lab	Clinc/Exp	Credits
		HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
		HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210I	Introduction to Sociology	3.00	0.00	0.00	3.00
		Sciences					
	> Take	4 credits					
	From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
		BIO-111	General Biology I	3.00	3.00	0.00	4.00
		BIO-140	Environmental Biology	3.00	0.00	0.00	3.00
		BIO-140A	Environmental Biology Lab	0.00	3.00	0.00	1.00
2) Majo	r Require						(13.00)
		ed Courses					
		13 credits	Intro to Duos desetino	2.00	0.00	0.00	2.00
	From	BPT-110 BPT-111	Intro to Broadcasting Broadcast Law & Ethics	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
		BPT-112	Broadcast Law & Ethics Broadcast Writing	3.00	2.00	0.00	4.00
		BPT-113	Broadcast Sales	3.00	0.00	0.00	3.00
			Broadcast Sales	2.00	0.00	0.00	3.00
3) Other	r Major F	Requirements					(36.00)
		ed Courses					(0000)
		36 credits	0 0 1 01 11	0.00	2 00	0.00	1.00
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
		BPT-131 BPT-140	Audio/Radio Production I Intro to TV Systems	2.00 2.00	6.00 0.00	0.00 0.00	4.00 2.00
		BPT-215	Broadcast Programming	3.00	0.00	0.00	3.00
		BPT-231	Video/TV Production I	2.00	6.00	0.00	4.00
		BPT-232	Video/TV Production II	2.00	6.00	0.00	4.00
		BPT-250	Institutional Video	2.00	3.00	0.00	3.00
		BPT-255	Computer-Based Production	2.00	3.00	0.00	3.00
		BPT-285	Broadcast Prod Capstone	1.00	6.00	0.00	3.00
		CIS-110 2	Introduction to Computers	2.00	2.00	0.00	3.00
		DME-110	Intro to Digital Media	2.00	2.00	0.00	3.00
		DME-140	Intro to Audio/Video Media	2.00	2.00	0.00	3.00

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.

Curriculum Requirements

Culli	Culuii	n Kequirements					
1) Cama	mal Educa	ation Dominous auto		Class	Lab	Clinc/Exp	Credits
1) Gene		ation Requirements inication					(9.00)
		2 Groups					
	Group 1	3 credits					
		ENG-111	Writing and Inquire	3.00	0.00	0.00	3.00
	FIOIII	ENG-III	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2	2					
	> Take	3 credits					
	From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
	Social/I	Behavioral Sciences					
	> Take	3 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
		HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
		HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
2) Majo	r Reguir	ements					(13.00)
, 3		ed Courses					, ,
		13 credits					
	From	BPT-110	Intro to Broadcasting	3.00	0.00	0.00	3.00
		BPT-111	Broadcast Law & Ethics	3.00	0.00	0.00	3.00
		BPT-112	Broadcast Writing	3.00	2.00	0.00	4.00
		BPT-113	Broadcast Sales	3.00	0.00	0.00	3.00
3) Other	Major F	Requirements					(18.00)
-		ed Courses					. ,
		18 credits					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
		BPT-131	Audio/Radio Production I	2.00	6.00	0.00	4.00

BPT-140	Intro to TV Systems	2.00	0.00	0.00	2.00
BPT-231	Video/TV Production I	2.00	6.00	0.00	4.00
BPT-232	Video/TV Production II	2.00	6.00	0.00	4.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	•			Total Hours	(40,00)

Broadcasting & Production Technology – Intro to BPT Certificate (C30120A)

			Class	Lab	Clinc/Exp	Credits
1) Other Major I	Requirements				_	(14.00)
Require	ed Courses					
> Take	14 credits					
From	BPT-131	Audio/Radio Production I	2.00	6.00	0.00	4.00
	BPT-140	Intro to TV Systems	2.00	0.00	0.00	2.00
	BPT-231	Video/TV Production I	2.00	6.00	0.00	4.00
	BPT-232	Video/TV Production II	2.00	6.00	0.00	4.00
					Total Hours	(14.00)

Broadcasting & Production Technology – Intro to BPT Certificate (C30120AH)

			Class	Lab	Clinc/Exp	Credits
1) Other Major R	equirements					(14.00)
Required	d Courses					
> Take 1	14 credits					
From	BPT-131	Audio/Radio Production I	2.00	6.00	0.00	4.00
	BPT-140	Intro to TV Systems	2.00	0.00	0.00	2.00
	BPT-231	Video/TV Production I	2.00	6.00	0.00	4.00
	BPT-232	Video/TV Production II	2.00	6.00	0.00	4.00
					Total Hours	(14.00)

Courses included in this CTE program of study are offered in the college's traditional, local certificate as listed in the college catalog.

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.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

Computer Applications

			Class	Lab	Clinc/Exp	Credits
1) General H	Education Requirements(15	5.00)			1	
Co	mmunication	•				
T <	ake 2 Groups					
Gro	oup 1					
> T	Take 3 credits					
Fro	om ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Gro	oup 2					
_			Class	Lab	Clinc/Exp	Credits
	Take 3 credits					
Fro		Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	manities/Fine Arts					
	ake 3 credits					
Fro		Art Appreciation	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	cial/Behavioral Sciences					
T <	ake 3 credits					
Fro	om ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
Nat	tural Sciences/Math					
> T	ake 3 credits					
Fro		Algebra/Trigonometry I	2.00	2.00	0.00	3.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Re	quirements					(19.00)
	chnical Core					
T <	ake 12 credits					
Fro	om BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
	BUS-115	Business Law I	3.00	0.00	0.00	3.00
	BUS-137	Principles of Management	3.00	0.00	0.00	3.00
	MKT-120	Principles of Marketing	3.00	0.00	0.00	3.00
Ace	counting					
	ake 4 credits					
Fro		Prin of Financial Accounting	3.00	2.00	0.00	4.00

r <	Take 3 credits					
Fro		Introduction to Computers	2.00	2.00	0.00	3.00
		P				
3) Concentra	ation Requirements					(12.00)
	neral Business Admin					
> T	Take 12 credits					
Fro		Business Math	2.00	2.00	0.00	3.00
	BUS-125	Personal Finance	3.00	0.00	0.00	3.00
	BUS-153	Human Resource Management	3.00	0.00	0.00	3.00
	BUS-260	Business Communication	3.00	0.00	0.00	3.00
4) Other Ma	ajor Requirements					(18.00)
	ner Major Hours					(10.00)
	Take 4 Groups					
	oup 1					
	Take 10 credits					
Fro	om ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
	MKT-223	Customer Service	3.00	0.00	0.00	3.00
	OST-286	Professional Development	3.00	0.00	0.00	3.00
Gra	oup 2					
	Take 2 credits					
Fro		Payroll Accounting	1.00	3.00	0.00	2.00
110	BUS-230	Small Business Management	3.00	0.00	0.00	3.00
	B08 2 30	Sman Business management	3.00	0.00	0.00	5.00
			Class	Lab	Clinc/Exp	Credits
	oup 3					
> T	Take 2 credits					
Fro		Accounting Software Appl	1.00	3.00	0.00	2.00
	BUS-225	Business Finance	2.00	2.00	0.00	3.00
Gre	oup 4					
	Take 4 credits					
Fro	om ACC-121	Prin of Managerial Accounting	3.00	2.00	0.00	4.00
	ACC-140	Payroll Accounting	1.00	3.00	0.00	2.00
	ACC-150	Accounting Software Appl	1.00	3.00	0.00	2.00
	BAF-110	Principles of Banking	3.00	0.00	0.00	3.00
	BAF-131	Fund of Bank Lending	3.00	0.00	0.00	3.00
	BAF-141	Law & Banking: Principles	3.00	0.00	0.00	3.00
	BAF-222	Money and Banking	3.00	0.00	0.00	3.00
	BUS-225	Business Finance	2.00	2.00	0.00	3.00
	BUS-230	Small Business Management	3.00	0.00	0.00	3.00
	CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
	OST-136	Word Processing	2.00	2.00	0.00	3.00
	WBL-110	World of Work	1.00	0.00	0.00	1.00
	WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
					Total Hours	(64.00)

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

Curriculum Requirements

Class Lab Clinc/Exp Credits

1) General Education Requirements Communication > Take 2 Groups (15.00)

	Group	1 3 credits					
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2	2					
		3 credits					
	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	110111	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	Human	ities/Fine Arts					
	> Take	3 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
		Behavioral Sciences					
		3 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		Sciences/Math					
		3 credits	Alashas/Tsiasassastas I	2.00	2.00	0.00	2.00
	From	MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00
		MAT-143 MAT-152	Quantitative Literacy Statistical Methods I	2.00 3.00	2.00 2.00	0.00 0.00	3.00 4.00
		MAT-171		3.00		0.00	
		MA1-1/1	Precalculus Algebra	3.00	2.00	0.00	4.00
				Class	Lab	Clinc/Exp	Credits
				Class	Lab	Clinc/Exp	Credits
2) Majo	r Requir						(19.00)
		cal Core					
		12 credits					
	From	BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
		BUS-115	Business Law I	3.00	0.00	0.00	3.00
		BUS-137	Principles of Management	3.00	0.00	0.00	3.00
		MKT-120	Principles of Marketing	3.00	0.00	0.00	3.00
	Accoun	•					
		4 credits	D: CE: 114	2.00	2 00	0.00	4.00
	From	ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
		ter Applications					
		3 credits CIS-110	Introduction to Commutant	2.00	2.00	0.00	2.00
	From	C15-110	Introduction to Computers	2.00	2.00	0.00	3.00
3) Conc		Requirements					(12.00)
		g and Finance					
		12 credits					
	From	BAF-110	Principles of Banking	3.00	0.00	0.00	3.00
		BAF-131	Fund of Bank Lending	3.00	0.00	0.00	3.00
		BAF-141	Law & Banking: Principles	3.00	0.00	0.00	3.00
		BAF-222	Money and Banking	3.00	0.00	0.00	3.00
4) Othe		Requirements					(19.00)
		Major Hours					
		2 Groups					
	Group 1						
		16 credits ACA-115	Suggest & Study Claille	0.00	2.00	0.00	1.00
	From	ACA-115 BUS-121	Success & Study Skills Business Math	0.00 2.00	2.00 2.00	0.00 0.00	1.00 3.00
		DUS-141	Dusiliess iviatii	2.00	∠.∪∪	0.00	3.00

	BUS-225 BUS-260 CTS-130	Business Finance Business Communication Spreadsheet	2.00 3.00 2.00	2.00 0.00 2.00	0.00 0.00 0.00	3.00 3.00 3.00
	OST-286	Professional Development	3.00	0.00	0.00	3.00
Group						
> Take	3 credits					
From	ACC-121	Prin of Managerial Accounting	3.00	2.00	0.00	4.00
	ACC-140	Payroll Accounting	1.00	3.00	0.00	2.00
	ACC-150	Accounting Software Appl	1.00	3.00	0.00	2.00
	BUS-125	Personal Finance	3.00	0.00	0.00	3.00
	BUS-153	Human Resource Management	3.00	0.00	0.00	3.00
	BUS-230	Small Business Management	3.00	0.00	0.00	3.00
	CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
	MKT-223	Customer Service	3.00	0.00	0.00	3.00
	OST-136	Word Processing	2.00	2.00	0.00	3.00
	WBL-110	World of Work	1.00	0.00	0.00	1.00
	WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
		C			Total Hours	(65.00)

Business Administration Diploma (D25120)

1) General Education Requireme Communication > Take 2 Groups Group 1 > Take 3 credits		Class	Lab	Clinc/Exp	Credits (6.00)
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2 > Take 3 credits From COM-231 ENG-112	Public Speaking Writing/Research in the Disc	3.00 3.00	0.00 0.00	0.00 0.00	3.00 3.00
2) Major Requirements					(19.00)
Technical Core > Take 12 credits					
From BUS-110 BUS-115 BUS-137 MKT-120	Introduction to Business Business Law I Principles of Management Principles of Marketing	3.00 3.00 3.00 3.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	3.00 3.00 3.00 3.00
Accounting > Take 4 credits From ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
Computer Applications > Take 3 credits From CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
3) Concentration Requirements General Business Admir > Take 9 credits	n				(9.00)
From BUS-121 BUS-153	Business Math Human Resource Management	2.00 3.00	2.00 0.00	0.00 0.00	3.00 3.00

	BUS-260	Business Communication	3.00	0.00	0.00	3.00
	Major Hours 2 Groups					(7.00)
> Take From	1 credit ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	6 credits					
From	BUS-230 CTS-130	Small Business Management Spreadsheet	3.00 2.00	0.00 2.00	0.00 0.00	3.00 3.00
					Total Hours (41.	.00)
Rusiness	Administration (CTE Diploma (D25120H)				
Dustitess		CTL Dipionia (D2312011)	CI.	T 1	CI: /E	G 1'
Commi	ation Requirements unication		Class	Lab	Clinc/Exp	Credits (6.00)
> Take From	6 credits COM-231	Dublic Speeking	3.00	0.00	0.00	3.00
FIOIII	ENG-111	Public Speaking Writing and Inquiry	3.00	0.00	0.00	3.00
	ed Courses					(19.00)
> Take From	12 credits BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
FIOIII	BUS-115	Business Law I	3.00	$0.00 \\ 0.00$	0.00	3.00
	BUS-137	Principles of Management	3.00	0.00	0.00	3.00
	MKT-120	Principles of Marketing	3.00	0.00	0.00	3.00
Accour						
	4 credits	D: 05: 114	2.00	2.00	0.00	4.00
From	ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
	ter Applications					
> 1 ake From	3 credits CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
		r				
	1 Requirements 1 Business Admin 9 credits					(9.00)
From	BUS-121	Business Math	2.00	2.00	0.00	3.00
	BUS-153	Human Resource Management	3.00	0.00	0.00	3.00
	BUS-260	Business Communication	3.00	0.00	0.00	3.00
> Take	Required Hours 2 Groups					(7.00)
Group	l 1 credit					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group : > Take	2 6 credits					
From	BUS-230	Small Business Management	3.00	0.00	0.00	3.00
	CTS-130	Spreadsheet	2.00	2.00	0.00 Total Hours	3.00 (41.00)

Business Administration Certificate (C25120)

Course Requirements

1) Major Requirements Technical Cor > Take 9 credi	e	Class	Lab	Clinc/Exp	Credits (9.00)
From BUS-	Introduction	to Business 3.00	0.00	0.00	3.00
BUS-	Business Lav	w I 3.00	0.00	0.00	3.00
BUS-	Principles of	Management 3.00	0.00	0.00	3.00
2) Concentration Requi General Busin > Take 3 credi	ess Admin				(3.00)
From BUS-		ance 3.00	0.00	0.00 Total Hours	3.00 (12.00)

Business Administration Accounting Certificate (C25120D)

Course Requirements

1) Major Requir	rements		Class	Lab	Clinc/Exp	Credits (4.00)
Accour	nting 4 credits					
From	ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
110111	ACC-120	Tim of Timanetal Accounting	3.00	2.00	0.00	4.00
2) Other Major	Requirements					(12.00)
Other I	Major Hours					
> Take	2 Groups					
Group	1					
> Take	1 credit					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group	2					
> Take	11 credits					
From	ACC-121	Prin of Managerial Accounting	3.00	2.00	0.00	4.00
	ACC-140	Payroll Accounting	1.00	3.00	0.00	2.00
	ACC-150	Accounting Software Appl	1.00	3.00	0.00	2.00
	CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
					Total Hours	(16.00)

Business Administration General Business Administration Certificate (C25120F)

Course Requirements

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements				•	(9.00)
Techni	cal Core					
> Take	6 credits					
From	BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
	BUS-137	Principles of Management	3.00	0.00	0.00	3.00

Computer Applications > Take 3 credits

From	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	n Requirements l Business Admin 3 credits					(3.00)
From	BUS-125	Personal Finance	3.00	0.00	0.00	3.00
					Total Hours	(12.00)

Business Administration Certificate (C25120FH)

Course Requirements

1) Major Roquiromenta		Class	Lab	Clinc/Exp	Credits
Major Requirements Required Courses					(9.00)
> Take 6 credits					
	Introduction to Desirons	2.00	0.00	0.00	2.00
From BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
BUS-137	Principles of Management	3.00	0.00	0.00	3.00
Computer Applications > Take 3 credits					
		2.00	2.00	0.00	2.00
From CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
2) Concentration Requirements General Business Admin					(3.00)
> Take 3 credits					
From BUS-125	Personal Finance	3.00	0.00	0.00 Total Hours	3.00 (12.00)

Business Administration CTE Certificate (C25120H)

Course Requirements

	ements ed Courses 9 credits		Class	Lao	Cliffe/Exp	(9.00)
From	BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
	BUS-115	Business Law I	3.00	0.00	0.00	3.00
	BUS-137	Principles of Management	3.00	0.00	0.00	3.00
	n Requirements ed Course 3 credits		Class	Lab	Clinc/Exp	Credits (3.00)
From	BUS-125	Personal Finance	3.00	0.00	0.00 Total Hours	3.00 (12.00)

Class Lab

Clinc/Exp

Credits

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.
- 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 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 bythe 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.

	cation Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
	e 2 Groups					
Group						
> Tak	e 3 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group	2					
	e 3 credits					
From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
> Tak	e 3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	PHI-215	Philosophical Issues	3.00	0.00	0.00	3.00
Social	/Behavioral Sciences					
	e 3 credits					
From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
	HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
		, and the second	Class	Lab	Clinc/Exp	Credits
	HIS-132	American History II	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Natura	al Sciences/Math					
> Take	e 3 credits					
From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	BIO-111	General Biology I	3.00	3.00	0.00	4.00
	MAT-110	Math Measurement & Literacy	2.00	2.00	0.00	3.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00

MAT-152 MAT-171 Maximum 4 credits	Statistical Methods I Precalculus Algebra	3.00 3.00	2.00 2.00	0.00 0.00	4.00 4.00
2) Major Requirements Required Courses					(34.00)
> Take 32 credits					
From COS-111	Cosmetology Concepts I	4.00	0.00	0.00	4.00
COS-112	Salon I	0.00	24.00	0.00	8.00
COS-113	Cosmetology Concepts II	4.00	0.00	0.00	4.00
COS-114	Salon II	0.00	24.00	0.00	8.00
COS-115	Cosmetology Concepts III	4.00	0.00	0.00	4.00
COS-116	Salon III	0.00	12.00	0.00	4.00
Cosmetology					
> Take 2 credits					
From COS-117	Cosmetology Concepts IV	2.00	0.00	0.00	2.00
3) Other Major Requirements					(18.00)
Required Courses					()
> Take 3 Groups					
Group 1					
> Take 1 credit					
From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group 2					
> Take 11 credits					
From COS-118	Salon IV	0.00	21.00	0.00	7.00
COS-223	Contemp Hair Coloring	1.00	3.00	0.00	2.00
COS-224	Trichology & Chemistry	1.00	3.00	0.00	2.00
COS-225	Adv Contemporary Hair Coloring	1.00	3.00	0.00	2.00
COS-240	Contemporary Design	1.00	3.00	0.00	2.00
COS-260	Design Applications	1.00	3.00	0.00	2.00
Group 3					
> Take 6 credits					
From BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
BUS-139	Entrepreneurship I	3.00	0.00	0.00	3.00
BUS-230	Small Business Management	3.00	0.00	0.00	3.00
				Total Hours	(67.00)
Cosmetology Dinloma	(D55140)				

Cosmetology Diploma (D55140)

	Class	Lab	Clinc/Exp	Credits
irements				(6.00)
Intro Interpersonal Com	3.00	0.00	0.00	3.00
Public Speaking	3.00	0.00	0.00	3.00
Writing and Inquiry	3.00	0.00	0.00	3.00
Sciences				
Prin of Microeconomics	3.00	0.00	0.00	3.00
Prin of Macroeconomics	3.00	0.00	0.00	3.00
World Civilizations I	3.00	0.00	0.00	3.00
World Civilizations II	3.00	0.00	0.00	3.00
	Intro Interpersonal Com Public Speaking Writing and Inquiry Sciences Prin of Microeconomics Prin of Macroeconomics World Civilizations I	Intro Interpersonal Com Public Speaking Writing and Inquiry 3.00 Sciences Prin of Microeconomics Prin of Macroeconomics World Civilizations I 3.00 3.00 3.00 3.00	Intro Interpersonal Com 3.00 0.00 Public Speaking 3.00 0.00 Writing and Inquiry 3.00 0.00 Sciences Prin of Microeconomics 3.00 0.00 Prin of Macroeconomics 3.00 0.00 World Civilizations I 3.00 0.00	Intro Interpersonal Com 3.00 0.00 0.00 Public Speaking 3.00 0.00 0.00 Writing and Inquiry 3.00 0.00 0.00 Sciences Prin of Microeconomics 3.00 0.00 0.00 Prin of Macroeconomics 3.00 0.00 0.00 World Civilizations I 3.00 0.00 0.00

	HIS-131 HIS-132 PSY-150 SOC-210	American History I American History II General Psychology Introduction to Sociology	3.00 3.00 3.00 3.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	3.00 3.00 3.00 3.00
2) Major Re	quirements					(34.00)
	quired Courses ake 32 credits					
Fro	m COS-111C	Cosmetology Concepts I	4.00	0.00	0.00	4.00
	COS-112	Salon I	0.00	24.00	0.00	8.00
	COS-113	Cosmetology Concepts II	4.00	0.00	0.00	4.00
	COS-114	Salon II	0.00	24.00	0.00	8.00
	COS-115	Cosmetology Concepts III	4.00	0.00	0.00	4.00
	COS-116	Salon III	0.00	12.00	0.00	4.00
	smetology ake 2 credits m COS-117	Cosmetology Concepts IV	2.00	0.00	0.00	2.00
	jor Requirements juired Courses					(8.00)
> T Gro	ake 2 Groups oup 1					
> T Fro	ake 1 credit m ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	oup 2 ake 7 credits					
Fro	m COS-118	Salon IV	0.00	21.00	0.00 Total Hours	7.00 (48.00)

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 teachingtheory, 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.

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements (24.00)					
Require	ed Courses					
> Take	24 credits					
From	COS-271	Instructor Concepts I	5.00	0.00	0.00	5.00
	COS-272	Instructor Practicum I	0.00	21.00	0.00	7.00
	COS-273	Instructor Concepts II	5.00	0.00	0.00	5.00
	COS-274	Instructor Practicum II	0.00	21.00	0.00	7.00
					Total Hours	(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, 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.
- Meet with the program advisor to discuss program requirements, connected careers and possible transfer opportunities.

Credit for Prior Knowledge Learning Experience & Certifications

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 Justice Academy specialized courses, 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
NC Justice Academy Certificates	CJC 120, CJC 122, CJC 144, CJC 146, CJC 245, CJC 246	Up to 19 hours

			Class	Lab	Clinc/Exp	Credits
	cation Requirements unications					(15.00)
	2 Groups					
Group	*					
	3 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
110111	LNO-III	writing and inquiry	3.00	0.00	0.00	5.00
Group						
> Take	3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Human	nities/Fine Arts					
	3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
		2	Class	Lab	Clinc/Exp	Credits
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	Behavioral Sciences					
> Take	3 credits					
From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Natura	l Sciences/Math					
	3 credits					
From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
	BIO-111	General Biology I	3.00	3.00	0.00	4.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requir	ramants					(22.00)
	ed Courses					(22.00)
	22 credits					
From	CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
110111	CJC-112	Criminology	3.00	0.00	0.00	3.00
	CJC-112	Juvenile Justice	3.00	0.00	0.00	3.00
	CJC-11J	Juvenine Justice	5.00	0.00	0.00	5.00

		CJC-131 CJC-212 CJC-221 CJC-231	Criminal Law Ethics & Comm Relations Investigative Principles Constitutional Law	3.00 3.00 3.00 3.00	0.00 0.00 2.00 0.00	0.00 0.00 0.00 0.00	3.00 3.00 4.00 3.00
3) Other	r Major I	Requirements					(28.00)
,		ed Courses					,
	> Take	3 Groups					
	Group						
	> Take						
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	Group 2)					
		3 credits					
	From	POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
		,					
	Group 3						
		24 credits	Introduction to Committees	2.00	2.00	0.00	2.00
	From	CIS-110	Introduction to Computers	2.00	2.00	0.00 0.00	3.00
		CJC-120 CJC-121	Interviews/Interrogations	1.00 3.00	2.00 0.00	0.00	2.00 3.00
		CJC-121 CJC-122	Law Enforcement Operations Community Policing	3.00	0.00	0.00	3.00
		CJC-122 CJC-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00
		CJC-132 CJC-141	Corrections Evidence	3.00	0.00	0.00	3.00
		CJC-141 CJC-160	Terrorism: Underlying Issu	3.00	0.00	0.00	3.00
		CJC-160 CJC-161	Intro Homeland Security	3.00	0.00	0.00	3.00
		CJC-161 CJC-163	Trans and Border Security	3.00	0.00	0.00	3.00
		CJC-103 CJC-170	Critical Incident Mgmt Pub Saf	3.00	0.00	0.00	3.00
		CJC-213	Substance Abuse	3.00	0.00	0.00	3.00
		CJC-213 CJC-223	Organized Crime	3.00	0.00	0.00	3.00
		CJC-225	Crisis Intervention	3.00	0.00	0.00	3.00
		CJC-232	Civil Liability	3.00	0.00	0.00	3.00
		CJC-233	Correctional Law	3.00	0.00	0.00	3.00
		CJC-241	Community-Based Corrections	3.00	0.00	0.00	3.00
		EPT-120	Sociology of Disaster	3.00	0.00	0.00	3.00
		EPT-220	Terrorism and Emer. Mgt.	3.00	0.00	0.00	3.00
		PED-110	Fit and Well for Life	1.00	2.00	0.00	2.00
				Class	Lab	Clinc/Exp	Credits
		PED-120	Walking for Fitness	0.00	3.00	0.00	1.00
		PED-125	Self-Defense: Beginning	0.00	2.00	0.00	1.00
		PED-126	Self-Defense: Intermediate	0.00	2.00	0.00	1.00
						Total Hours	(65.00)

Criminal Justice Technology/Criminal Studies, Diploma (D55180)

1) Ge	neral Education Requirements		Class	Lab	Clinc/Exp	Credits (16.00)
1) C	ommunications					
	> Take 2 Groups Group 1 > Take 3 credits From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00

Group 2 > Take 3 cre						
	0M-231 G-112	Public Speaking Writing/Research in the Disc	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
2) Major Requiremen Required Co						(15.00)
> Take 15 cr						
	C-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
	C-112	Criminology	3.00	0.00	0.00	3.00
CJO	C-113	Juvenile Justice	3.00	0.00	0.00	3.00
CJC	C-131	Criminal Law	3.00	0.00	0.00	3.00
CJC	C-231	Constitutional Law	3.00	0.00	0.00	3.00
3) Other Major Requi						(21.00)
Required Co > Take 3 Gro						
Group 1	1					
> Take 13 cr	redits					
From AC	A-115	Success & Study Skills	0.00	2.00	0.00	1.00
CIS	S-110	Introduction to Computers	2.00	2.00	0.00	3.00
CJC	C-141	Corrections	3.00	0.00	0.00	3.00
	C-213	Substance Abuse	3.00	0.00	0.00	3.00
SO	C-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Group 2						
> Take 3 cre						
	C-121	Law Enforcement Operations	3.00	0.00	0.00	3.00
CJC	C-233	Correctional Law	3.00	0.00	0.00	3.00
Group 3	10.					
> Take 3 cre		C (D 1 0 F 1	2.00	0.00	0.00	2.00
	C-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00
CJC	C-225	Crisis Intervention	3.00	0.00	0.00	3.00
Physical Edu						
> Take 1 of	2 Groups					
Group 1	11.					
> Take 2 cre		Fig. 137.11.0 7.0	1.00	2 00	0.00	• • • •
From PEI	D-110	Fit and Well for Life	1.00 Class	2.00 Lab	0.00 Clinc/Exp	2.00 Credits
Group 2					1	
> Take 2 cre	edits					
From PEI	D-125	Self-Defense: Beginning	0.00	2.00	0.00	1.00
PEI	D-126	Self-Defense: Intermediate	0.00	2.00	0.00	1.00
					Total Hours	(42.00)

Criminal Justice Technology/Criminal Studies, CTE Diploma (D55180H)

Course Requirements

1) General Education Requirements Communications > Take 2 Groups Class Lab Clinc/Exp Credits

(6.00)

		3 credits	Western and I among	2.00	0.00	0.00	2.00
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2)					
		3 credits					
	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	1 10111	CON1-251	I done speaking	3.00	0.00	0.00	5.00
2) Major	Requir	ements					(15.00)
	Require	ed Courses					
		15 credits					
	From	CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
		CJC-112	Criminology	3.00	0.00	0.00	3.00
		CJC-113	Juvenile Justice	3.00	0.00	0.00	3.00
		CJC-131	Criminal Law	3.00	0.00	0.00	3.00
		CJC-231	Constitutional Law	3.00	0.00	0.00	3.00
3) Other	Major I	Requirements					(21.00)
		ed Courses					, ,
		21 credits					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
		CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
		CJC-121	Law Enforcement Operations	3.00	0.00	0.00	3.00
		CJC-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00
		CJC-141	Corrections	3.00	0.00	0.00	3.00
		CJC-213	Substance Abuse	3.00	0.00	0.00	3.00
		PED-110	Fit and Well for Life	1.00	2.00	0.00	2.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
						Total Hours	(42.00)

Criminal Justice Technology/Criminal Studies – Court Certificate (C55180C)

Course Requirements

1) Major Requirements		Class	Lab	Clinc/Exp	Credits (12.00)
Required Courses					, ,
> Take 12 credits					
From CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
CJC-131	Criminal Law	3.00	0.00	0.00	3.00
CJC-212	Ethics & Comm Relations	3.00	0.00	0.00	3.00
CJC-231	Constitutional Law	3.00	0.00	0.00	3.00
2) Other Major Requirements					(5.00)
Required Courses					
> Take 5 credits					
From CJC-120	Interviews/Interrogations	1.00	2.00	0.00	2.00
CJC-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00
				Total Hours	(17.00)

Criminal Justice Technology/Criminal Studies – Court CTE Certificate (C55180CH)

Course Requirements

1) Major Doguir	amanta		Class	Lab	Clinc/Exp	Credits
1) Major Requir						(12.00)
Require	ed Courses					
> Take	12 credits					
From	CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
	CJC-131	Criminal Law	3.00	0.00	0.00	3.00
	CJC-212	Ethics & Comm Relations	3.00	0.00	0.00	3.00
	CJC-231	Constitutional Law	3.00	0.00	0.00	3.00
2) Other Major l						(3.00)
•	ed Course 3 credits CJC-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00

Total Hours (15.00)

Criminal Justice Technology/Criminal Studies – Corrections Certificate (C55180F)

Course Requirements

			Class	Lab	Clinc/Exp	Credits
 Major Requir 	rements					(9.00)
Require	ed Courses					
> Take	9 credits					
From	CJC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
	CJC-113	Juvenile Justice	3.00	0.00	0.00	3.00
	CJC-212	Ethics & Comm Relations	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
2) Other Major l	Requirements					(8.00)
Require	ed Courses					
> Take	8 credits					
From	CJC-120	Interviews/Interrogations	1.00	2.00	0.00	2.00
	CJC-122	Community Policing	3.00	0.00	0.00	3.00
	CJC-141	Corrections	3.00	0.00	0.00	3.00
					Total Hours	(17.00)

Criminal Justice Technology/Criminal Studies – Corrections CTE Certificate (C55180FH)

			Class	Lab	Clinc/Exp	Credits
1) Major Requireme	ents					(9.00)
Required C	Courses					
> Take 9 cr	redits					
From C.	JC-111	Intro to Criminal Justice	3.00	0.00	0.00	3.00
CJ	JC-113	Juvenile Justice	3.00	0.00	0.00	3.00
CJ	JC-212	Ethics & Comm Relations	3.00	0.00	0.00	3.00
2) Other Major Requ	uirements					(3.00)
Required C	Courses					
> Take 3 cr	redits					

From CJC-141 Corrections 3.00 0.00 0.00 3.00

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

Cor > T Gro	Education Requirements mmunication ake 2 Groups oup 1 take 3 credits		Class	Lab	Clinc/Exp	Credits (15.00)
Fro	m ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2						
> T	ake 3 credits					
Fro	m COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
Hui	manities/Fine Arts					
> T	ake 3 credits					
Fro	m ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ENG-231	American Literature I	3.00	0.00	0.00	3.00
	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
Soc	ial/Behavioral Sciences					
> T	ake 3 credits					
Fro	m PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	cural Sciences/Math					
Fro		Principles of Biology	3.00	3.00	0.00	4.00
	BIO-111	General Biology I	3.00	3.00	0.00	4.00
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
		110000000000000000000000000000000000000	2.00	2.00	0.00	1.00
2) Major Re	quirements					(22.00)

2) Major Requirements
Required Courses

> T	ake 22 credits					
Fro		Intro to Criminal Justice	3.00	0.00	0.00	3.00
	CJC-112	Criminology	3.00	0.00	0.00	3.00
	CJC-113	Juvenile Justice	3.00	0.00	0.00	3.00
	CJC-131	Criminal Law	3.00	0.00	0.00	3.00
	CJC-212	Ethics & Comm Relations	3.00	0.00	0.00	3.00
	CJC-221	Investigative Principles	3.00	2.00	0.00	4.00
	CJC-231	Constitutional Law	3.00	0.00	0.00	3.00
	000 201	Constitutional Early	2.00	0.00	0.00	2.00
3) Concentra	ation Requirements					(12.00)
	quired Courses					,
	ake 12 credits					
Fro		Crime Scene Processing	2.00	3.00	0.00	3.00
	CJC-146	Trace Evidence	2.00	3.00	0.00	3.00
	CJC-245	Friction Ridge Analysis	2.00	3.00	0.00	3.00
	CJC-246	Adv. Friction Ridge Analy	2.00	3.00	0.00	3.00
	C3C 210	rav. Thenon rauge rinary	2.00	5.00	0.00	3.00
4) Other Ma	jor Requirements					(16.00)
	quired Courses					()
	ake 2 Groups					
	oup 1					
	ake 1 credit					
Fro		College Transfer Success	0.00	2.00	0.00	1.00
110	71071 122	conege Transfer Success	0.00	2.00	0.00	1.00
	oup 2					
> T	ake 15 credits					
Fro		Success & Study Skills	0.00	2.00	0.00	1.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	CJC-120	Interviews/Interrogations	1.00	2.00	0.00	2.00
	CJC-121	Law Enforcement Operations	3.00	0.00	0.00	3.00
	CJC-122	Community Policing	3.00	0.00	0.00	3.00
	CJC-132	Court Procedure & Evidence	3.00	0.00	0.00	3.00
	CJC-160	Terrorism: Underlying Issu	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
	CJC-161	Intro Homeland Security	3.00	0.00	0.00	3.00
	CJC-163	Trans and Border Security	3.00	0.00	0.00	3.00
	CJC-170	Critical Incident Mgmt Pub Saf	3.00	0.00	0.00	3.00
	CJC-223	Organized Crime	3.00	0.00	0.00	3.00
		C	Class	Lab	Clinc/Exp	Credits
	CJC-225	Crisis Intervention	3.00	0.00	0.00	3.00
	CJC-233	Correctional Law	3.00	0.00	0.00	3.00
	CJC-241	Community-Based Corrections	3.00	0.00	0.00	3.00
	PED-110	Fit and Well for Life	1.00	2.00	0.00	2.00
	PED-120	Walking for Fitness	0.00	3.00	0.00	1.00
	PED-125	Self-Defense: Beginning	0.00	2.00	0.00	1.00
	PED-126	Self-Defense: Intermediate	0.00	2.00	0.00	1.00
	1 1111-120	Sen Detense, intermediate	0.00	2.00	Total Hours	(65.00)
					1 otal 110ulS	(05.00)

Criminal Justice Technology/Forensics – Certificate (C5518C)

		Class	Lab	Clinc/Exp	Credits
1) Major Requirements				•	(4.00)
Required Courses					
> Take 4 credits					
From CJC-221	Investigative Principles	3.00	2.00	0.00	4.00

2) Concentration Requirements					(12.00)
Required Courses					
> Take 12 credits					
From CJC-144	Crime Scene Processing	2.00	3.00	0.00	3.00
CJC-146	Trace Evidence	2.00	3.00	0.00	3.00
CJC-245	Friction Ridge Analysis	2.00	3.00	0.00	3.00
CJC-246	Adv. Friction Ridge Analy	2.00	3.00	0.00	3.00
				Total Hours	(16.00)

Criminal Justice Technology/Forensics – CTE Certificate (C5518CH)

Course Requirements

1) Major Requirements Required Course > Take 4 credits		Class	Lab	Clinc/Exp	Credits (4.00)
From CJC-221	Investigative Principles	3.00	2.00	0.00	4.00
2) Concentration Requirem	ents				(9.00)
Required Courses					
> Take 9 credits					
From CJC-144	Crime Scene Processing	2.00	3.00	0.00	3.00
CJC-245	Friction Ridge Analysis	2.00	3.00	0.00	3.00
CJC-246	Adv. Friction Ridge Analy	2.00	3.00	0.00	3.00
	2 ,			Total Hours	(13.00)

Early Childhood Education

Early Childhood Education, 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 childcare 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.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

1) Ganas	rol Educ	eation Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
1) Gener		unication					(13.00)
		6 credits					
	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Human	ities/Fine Arts					
	> Take	3 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
		Behavioral Sciences					
		3 credits					
	From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
				Class	Lab	Clinc/Exp	Credits
		Sciences/Math					
		3 credits					
	From	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
2) Major							(55.00)
		ed Courses					
		29 credits		4.00	0.00	0.00	4.00
	From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
		EDU-131 EDU-146	Child, Family, and Community Child Guidance	3.00	0.00	0.00 0.00	3.00
		EDU-146 EDU-151	Creative Activities	3.00 3.00	$0.00 \\ 0.00$	0.00	3.00 3.00
		EDU-151 EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
		EDU-133 EDU-221	Children With Exceptionalities	3.00	0.00	0.00	3.00
		EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
		EDU-280	Language/Literacy Experiences	3.00	0.00	0.00	3.00
		EDU-284	Early Child Capstone Prac	1.00	9.00	0.00	4.00
			Early Clind Capstone True	1.00	7.00	0.00	4.00
		Development					
		6 credits					
	From	EDU-144	Child Development I	3.00	0.00	0.00	3.00
		EDU-145	Child Development II	3.00	0.00	0.00	3.00
		er Specialty					
		6 credits					
	From	EDU-261	Early Childhood Admin I	3.00	0.00	0.00	3.00
		EDU-262	Early Childhood Admin II	3.00	0.00	0.00	3.00

		Transfer Specialty					
	> Take	3 credits					
	From	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
		ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
	Social/I	Behav Transfer Spec					
	> Take	3 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
		HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
		HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Biologi	cal Science Transfer					
		4 credits					
	From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
		BIO-111	General Biology I	3.00	3.00	0.00	4.00
	Natural	Science Transfer					
	> Take	1 of 2 Groups					
	Group 1						
		4 credits					
	From	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
	Group 2	2					
		4 credits					
	From	PHY-110	Conceptual Physics	3.00	0.00	0.00	3.00
	110111	PHY-110A	Conceptual Physics Lab	0.00	2.00	0.00	1.00
			conceptual I hybres Euc	0.00		0.00	1.00
				Class	Lab	Clinc/Exp	Credits
3) Other	r Major I	Requirements				1	(1.00)
,		ed Courses					` /
		1 credit					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
						Total Hours	(71.00)
							` /

Early Childhood Education – B-K Licensure, A.A.S. Degree (A55220B)

			Class	Lab	Clinc/Exp	Credits
1)	General Education Requiremen	ts			-	
2)	Communication					
	>Take 6 credits					
	From COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Humanities/Fine Arts					
	> Take 3 credits					
	From ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00

		Behavioral Sciences					
		3 credits		• • •			• • •
	From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
		Sciences/Math					
	> Take	3 credits					
	From	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
2) Majo	r Requir						(55.00)
		ed Courses					
		29 credits					
	From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
		EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
		EDU-146	Child Guidance	3.00	0.00	0.00	3.00
		EDU-151	Creative Activities	3.00	0.00	0.00	3.00
		EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
		EDU-221	Children With Exceptionalities	3.00	0.00	0.00	3.00
		EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
		EDU-280	Language/Literacy Experiences	3.00	0.00	0.00	3.00
		EDU-284	Early Child Capstone Prac	1.00	9.00	0.00	4.00
	Child E	Development					
		6 credits					
	From	EDU-144	Child Development I	3.00	0.00	0.00	3.00
		EDU-145	Child Development II	3.00	0.00	0.00	3.00
	Transfe	er Specialty					
		6 credits					
	From	EDU-216	Foundations of Education	3.00	0.00	0.00	3.00
	110111	EDU-250	Teacher Licensure Preparation	3.00	0.00	0.00	3.00
	English	Transfer Specialty					
		3 credits					
	From	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	FIOIII	ENG-112	Witting/Research in the Disc	Class	Lab	Clinc/Exp	Credits
		ENG-114	Prof Research & Reporting	3.00	0.00	0.00	3.00
		Behav Transfer Spec					
	> Take	3 credits					
	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-111	World Civilizations I	3.00	0.00	0.00	3.00
		HIS-112	World Civilizations II	3.00	0.00	0.00	3.00
		HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Biologi	cal Science Transfer					
		4 credits					
	From	BIO-110	Principles of Biology	3.00	3.00	0.00	4.00
		BIO-111	General Biology I	3.00	3.00	0.00	4.00
	Natural	Science Transfer					
		1 of 2 Groups					
	Group	-					
		4 credits					
	From	CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
	Group 2	2.					
	Croup.	_					

> Take 4 credits From PHY-110 PHY-110A		Conceptual Physics Conceptual Physics Lab	3.00 0.00	0.00 2.00	0.00 0.00	3.00 1.00
3) Other Major Requirements Required Courses > Take 1 credit From ACA-122	(1.00)	College Transfer Success	0.00	2.00	0.00 Total Hours	1.00 (71.00)

Early Childhood Education – Career, A.A.S. Degree (A55220C)

Course Requirements

			Class	Lab	Clinc/Exp	Credits
	ication Requirements					(15.00)
	nunication					
	e 6 credits	D. 1.1. G 1.1	• • •			• • •
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Huma	nities/Fine Arts					
> Tak	e 3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
Socia	/Behavioral Sciences					
> Tak	e 3 credits					
From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
NT - 10 '	(a.c. d		Class	Lab	Clinc/Exp	Credits
Natural Science						
	e 3 credits		2.00	2.00	0.00	2.00
From	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requ						(41.00)
	red Courses					
	e 29 credits					
From		Intro to Early Child Educ	4.00	0.00	0.00	4.00
	EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
	EDU-146	Child Guidance	3.00	0.00	0.00	3.00
	EDU-151	Creative Activities	3.00	0.00	0.00	3.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
	EDU-221	Children With Exceptionalities	3.00	0.00	0.00	3.00
	EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
	EDU-280	Language/Literacy Experiences	3.00	0.00	0.00	3.00
	EDU-284	Early Child Capstone Prac	1.00	9.00	0.00	4.00

Child Development > Take 6 credits

Non-Teach Licensure Stake 6 credits From EDU-261 Early Childhood Admin I 3.00 0.00 0.00 3		From	EDU-144 EDU-145	Child Development I Child Development II	3.00 3.00	0.00 0.00	0.00 0.00	3.00 3.00
From EDU-261 Early Childhood Admin I 3.00 0.00 0.00 3.00 3.00 EDU-262 Early Childhood Admin II 3.00 0.00 0.00 3.00 3.00 3.00 3) Other Major Requirements Required Courses > Take 2 Groups Group 1								
EDU-262 Early Childhood Admin II 3.00 0.00 0.00 3.00					• • •			• • •
3) Other Major Requirements Required Courses > Take 2 Groups Group 1 > Take 1 credit From ACA-115 Success & Study Skills 0.00 2.00 0.00 1.00 Group 2 > Take 9 credits From CIS-110 Introduction to Computers From CIS-110 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 0.00 3.00 EDU-255 School-Age Develop & Programs EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 3.00 3.00 3.00 3.0		From						
Required Courses Frake 2 Groups Group 1 From ACA-115 Success & Study Skills Success & Sudy Skills Success & Success & Sudy Skills Success & Succe			EDU-262	Early Childhood Admin II	3.00	0.00	0.00	3.00
Required Courses Frake 2 Groups Group 1 From ACA-115 Success & Study Skills Success & Sudy Skills Success & Success & Sudy Skills Success & Succe	3) Other	Major F	Requirements					(10.00)
> Take 2 Groups Group 1 > Take 1 credit From ACA-115 Success & Study Skills 0.00 2.00 0.00 1.00 Group 2 > Take 9 credits From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof1 in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00 3.00	,							. ,
Group 1 > Take 1 credit From ACA-115 Success & Study Skills 0.00 2.00 0.00 1.00 Group 2 > Take 9 credits From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof1 in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00		-						
From ACA-115 Success & Study Skills 0.00 2.00 0.00 1.00 Group 2 > Take 9 credits From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00								
Group 2 > Take 9 credits From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00		> Take	1 credit					
> Take 9 credits From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00		From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
> Take 9 credits From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00		Group 2	2					
From CIS-110 Introduction to Computers 2.00 2.00 0.00 3.00 EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00		-						
EDU-154 Social/Emotion/Behav Dev 3.00 0.00 0.00 3.00 EDU-162 Observ & Assess in ECE 3.00 0.00 0.00 3.00 EDU-173 Becoming a Prof'l in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00		From	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
EDU-173 Becoming a Prof1 in ECE 3.00 0.00 0.00 3.00 EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00			EDU-154		3.00	0.00	0.00	3.00
EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00			EDU-162	Observ & Assess in ECE	3.00	0.00	0.00	3.00
EDU-235 School-Age Develop & Programs 3.00 0.00 0.00 3.00 EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00			EDU-173	Becoming a Prof'l in ECE	3.00	0.00	0.00	3.00
EDU-251 Exploration Activities 3.00 0.00 0.00 3.00 EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00								
EDU-259 Curriculum Planning 3.00 0.00 0.00 3.00			EDU-251					
			EDU-259					
				S				(66.00)

Early Childhood Education Diploma (D55220)

			Class	Lab	Clinc/Exp	Credits
1) General Educ	ation Requirements					(6.00)
Commi	ınication					
> Take	3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
Social/l	Behavioral Sciences				- · · · · · · · · · · · ·	
> Take	3 credits					
From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	200 210	initio distribution to Source gy	2.00	0.00	0.00	2.00
2) Major Requir	ements					(28.00)
, .	ed Courses					,
	22 credits					
From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
	EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
	EDU-146	Child Guidance	3.00	0.00	0.00	3.00
	EDU-151	Creative Activities	3.00	0.00	0.00	3.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
	EDU-221	Children With Exceptionalities	3.00	0.00	0.00	3.00
	EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
				****	****	
Child D	Development					
	6 credits					
From	EDU-144	Child Development I	3.00	0.00	0.00	3.00
110111	LDC 111	emia Doveropment i	5.00	0.00	0.00	5.00

	EDU-145	Child Development II	3.00	0.00	0.00	3.00
	d Courses 2 Groups					(4.00)
From	ACA-115 ACA-122	Success & Study Skills College Transfer Success	0.00 0.00	2.00 2.00	0.00 0.00	1.00 1.00
Group 2 > Take 3 From	2 3 credits EDU-162	Observ & Assess in ECE	3.00	0.00	0.00 Total Hours	3.00 (38.00)

Early Childhood Education CTE Diploma (D55220H)

1) () 1.7.1	di B		Class	Lab	Clinc/Exp	Credits
	cation Requirements					
(6.00)	unication					
	3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
110111	COM 251	Tuone speaking	5.00	0.00	0.00	5.00
Social/	Behavioral Sciences					
> Take	3 credits					
From	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
2) Maion Donnin						(20,00)
2) Major Requir	ed Courses					(28.00)
	22 credits					
From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
110111	EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
	EDU-146	Child Guidance	3.00	0.00	0.00	3.00
	EDU-151	Creative Activities	3.00	0.00	0.00	3.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
	EDU-221	Children With Exceptionalities	3.00	0.00	0.00	3.00
		1	Class	Lab	Clinc/Exp	Credits
	EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
Child I	Development					
	6 credits					
From	EDU-144	Child Development I	3.00	0.00	0.00	3.00
	EDU-145	Child Development II	3.00	0.00	0.00	3.00
		r				
3) Other Major	Requirements					(4.00)
Require	ed Courses					
> Take	4 credits					
From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	EDU-162	Observ & Assess in ECE	3.00	0.00	0.00	3.00
					Total Hours	(38.00)

Early Childhood Education – Administration Certificate (C55220A)

This curriculum prepares individuals pursuing administrating roles in diverse childcare 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

1) Major Requi	rements		Class	Lab	Clinc/Exp	Credits (16.00)
	ed Courses					` ′
> Take	e 10 credits					
From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
	EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
Transfe	er Specialty					
> Take	e 6 credits					
From	EDU-261	Early Childhood Admin I	3.00	0.00	0.00	3.00
	EDU-262	Early Childhood Admin II	3.00	0.00	0.00	3.00
		•			Total Hours	(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.

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements					(16.00)
Require	ed Courses					
> Take	13 credits					
From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
	EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
	EDU-146	Child Guidance	3.00	0.00	0.00	3.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00

Child Development > Take 3 credits
From EDU-145

Child Development II

3.00 0.00 0.00 Total Hours 3.00 (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

1) Major Requirer			Class	Lab	Clinc/Exp	Credits (13.00)
Required						
> Take 7	credits					
From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
Child De	velopment					
> Take 6	credits					
From	EDU-144	Child Development I	3.00	0.00	0.00	3.00
	EDU-145	Child Development II	3.00	0.00	0.00	3.00
		•			Total Hours	(13.00)

Early Childhood Education – Introduction to Early Childhood Education CTE Certificate (C55220CH)

	ed Courses		Class	Lab	Clinc/Exp	Credits (13.00)
> rake From	7 credits EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
Trom	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
	Development 6 credits					
From	EDU-144	Child Development I	3.00	0.00	0.00	3.00

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

			Class	Lab	Clinc/Exp	Credits
1) Major Requ	uirements					(16.00)
Requ	ired Courses					
> Tal	ke 13 credits					
From	EDU-119	Intro to Early Child Educ	4.00	0.00	0.00	4.00
	EDU-131	Child, Family, and Community	3.00	0.00	0.00	3.00
	EDU-153	Health, Safety and Nutrition	3.00	0.00	0.00	3.00
	EDU-234	Infants, Toddlers, and Twos	3.00	0.00	0.00	3.00
Child	l Development					
> Tal	ke 3 credits					
From	EDU-144	Child Development I	3.00	0.00	0.00 Total Hours	3.00 (16.00)

Electrical Engineering Technology

Electrical Engineering Technology, A.A.S. Degree

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, 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.

Electrical Engineering Technology, A.A.S. Degree (A40180A)

				Class	Lab	Clinc/Exp	Credits
1) Gene		ation Requirements					(15.00)
	Commu	nication					
	> Take	2 Groups					
	Group 1						
	> Take	3 credits					
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00 3.00	
	Group 2	2					
	> Take	3 credits					
	From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	Humani	ties/Fine Arts					
	> Take	3 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
				Class	Lab	Clinc/Exp	Credits
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
		REL-110	World Religions	3.00	0.00	0.00	3.00
	Social/E	Behavioral Sciences					
		3 credits					
	From	HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Natural	Sciences/Math					
		3 credits					
	From	MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00
		MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Majo	r Require	ements					(30.00)
, 3 -	Analog						,
		4 credits					
	From	ELN-131	Analog Electronics I	3.00	3.00	0.00	4.00

	Circuits > Take	8 credits ELC-138 ELC-139		DC Circuit Analysis AC Circuit Analysis	3.00 3.00	3.00 3.00	0.00 0.00	4.00 4.00
	From	4 credits ELN-133 al Engineering Te	c	Digital Electronics	3.00	3.00	0.00	4.00
	Group 1 > Take :	2 Groups 3 credits ELC-128		Intro to PLC	2.00	3.00	0.00	3.00
	Group 2 > Take From	2 11 credits ELC-117 ELC-120 ELC-213		Motors and Controls Intro to Wiring Instrumentation	2.00 2.00 3.00	6.00 2.00 2.00	0.00 0.00 0.00	4.00 3.00 4.00
3) Other		Requirements						(22.00)
	> Take From	nic-Related 1 credit ACA-115 ACA-122		Success & Study Skills College Transfer Success	0.00 0.00	2.00 2.00	0.00 0.00	1.00 1.00
	Work-B > Take From	ased Learning 1 credit WBL-110 WBL-111		World of Work Work-Based Learning I	1.00 0.00	0.00 0.00	0.00 10.00	1.00 1.00
	Group 1	3 Groups						
	From	CIS-110 DFT-119 ISC-112	Basic C	ction to Computers) AD al Safety	2.00 1.00 2.00	2.00 2.00 0.00	0.00 0.00 0.00	3.00 2.00 2.00
Group 2	<u>!</u>				Class	Lab	Clinc/Exp	Credits
		5 credits ATR-112 CSC-134 ELC-118 ELC-220 HYD-110 MEC-130		Intro to Automation C++ Programming National Electrical Code Photovoltaic Sys Tech Hydraulics/Pneumatics I Mechanisms	2.00 2.00 1.00 2.00 2.00 2.00	3.00 3.00 2.00 3.00 3.00 2.00	0.00 0.00 0.00 0.00 0.00 0.00	3.00 3.00 2.00 3.00 3.00 3.00
	Group 3 > Take 8 From	8 credits ATR-115 ELC-231 ELN-232 MAT-172 MAT-271 PHY-151 PHY-152		Introduction to Mechatronics Electric Power Systems Intro to Microprocessors Precalculus Trigonometry Calculus I College Physics I College Physics II	3.00 3.00 3.00 3.00 3.00 3.00 3.00	3.00 2.00 3.00 2.00 2.00 2.00 2.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	4.00 4.00 4.00 4.00 4.00 4.00 4.00

Total Hours (67.00)

Electrical Engineering Technology – 2+3 for UNC-Charlotte, A.A.S. Degree (A40180B)

Course Requirements

Group 1

1) Genera	al Educ	ation Requirements		Class	Lab	Clinc/Exp	Credits (16.00)
	Commu	inication					
		2 Groups					
	Group 1						
		3 credits	777 '	2.00	0.00	0.00	2.00
	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2						
		3 credits					
	From	COM-120	Intro Interpersonal Com	3.00	0.00	0.00	3.00
		COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
		ities/Fine Arts					
		3 credits					
	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		ART-114	Art History Survey I	3.00	0.00	0.00	3.00
		ART-115	Art History Survey II	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
		REL-110	World Religions	3.00	0.00	0.00	3.00
	Social/Behavioral Sciences						
		3 credits					
	From	HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
-	Natural	Sciences/Math					
	> Take	4 credits					
	From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
				Class	Lab	Clinc/Exp	Credits
2) Major		ements					(30.00)
	Analog						
		ELN-131	Analog Electronics I	3.00	3.00	0.00	4.00
	Circuits						
:	> Take	8 credits					
	From	ELC-138	DC Circuit Analysis	3.00	3.00	0.00	4.00
		ELC-139	AC Circuit Analysis	3.00	3.00	0.00	4.00
	Digital						
;	> Take	4 credits					
-	From	ELN-133	Digital Electronics	3.00	3.00	0.00	4.00
		al Engineering Tec					
:	> Take	2 Groups					

		3 credits ELC-128	Intro to PLC	2.00	3.00	0.00	3.00
	From	ELC-128	intro to PLC	2.00	3.00	0.00	3.00
	Group 2	2					
	-	11 credits					
	From	ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
		ELC-120	Intro to Wiring	2.00	2.00	0.00	3.00
		ELN-232	Intro to Microprocessors	3.00	3.00	0.00	4.00
3) Other	r Major I	Requirements					(21.00)
	Acaden	nic-Related					
	> Take	1 credit					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	Work-Based Learning						
	> Take	1 credit					
	From	WBL-110	World of Work	1.00	0.00	0.00	1.00
		WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
	Elective	e					
	> Take	19 credits					
	From	CSC-134	C++ Programming	2.00	3.00	0.00	3.00
		MAT-172	Precalculus Trigonometry	3.00	2.00	0.00	4.00
		MAT-271	Calculus I	3.00	2.00	0.00	4.00
		PHY-151	College Physics I	3.00	2.00	0.00	4.00
		PHY-152	College Physics II	3.00	2.00	0.00	4.00
						Total Hours	(67.00)

Electrical Engineering Technology Diploma (D40180)

			Class	Lab	Clinc/Exp	Credits
/	ucation Requirements					(6.00)
	nunication					
> Tak	te 3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
Socia	l/Behavioral Sciences					
> Tak	te 3 credits					
From	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00
		·	Class	Lab	Clinc/Exp	Credits
	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
2) Major Requ	irements					(26.00)
Circu						,
> Tak	te 8 credits					
From	ELC-138	DC Circuit Analysis	3.00	3.00	0.00	4.00
	ELC-139	AC Circuit Analysis	3.00	3.00	0.00	4.00
Digita	al					
_	te 4 credits					
From		Digital Electronics	3.00	3.00	0.00	4.00
110111	, , , , , , , , , , , , , , , , , ,	0	2.00	2.00	00	

> Take : Group 1 > Take :	2 Groups 1 3 credits	Later to DLC	2.00	2.00	0.00	2.00
From	ELC-128	Intro to PLC	2.00	3.00	0.00	3.00
		Motors and Controls	2.00	6.00	0.00	4.00
110111	- '					3.00
	ELC-213	Instrumentation	3.00	2.00	0.00	4.00
r Major R	Requirements					(8.00)
Academ	nic-Related					
> Take	1 credit					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
Elective						
> Take	7 credits					
From	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	ELC-231	Electric Power Systems	3.00	2.00	0.00	4.00
					Total Hours	(40.00)
	> Take Group 1 > Take From Group 2 > Take From Major F Academ > Take From Elective > Take	Group 2 > Take 11 credits From ELC-117 ELC-120 ELC-213 r Major Requirements Academic-Related > Take 1 credit From ACA-115 ACA-122 Elective > Take 7 credits From CIS-110	> Take 2 Groups Group 1 > Take 3 credits From ELC-128 Group 2 > Take 11 credits From ELC-117 ELC-120 Intro to Wiring ELC-213 Instrumentation r Major Requirements Academic-Related > Take 1 credit From ACA-115 ACA-122 Elective > Take 7 credits From CIS-110 Introduction to Computers	> Take 2 Groups Group 1 > Take 3 credits From ELC-128 Intro to PLC 2.00 Group 2 > Take 11 credits 2.00 From ELC-117 Motors and Controls 2.00 ELC-120 Intro to Wiring 2.00 ELC-213 Instrumentation 3.00 r Major Requirements Academic-Related > Take 1 credit Success & Study Skills 0.00 From ACA-115 Success & Study Skills 0.00 Elective Take 7 credits From CIS-110 Introduction to Computers 2.00	> Take 2 Groups Group 1 > Take 3 credits From ELC-128 Intro to PLC 2.00 3.00 Group 2 > Take 11 credits From ELC-117 Motors and Controls ELC-120 Intro to Wiring 2.00 2.00 ELC-213 Instrumentation 3.00 2.00 2.00 2.00 r Major Requirements Academic-Related > Take 1 credit Success & Study Skills 0.00 2.00 2.00 Elective > Take 7 credits From CIS-110 Introduction to Computers 2.00 2.00 2.00 2.00 2.00 2.00 2.00 2.00	Take 2 Groups Group 1

Electrical Engineering Technology CTE Diploma (D40180H)

1) Gene	eral Education Requirements Communication > Take 3 credits		Class	Lab	Clinc/Exp	Credits (6.00)
	From COM-231	Public Speaking	3.00	0.00	0.00	3.00
	Social/Behavioral Sciences > Take 3 credits From PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Majo	or Requirements					(18.00)
	Digital > Take 4 credits From ELN-133	Digital Electronics	3.00	3.00	0.00	4.00
			Class	Lab	Clinc/Exp	Credits
Electric	cal Engineering Tec > Take 2 Groups Group 1 > Take 3 credits From ELC-128	Intro to PLC	2.00	3.00	0.00	3.00
	Group 2 > Take 11 credits From ELC-117 ELC-120 ELC-213	Motors and Controls Intro to Wiring Instrumentation	2.00 2.00 3.00	6.00 2.00 2.00	0.00 0.00 0.00	4.00 3.00 4.00

3) Other Major Required C > Take 2 G Group 1 > Take 1 cr	ourses roups					(12.00)
From A	CA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group 2 > Take 11 c	aradita					
	FR-115	Introduction to Mechatronics	3.00	3.00	0.00	4.00
Cl	S-110	Introduction to Computers	2.00	2.00	0.00	3.00
EI	LC-231	Electric Power Systems	3.00	2.00	0.00	4.00
		·			Total Hours	(36.00)

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

1) Major	r Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
1) 1 /1 4jo	Circuits					(13.00)
	> Take 4 credits					
	From ELC-138	DC Circuit Analysis	3.00	3.00	0.00	4.00
	Electrical Engineering Tec					
	> Take 2 Groups					
	Group 1					
	> Take 3 credits	-				
	From ELC-128	Intro to PLC	2.00	3.00	0.00	3.00
	Group 2					
	> Take 8 credits					
	From ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
	ELC-213	Instrumentation	3.00	2.00	0.00	4.00
2) Other	Major Requirements					(2.00)
2) Other	Elective					(2.00)
	Ziecu ve		Class	Lab	Clinc/Exp	Credits
	> Take 2 credits					
	From HYD-110	Hydraulics/Pneumatics I	2.00	3.00	0.00	3.00
	ISC-112	Industrial Safety	2.00	0.00	0.00 Total Hours	2.00 (17.00)
					- 3 441 110 415	(-,)

Electrical Engineering Technology - Advanced Manufacturing II Certificate (C40180K)

Requirements

Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Course Requirements

1) Major Req	uirements		Class	Lab	Clinc/Exp	Credits (12.00)
Circ	-					(12.00)
> Ta	ake 4 credits					
Fron	m ELC-138	DC Circuit Analysis	3.00	3.00	0.00	4.00
Elec	etrical Engineering Tec					
	ake 8 credits					
Fron	n ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
	ELC-213	Instrumentation	3.00	2.00	0.00	4.00
2) Other Maj	or Requirements					(6.00)
Elec	-					, ,
> Ta	ake 6 credits					
Fron	n ATR-112	Intro to Automation	2.00	3.00	0.00	3.00
	MEC-130	Mechanisms	2.00	2.00	0.00	3.00
					Total Hours	(18.00)

Information Technology

Information Technology A.A.S. Degree

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.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

Information Technology – Computer Programming & Development, A.A.S. Degree (A25590E)

1) Canar	al Educ	ation Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
		anication					(13.00)
		2 Groups					
	Group 1	-					
		3 credits					
-	From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2	2					
2	> Take	3 credits					
]	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
		ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
]	Humani	ities/Fine Arts					
	> Take	3 credits					
]	From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
		HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
		HUM-230	Leadership Development	3.00	0.00	0.00	3.00
		MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
		MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
		PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
;	Social/I	Behavioral Sciences					
	> Take	3 credits					
]	From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		HIS-131	American History I	3.00	0.00	0.00	3.00
		HIS-132	American History II	3.00	0.00	0.00	3.00
		POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
	Natural	Sciences/Math					
2	> Take	3 credits					
	From	MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00
		MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
		MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
		MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
]	Maxim	um 4 credits	-				

2) Majo	or Require	ements		Class	Lab	Clinc/Exp	Credits (12.00)
, 3	Technic						, ,
	Group 1						
	> Take From	9 credits CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
	110111	CTI-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
		CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
	Group 2						
	> Take . From	3 credits CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
3) Conc	entration	Requirements					(6.00)
		er Prgmg & Develop					
	> Take	6 credits CSC-134	C++ Programming	2.00	3.00	0.00	3.00
	110111	CSC-234	Advanced C++ Programming	2.00	3.00	0.00	3.00
4) Other	r Major R	Requirements					(33.00)
		er Prgmg & Develop 3 Groups					
	Group 1						
	> Take		0 0 1 0 11	0.00	2 00	0.00	1.00
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	Group 2						
	> Take : From	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
	110111	DBA-120	Database Programming I	2.00	2.00	0.00	3.00
	Group 3	,					
		27 credits					
	From	CTS-120	Hardware/Software Support	2.00	3.00	0.00	3.00
		CTS-220 CTS-240	Adv Hard/Software Support Project Management	2.00 2.00	3.00 2.00	0.00 0.00	3.00 3.00
		NET-125	Introduction to Networks	1.00	4.00	0.00	3.00
		NOS-120	Linux/UNIX Single User	2.00	2.00	0.00	3.00
		NOS-230	Windows Administration I	2.00	2.00	0.00	3.00
		SEC-180	Info Assurance Principles	2.00	2.00	0.00	3.00
		WEB-115	Web Markup and Scripting	2.00	2.00	0.00	3.00
		WEB-250	Database Driven Websites	2.00	2.00	0.00	3.00
		rofessional Dev					
		1 of 2 Groups					
	Group 1	3 credits					
	From	OST-286	Professional Development	3.00	0.00	0.00	3.00
	Group 2	2					
	> Take	2 credits					
	From	WBL-110 WBL-111	World of Work Work-Based Learning I	1.00 0.00	$0.00 \\ 0.00$	0.00 10.00	1.00 1.00
						Total Hours	(66.00)

Information Technology – Computer Programming & Development (Transfer), A.A.S. Degree (A25590EA)

	Education Requirements		Class	Lab	Clinc/Exp	Credits (16.00)
	ommunication Take 2 Groups					
	roup 1					
	Take 3 credits					
Fr	om ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Gı	roup 2					
	Take 3 credits					
Fr	om ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Hı	umanities/Fine Arts					
> '	Take 3 credits					
Fr	om ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	HUM-230	Leadership Development	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	MUS-112	Introduction to Jazz	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
So	ocial/Behavioral Sciences					
> "	Take 3 credits					
Fr	om ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
	ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Na	atural Sciences/Math					
> '	Take 4 credits					
Fr	om MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major R	equirements					(12.00)
	echnical Core					`
> '	Take 2 Groups					
Gı	roup 1					
> '	Take 9 credits					
Fr	om CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
	CTI-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
	CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
Gr	roup 2					
	Take 3 credits					
Fr	om CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
3) Concentr	ration Requirements					(6.00)
Co	omputer Prgmg & Develop					` '
	Take 6 credits	C + Programmi	2.00	2.00	0.00	2.00
Fre	om CSC-134	C++ Programming	2.00	3.00	0.00	3.00
	CSC-234	Advanced C++ Programming	2.00	3.00	0.00	3.00

				Class	Lab	Clinc/Exp	Credits
4) Other	Comput > Take Group	Requirements ter Prgmg & Develop 2 Groups I 1 credit					(31.00)
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	Group 2	2 30 credits					
		BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
		BUS-137	Principles of Management	3.00	0.00	0.00	3.00
		CTS-120	Hardware/Software Support	2.00	3.00	0.00	3.00
		CTS-220	Adv Hard/Software Support	2.00	3.00	0.00	3.00
		CTS-240	Project Management	2.00	2.00	0.00	3.00
		NET-125	Introduction to Networks	1.00	4.00	0.00	3.00
		NOS-120	Linux/UNIX Single User	2.00	2.00	0.00	3.00
		NOS-230	Windows Administration I	2.00	2.00	0.00	3.00
		WEB-115	Web Markup and Scripting	2.00	2.00	0.00	3.00
		WEB-250	Database Driven Websites	2.00	2.00	0.00	3.00
						Total Hours	(65.00)

Information Technology – IT/Business Support, A.A.S. Degree (A25590I)

Course Re	quirements					
			Class	Lab	Clinc/Exp	Credits
*	cation Requirements			3.00 0.00 0. 3.00 0.00 0. 3.00 0.00 0.		(15.00)
	unication					
	2 Groups					
Group						
From	3 credits ENG-111	Writing and Inquiry	2 00	0.00	0.00	3.00
ГЮШ	ENG-III	writing and inquiry	3.00	0.00	0.00	3.00
Group	2					
-	3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Human	nities/Fine Arts					
> Take	3 credits					
From	ART-111	Art Appreciation		0.00	0.00	3.00
	HUM-115	Critical Thinking		0.00	0.00	3.00
	HUM-230	Leadership Development			0.00	3.00
	MUS-110	Music Appreciation			0.00	3.00
	MUS-112	Introduction to Jazz			0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	Behavioral Sciences					
	3 credits					
From	ECO-251	Prin of Microeconomics			0.00	3.00
	ECO-252	Prin of Macroeconomics			0.00	3.00
	HIS-131	American History I	3.00	0.00	0.00	3.00
	HIS-132	American History II	3.00	0.00	0.00	3.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00

	al Sciences/Math e 3 credits					
From		Algebra/Trigonometry I Quantitative Literacy	2.00 2.00	2.00 2.00	0.00 0.00	3.00 3.00
		•	Class	Lab	Clinc/Exp	Credits
	MAT-152	Statistical Methods I	3.00	2.00	0.00 0.00	4.00
Maxin	MAT-171 num 4 credits	Precalculus Algebra	3.00	2.00	0.00	4.00
WIGAII	nam rereatts					
2) Major Requi						(12.00)
	ical Core					
> 1 ak	e 2 Groups					
	e 9 credits					
From	CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
	CTI-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
	CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
Group						
> Take From	e 3 credits CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
Pioni	C15-113	muo to 1 log & Logic	2.00	3.00	0.00	3.00
	n Requirements					(6.00)
	siness Support e 6 credits					
From	CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
110111	CTS-240	Project Management	2.00	2.00	0.00	3.00
4) Other Major						(33.00)
	siness Support e 3 Groups					
Group						
	e 1 credit					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group	2					
	e 3 credits					
From	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
	DBA-120	Database Programming I	2.00	2.00	0.00	3.00
Group						
	e 27 credits	H 1 (C A C	2.00	2.00	0.00	2.00
From	CTS-120 CTS-220	Hardware/Software Support Adv Hard/Software Support	2.00 2.00	3.00 3.00	0.00 0.00	3.00 3.00
	CTS-250	User Support & Software Eval	2.00	2.00	0.00	3.00
	NET-125	Introduction to Networks	1.00	4.00	0.00	3.00
	NET-126	Routing Basics	1.00	4.00	0.00	3.00
	NOS-120	Linux/UNIX Single User	2.00	2.00	0.00	3.00
	NOS-230	Windows Administration I	2.00	2.00	0.00	3.00
	SEC-180	Info Assurance Principles	2.00	2.00	0.00	3.00
	WEB-115	Web Markup and Scripting	2.00	2.00	0.00	3.00
	Professional Dev					
	e 1 of 2 Groups					
Group		Professional Development	2.00	0.00	0.00	2.00
	OST-286	Professional Development	3.00	0.00	0.00	3.00
Group						
	WBL-110	World of Work	1.00	0.00	0.00	1.00
	WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00

Information Technology – IT/Business Support, (Transfer to ECU), A.A.S. Degree (A25590IA)

1) General Education Requirements Communication > Take 2 Groups Group 1		Class	Lab	Clinc/Exp	Credits (16.00)
> Take 3 credits From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2 > Take 3 credits From COM-231	Public Speaking	3.00	0.00	0.00	3.00
Humanities/Fine Arts	Tuene spenning	2.00	0.00	0.00	2.00
> Take 3 credits From HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
Social/Behavioral Sciences	Ç				
> Take 3 credits From PSY-150	General Psychology	3.00	0.00	0.00	3.00
Natural Sciences/Math > Take 4 credits					
From MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requirements Technical Core > Take 2 Groups Group 1					(12.00)
> Take 9 credits From CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
CTI-120 CTS-115	Network & Sec Foundation Info Sys Business Concepts	2.00 3.00	2.00 0.00	0.00 0.00	3.00 3.00
Group 2					
> Take 3 credits From CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
3) Concentration Requirements IT Business Support					(6.00)
> Take 6 credits From CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
CTS-240	Project Management	2.00	2.00	0.00	3.00
4) Other Major Requirements IT Business Support > Take 3 Groups					(30.00)

Group	1 e 1 credit					
From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
Group						
	e 3 credits					
From	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
	DBA-120	Database Programming I	2.00	2.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
Group	3					
> Take	e 24 credits					
From	CTS-120	Hardware/Software Support	2.00	3.00	0.00	3.00
	CTS-220	Adv Hard/Software Support	2.00	3.00	0.00	3.00
	CTS-250	User Support & Software Eval	2.00	2.00	0.00	3.00
	NET-125	Introduction to Networks	1.00	4.00	0.00	3.00
	NET-126	Routing Basics	1.00	4.00	0.00	3.00
	NOS-120	Linux/UNIX Single User	2.00	2.00	0.00	3.00
	NOS-230	Windows Administration I	2.00	2.00	0.00	3.00
	WEB-115	Web Markup and Scripting	2.00	2.00	0.00	3.00
WBL/I	Professional Dev					
> Take	e 1 of 2 Groups					
Group	-					
	e 3 credits					
From	OST-286	Professional Development	3.00	0.00	0.00	3.00
Group	2					
	2 credits					
From	WBL-110	World of Work	1.00	0.00	0.00	1.00
1 10111	WBL-110 WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
	W DL-111	Work Dusen Learning 1	0.00	0.00	Total Hours	(64.00)

Information Technology – IT Support Diploma (D25590E)

			Class	Lab	Clinc/Exp	Credits
1) General Educat Commun > Take 3						(6.00)
	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Natural S > Take 3	Sciences/Math					
	MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
2) Major Requirer	nents					(12.00)
Technica	l Core					
> Take 2	Groups					
Group 1						
> Take 9						
From	CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
	CTI-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
	CTS-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00

	Group 2 > Take	2 3 credits					
	From	CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
3) Conc		Requirements					(3.00)
		ter Prgmg & Develop 3 credits					
	From	CSC-134	C++ Programming	2.00	3.00	0.00	3.00
4) Other	r Maior I	Requirements					(16.00)
4) Other	Comput	ter Prgmg & Develop 3 Groups					(10.00)
	- Take	3 Groups		Class	Lab	Clinc/Exp	Credits
	Group 1	l 1 credit					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	Group 2	2					
		3 credits					
	From	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
		DBA-120	Database Programming I	2.00	2.00	0.00	3.00
	Group 3	3					
	> Take	12 credits					
	From	CTS-240	Project Management	2.00	2.00	0.00	3.00
		NOS-120	Linux/UNIX Single User	2.00	2.00	0.00	3.00
		WEB-115	Web Markup and Scripting	2.00	2.00	0.00	3.00
		WEB-250	Database Driven Websites	2.00	2.00	0.00	3.00
						Total Hours	(37.00)

Information Technology – IT Support Diploma (D25590I)

1) (1.1.1	D		Class	Lab	Clinc/Exp	Credits
1) General Education Communica	•					(6.00)
> Take 3 cre						
From CO	M-231	Public Speaking	3.00	0.00	0.00	3.00
Natural Scie	nces/Math					
> Take 3 cre	dits					
From MA	T-143	Quantitative Literacy	2.00	2.00	0.00	3.00
2) Major Requiremen	ts					(12.00)
Technical Co	ore					
> Take 2 Gre	oups					
Group 1						
> Take 9 cre	dits					
From CT	I-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
CT	I-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
CT	S-115	Info Sys Business Concepts	3.00	0.00	0.00	3.00
Group 2						
> Take 3 cre	dits					
From CT	S-120	Hardware/Software Support	2.00	3.00	0.00	3.00

3) Concentration Requirements IT Business Support > Take 3 credits From CTS-130	Spreadsheet	2.00	2.00	0.00	(3.00)
110m C15-150	Spreadsheet	2.00	2.00	0.00	3.00
4) Other Major Requirements IT Business Support					(16.00)
> Take 2 Groups Group 1					
> Take 1 credit					
From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group 2					
> Take 15 credits					
From CTS-220	Adv Hard/Software Support	2.00	3.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
CTS-250	User Support & Software Eval	2.00	2.00	0.00	3.00
NET-125	Introduction to Networks	1.00	4.00	0.00	3.00
NOS-120	Linux/UNIX Single User	2.00	2.00	0.00	3.00
NOS-230	Windows Administration I	2.00	2.00	0.00	3.00
				Total Hours	(37.00)

Information Technology – Programmer/Developer Certificate (C25590E)

Course Requirements

		Class	Lab	Clinc/Exp	Credits
1) Major Requirements					(9.00)
Technical Core					
> Take 2 Groups					
Group 1					
> Take 6 credits					
From CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
CTI-120	Network & Sec Foundation	2.00	2.00	0.00	3.00
Group 2					
> Take 3 credits					
From CIS-115	Intro to Prog & Logic	2.00	3.00	0.00	3.00
110m C15-115	intro to 1 log & Logic	2.00	3.00	0.00	3.00
2) Other Major Requirements					(3.00)
					(3.00)
Computer Prgmg & Develop					
> Take 3 credits	D. I. D. W. I.	2 00	• • •	0.00	2 00
From WEB-250	Database Driven Websites	2.00	2.00	0.00	3.00
				Total Hours	(12.00)

Information Technology – IT Support Specialist Certificate (C25590I)

	Class	Lab	Clinc/Exp	Credits
1) Major Requirements			•	(6.00)
Technical Core				
> Take 2 Groups				
Group 1				
> Take 3 credits				

From C	ΓΙ-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
Group 2 > Take 3 cr From C	redits ΓS-120	Hardware/Software Support	2.00	3.00	0.00	3.00
2) Concentration Re IT Business						(3.00)
> Take 3 cr		Spreadsheet	2.00	2.00	0.00	3.00
3) Other Major Requ IT Business	s Support					(3.00)
> Take 3 cr From C	redits ΓS-220	Adv Hard/Software Support	2.00	3.00	0.00 Total Hours	3.00 (12.00)

Information Technology – IT Support Specialist CTE Certificate (C25590IH)

Course Requirements

1) Major Requirements Required Courses > Take 2 Groups Group 1 > Take 3 credits		Class	Lab	Clinc/Exp	Credits (6.00)
From CTI-110	Web, Pgm, & Db Foundation	2.00	2.00	0.00	3.00
Group 2 > Take 3 credits From CTS-120	Hardware/Software Support	2.00	3.00	0.00	3.00
2) Concentration Requirements IT/Business Support > Take 3 credits					(3.00)
From CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
3) Other Major Requirements Required Course > Take 3 credits					(3.00)
From CTS-220	Adv Hard/Software Support	2.00	3.00 Total H	0.00 Hours	3.00 (12.00)

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.

Course Requirements

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements					(12.00)
Require	ed Courses					
> Take	12 credits					
From	COS-121	Manicure/Nail Technology I	4.00	6.00	0.00	6.00
	COS-222	Manicure/Nail Tech. II	4.00	6.00	0.00	6.00
						(12.00)

Manicuring/Nail Technology CTE Certificate (C55400H)

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements					(12.00)
Require	ed Courses					
> Take	12 credits					
From	COS-121	Manicure/Nail Technology I	4.00	6.00	0.00	6.00
	COS-222	Manicure/Nail Tech. II	4.00	6.00	0.00	6.00
					Total Hours	(12.00)

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, servo mechanical, 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.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

1) General Edu	acation Requirements		Class	Lab	Clinc/Exp	Credits (16.00)
Comn	nunication e 6 credits					(10.00)
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
110111	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	nities/Fine Arts					
	e 3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	1 D.T. 1114	A . TT'	Class	Lab	Clinc/Exp	Credits
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	REL-110	World Religions	3.00	0.00	0.00	3.00
	/Behavioral Sciences					
	e 3 credits		2.00	0.00	0.00	2.00
From	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150 SOC-210	General Psychology	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00
3.00	SOC-210	Introduction to Sociology	3.00	0.00	0.00	
Mathe	ematics					
	e 4 credits					
From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requ	irements					(35.00)
	red Courses					,
	e 35 credits					
From	ATR-112	Intro to Automation	2.00	3.00	0.00	3.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	DFT-119	Basic CAD	1.00	2.00	0.00	2.00
	ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
	ELC-128	Intro to PLC	2.00	3.00	0.00	3.00
	ELC-131	Circuit Analysis I	3.00	3.00	0.00	4.00
	ELC-213	Instrumentation	3.00	2.00	0.00	4.00
	HYD-110	Hydraulics/Pneumatics I	2.00	3.00	0.00	3.00
	ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
	MEC-130	Mechanisms	2.00	2.00	0.00	3.00
	PHY-151	College Physics I	3.00	2.00	0.00	4.00
3) Other Major						(15.00)
	red Courses					
	e 2 Groups					
Group						
	e 14 credits	a a a 1 21 11	2 2 2	2.00	0.00	1.00
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	ATR-115	Introduction to Mechatronics	3.00	3.00	0.00	4.00

	ELC-125	Diagrams and Schematics	1.00	2.00	0.00	2.00
	ELN-133	Digital Electronics	3.00	3.00	0.00	4.00
	MEC-111	Machine Processes I	1.00	4.00	0.00	3.00
	WLD-131	GTAW (TIG) Plate	2.00	6.00	0.00	4.00
Group	2					
	1 credit					
From	WBL-110	World of Work	1.00	0.00	0.00	1.00
	WBL-111	Work-Based Learning I	0.00	0.00	10.00	1.00
		C			Total Hours	(66.00)

Mechatronics Engineering Technology Diploma (D40350)

Course Requirements

1) General Education Requirements		Class	Lab	Clinc/Exp	Credits (7.00)
Communication					(7.00)
> Take 3 credits					
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Mathematics					
> Take 4 credits					
From MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requirements					(27.00)
Required Courses					(=7.00)
> Take 27 credits					
From ATR-112	Intro to Automation	2.00	3.00	0.00	3.00
CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
ELC-131	Circuit Analysis I	3.00	3.00	0.00	4.00
ELC-213	Instrumentation	3.00	2.00	0.00	4.00
HYD-110	Hydraulics/Pneumatics I	2.00	3.00	0.00	3.00
ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
PHY-151	College Physics I	3.00	2.00	0.00	4.00
3) Other Major Requirements					(5.00)
Required Courses					(3.00)
> Take 5 credits					
From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
ATR-115	Introduction to Mechatronics	3.00	3.00	0.00	4.00
		2.00	• •	Total Hours	(39.00)

Mechatronics Engineering Technology CTE Diploma (D40350H)

Course Requirements

	Class	Lab	Clinc/Exp	Credits
			•	(7.00)
Writing and Inquiry	3.00	0.00	0.00	3.00
	Writing and Inquiry	Writing and Inquiry 3.00		

Mathematics

> Take	4 credits					
From	MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requir	ements					(27.00)
Require	ed Courses					
> Take	27 credits					
From	ATR-112	Intro to Automation	2.00	3.00	0.00	3.00
	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
	ELC-131	Circuit Analysis I	3.00	3.00	0.00	4.00
	ELC-213	Instrumentation	3.00	2.00	0.00	4.00
	HYD-110	Hydraulics/Pneumatics I	2.00	3.00	0.00	3.00
	ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
	PHY-151	College Physics I	3.00	2.00	0.00	4.00
			Class	Lab	Clinc/Exp	Credits
3) Other Major I					•	(5.00)
•	ed Courses					
	5 credits					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	ATR-115	Introduction to Mechatronics	3.00	3.00	0.00	4.00
					Total Hours	(39.00)

Mechatronics Engineering Technology Certificate (C40350)

Course Requirements

1) 14 '			Class	Lab	Clinc/	Exp	Credits
1) Major Requir							(11.00)
Require	ed Courses						
> Take	11 credits						
From	ELC-117	Motors and Controls		2.00	6.00	0.00	4.00
	ELC-131	Circuit Analysis I		3.00	3.00	0.00	4.00
	HYD-110	Hydraulics/Pneumatics I		2.00	3.00	0.00	3.00
2) Other Major l							(4.00)
	ed Courses						
> Take	4 credits						
From	ATR-115	Introduction to Mechatronics		3.00	3.00	0.00	4.00
						Total Hours	(15.00)

Mechatronics Engineering Technology CTE Certificate (C40350H)

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements				_	(11.00)
Requir	ed Courses					
> Take	11 credits					
From	ELC-117	Motors and Controls	2.00	6.00	0.00	4.00
	ELC-131	Circuit Analysis I	3.00	3.00	0.00	4.00
	HYD-110	Hydraulics/Pneumatics I	2.00	3.00	0.00	3.00
2) Other Major	Requirements					(4.00)

Required Course > Take 4 credits
From ATR-115

Introduction to Mechatronics

3.00 3.00

0.00 Total Hours 4.00 (15.00)

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.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- 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

- Completed Background Check
- Completed 12-Panel Drug Screen

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 treatmentand/or counseling within a reasonable period of time.
- demonstrate unsafe or unethical clinical practices or behavior which conflicts with safety essential to
 medical laboratory technology practice. Students who demonstrate behaviorthat 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. 68).

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.

1) General	Education Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
	equired Courses					()
	Take 15 credits					
Fr	om BIO-271	Pathophysiology	3.00	0.00	0.00	3.00
	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Maior R	equirements					(50.00)
	equired Courses					(00.00)
	Take 13 credits					
	rom MLT-110	Intro to MLT	2.00	3.00	0.00	3.00
	MLT-111	Urinalysis & Body Fluids	1.00	3.00	0.00	2.00
	MLT-120	Hematology/Hemostasis I	3.00	3.00	0.00	4.00
	MLT-130	Clinical Chemistry I	3.00	3.00	0.00	4.00
М	icrobiology					
	Take 6 credits					
	om MLT-140	Intro to Microbiology	2.00	3.00	0.00	3.00
1.1	MLT-240	Special Clin Microbiology	2.00	3.00	0.00	3.00
	MET 210	Special Chil Microbiology	2.00	3.00	0.00	5.00
Aı	natomy & Physiology					
> '	Take 1 of 2 Groups					
	roup 1					
> '	Take 5 credits					
Fr	rom BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
Gı	roup 2					
	Take 8 credits					
	om BIO-1681	Anatomy and Physiology	3.00	3.00	0.00	4.00
11	BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
	BIO-107	Anatomy and Thysiology II	3.00	3.00	0.00	4.00
In	nmunohematology					
	Take 5 credits					
Fr	rom MLT-126	Immunology and Serology	1.00	2.00	0.00	2.00
	MLT-127	Transfusion Medicine	2.00	3.00	0.00	3.00
Cl	nemistry					
	Take 8 credits					
	om CHM-151	General Chemistry I	3.00	3.00	0.00	4.00
1.1	OIII CIIIVI-131	General Chemistry 1	3.00	5.00	0.00	7.00

	CHM-152	General Chemistry II	3.00	3.00	0.00	4.00
	1 Experience 13 credits MLT-283	MLT Practicum I	0.00	0.00	39.00	13.00
	Requirements ed Courses 5 credits					(5.00)
From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
			Class	Lab	Clinc/Exp	Credits
	MLT-215	Professional Issues	1.00	0.00	0.00	1.00
	MLT-220	Hematology/Hemostasis II	2.00	3.00	0.00 Total Hours	3.00 (70.00)

Medical Laboratory Technology Certificate (C45420)

Course Requirements

1) General Education Re	quirements	Class	s Lab	Clinc/Exp	Credits (6.00)
Required Course	es				,
> Take 6 credits					
From ENG-1	2		0.00	0.00	3.00
PSY-1:	50 General Psycho	3.00	0.00	0.00	3.00
2) Major Requirements					(8.00)
Required Course	es				
> Take 3 credits	}				
From MLT-1	10 Intro to MLT	2.00	3.00	0.00	3.00
Anatomy & Phy	vsiology				
> Take 5 credits					
From BIO-16		hysiology 4.00	2.00	0.00	5.00
				Total Hours	(14.00)

Medical Laboratory Technology CTE Certificate (C45420H)

Course Requirements

1) General Education Requirements		Class	Lab	Clinc/Exp	Credits (6.00)
Required Courses > Take 6 credits					, ,
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Major Requirements					
(8.00)					
Required Course > Take 3 credits					
MLT-110	Intro to MLT	2.00	3.00	0.00	3.00

Anatomy & Physiology > Take 5 credits

From BIO-163 Basic Anat & Physiology 4.00 2.00 0.00 5.00 Total Hours (14.00)

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.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

Comm > Take	cation Requirements unication 2 2 Groups		Class	Lab	Clinc/Exp	Credits (15.00)
Group > Take	3 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group	2					
> Take	3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Human	nities/Fine Arts					
> Take	3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00

Social/Behavioral Sciences

	> Take 3 c	radita					
		CO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
		CO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
		OL-120	American Government	3.00	0.00	0.00	3.00
	P	SY-150	General Psychology	3.00	0.00	0.00	3.00
				Class	Lab	Clinc/Exp	Credits
	Natural Sc > Take 3 c	riences/Math eredits					
		SIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
	N	1AT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
		IAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
	N	1AT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Majo	or Requirem Required ((24.00)
	> Take 6 c						
		ST-148	Med Ins & Billing	3.00	0.00	0.00	3.00
	O	ST-164	Office Editing	3.00	0.00	0.00	3.00
		Applications					
	> Take 3 c From C	realts IS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	110III C	15 110	individue to computers	2.00	2.00	0.00	3.00
	Formatting > Take 3 c	g/Word Processing redits					
	From C	ST-136	Word Processing	2.00	2.00	0.00	3.00
		lical Ethics					
	> Take 3 c			• 00		0.00	• • •
	From C	OST-149	Medical Legal Issues	3.00	0.00	0.00	3.00
		office Management					
	> Take 3 c From C	eredits OST-288	Medical Office Admin Capstone	2.00	2.00	0.00	3.00
	TIOIII C	031-200	Medical Office Admini Capstone	2.00	2.00	0.00	3.00
		erminology					
		of 2 Groups					
	Group 1 > Take 6 c	redits					
		OST-141	Med Office Terms I	3.00	0.00	0.00	3.00
		OST-142	Med Office Terms II	3.00	0.00	0.00	3.00
	C 2						
	Group 2 > Take 6 c	radita					
		MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
		1ED 121 1ED-122	Medical Terminology II	3.00	0.00	0.00	3.00
			<u> </u>				
3) Conc		equirements					(12.00)
	> Take 12	illing and Coding					
		ST-247	Procedure Coding	2.00	2.00	0.00	3.00
		OST-248	Diagnostic Coding	2.00	2.00	0.00	3.00
		ST-249	Med Coding Certification Prep	2.00	3.00	0.00	3.00
	O	ST-264	Medical Auditing	3.00	0.00	0.00	3.00
1) Otha	r Major Rec	uiramants					(16.00)
4) Onle	Required ((10.00)
	> Take 11						

From	ACA-115 HIT-211 OST-184 OST-286	Success & Study Skills ICD Coding Records Management Professional Development	0.00 2.00 2.00 3.00	2.00 6.00 2.00 0.00	0.00 0.00 0.00 0.00	1.00 4.00 3.00 3.00
Natura	l Sciences					
> Take	1 of 2 Groups					
Group	1					
> Take	5 credits					
From	BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
		, 6,	Class	Lab	Clinc/Exp	Credit
Group	2				1	
> Take	8 credits					
From	BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
	BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
		, , , ,			Total Hours	(67.00)

Medical Office Administration Diploma (D25310)

Co	Education Requirements		Class	Lab	Clinc/Exp	Credits (8.00)
	Take 3 credits om ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
> 7	ntural Sciences/Math Take 5 credits om BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
		Busic Final & Thysiology	1.00	2.00	0.00	
2) Major Re	equirements equired Courses Take 3 credits					(15.00)
	om OST-148	Med Ins & Billing	3.00	0.00	0.00	3.00
	gal/Medical Ethics Take 3 credits					
Fro	om OST-149	Medical Legal Issues	3.00	0.00	0.00	3.00
	edical Office Management Take 3 credits					
	om OST-288	Medical Office Admin Capstone	2.00	2.00	0.00	3.00
>] Gr	edical Terminology Fake 1 of 2 Groups roup 1 Take 6 credits					
	om OST-141	Med Office Terms I	3.00	0.00	0.00	3.00
	OST-142	Med Office Terms II	3.00	0.00	0.00	3.00
	roup 2 Take 6 credits					
	om MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
	MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
	ration Requirements edical Billing and Coding					(12.00)

> Take 12 credits					
From OST-247	Procedure Coding	2.00	2.00	0.00	3.00
OST-248	Diagnostic Coding	2.00	2.00	0.00	3.00
OST-249	Med Coding Certification Prep	2.00	3.00	0.00	3.00
OST-264	Medical Auditing	3.00	0.00	0.00	3.00
4) Other Major Requirements Required Course					(1.00)
> Take 1 credit					
From ACA-115	Success & Study Skills	0.00	2.00	0.00 Total Hours	1.00 (36.00)

Medical Office Administration Certificate (C25310)

Course Requirements

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements					(9.00)
Requir	ed Courses					
> Take	3 credits					
From	OST-148	Med Ins & Billing	3.00	0.00	0.00	3.00
Medica	al Terminology					
	1 of 2 Groups					
Group	*					
> Take	6 credits					
From	OST-141	Med Office Terms I	3.00	0.00	0.00	3.00
	OST-142	Med Office Terms II	3.00	0.00	0.00	3.00
Group	2					
•	6 credits					
From	MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
	MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
2) Concentration	n Requirements					(9.00)
	al Billing and Coding					()
	9 credits					
From	OST-247	Procedure Coding	2.00	2.00	0.00	3.00
	OST-248	Diagnostic Coding	2.00	2.00	0.00	3.00
	OST-249	Med Coding Certification Prep	2.00	3.00	0.00	3.00
		-			Total Hours	(18.00)

Medical Office Administration – Introduction to Medical Office Administration Certificate (C25310A)

Course Requirements

1) Major Requirements		Class	Lab	Clinc/Exp	Credits (12.00)
Required Courses					('''
> Take 3 credits					
From OST-148	Med Ins & Billing	3.00	0.00	0.00	3.00

Computer Applications > Take 3 credits

From	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	al Terminology					
	e 1 of 2 Groups					
Group						
	e 6 credits					
From	OST-141	Med Office Terms I	3.00	0.00	0.00	3.00
	OST-142	Med Office Terms II	3.00	0.00	0.00	3.00
Group	2					
-	e 6 credits					
From	MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
	MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
			Clara	т.1.	Clima/Ema	G 1:4-
2) Other Major	Requirements		Class	Lab	Clinc/Exp	Credits (1.00)
	red Course					(1.00)
	e 1 credit					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
			****	Total I		(13.00)

Medical Office Administration – Medical Office Administration CTE Certificate (C25310H)

1) Major Requirement	c		Class	Lab	Clinc/Exp	Credits (9.00)
Required Cou						(9.00)
> Take 3 cred						
	`-148	Med Ins & Billing	3.00	0.00	0.00	3.00
Tioni OSI	-140	wicd his & binning	3.00	0.00	0.00	3.00
Medical Terr	ninology					
> Take 6 cred	0,					
	`-141	Med Office Terms I	3.00	0.00	0.00	3.00
	`-142	Med Office Terms II	3.00	0.00	0.00	3.00
OSI	-172	wied Office Terms II	3.00	0.00	0.00	3.00
2) Concentration Requ	iirements					(9.00)
-	ng and Coding					,
> Take 9 cred						
From OST	C-247	Procedure Coding	2.00	2.00	0.00	3.00
OST	7-248	Diagnostic Coding	2.00	2.00	0.00	3.00
OST	7-249	Med Coding Certification Prep	2.00	3.00	0.00	3.00
		med commodition frep	50	2.30	Total Hours	(18.00)
					10001	(10.00)

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.

1) Majo		rements ed Courses 6 credits		Class	Lab	Cline/Exp	Credits (18.00)
	From	NAS-101	Nurse Aide I	3.00	4.00	3.00	6.00
	Group	1 of 2 Groups					
	From	NAS-102	Nurse Aide II	3.00	2.00	6.00	6.00
		NAS-103	Home Health Care Nurse Aide	4.00	4.00	0.00	6.00
	Group 2	2		Class	Lab	Clinc/Exp	Credits
		12 credits					
	From	NAS-102	Nurse Aide II	3.00	2.00	6.00	6.00
		NAS-106	Geriatric Aide	5.00	0.00	3.00 Total Hours	6.00 (18.00)
Nurs	se Aid	de CTE Certifica	ate (C45840H)				
1) Majo	or Requir Require	rements ed Courses		Class	Lab	Clinc/Exp	Credits (18.00)
		6 credits					
	From	NAS-101	Nurse Aide I	3.00	4.00	3.00	6.00
	Nurse A	Aide 12 credits					
	From	NAS-102	Nurse Aide II	3.00	2.00	6.00	6.00
		NAS-103	Home Health Care Nurse Aide	4.00	4.00	0.00 Total Hours	6.00 (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.

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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

1) General Educ	ation Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
	inication					
	2 Groups					
Group	3 credits					
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Pioni	ENG-III	writing and inquiry	3.00	0.00	0.00	3.00
Group 2	2					
> Take	3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
	ities/Fine Arts					
	3 credits	A 4 A	2.00	0.00	0.00	2.00
From	ART-111	Art History Samuel	3.00	0.00	0.00	3.00
	ART-114 ART-115	Art History Survey I	3.00	0.00	0.00	3.00
	MUS-110	Art History Survey II Music Appreciation	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
	1111-240	introduction to Ethics	3.00	0.00	0.00	3.00
	Behavioral Sciences					
	3 credits ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00
From	ECO-251 ECO-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	POL-120	American Government	3.00	0.00	0.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
	151 150	General 1 Sychology	3.00	0.00	0.00	3.00
	Sciences/Math					
	3 credits		2.00	• • •	0.00	2.00
From	MAT 143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MAT-152	Statistical Methods I	3.00	2.00	0.00	4.00
4.00	MAT-171	Precalculus Algebra	3.00	2.00	0.00	
2) Major Require						(15.00)
	ed Courses					
	6 credits	0.0% 17.17	2.00	0.00	0.00	2.00
From	OST-164	Office Editing		0.00		3.00
	OST-184	Records Management	2.00	2.00	0.00	3.00
	ter Applications 3 credits					
From	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
Formati	ting/Word Processing					
	3 credits					
From	OST-136	Word Processing	2.00	2.00	0.00	3.00
Office I	Management					

> Tal	ke 3 credits					
From	BUS-137	Principles of Management	3.00	0.00	0.00	3.00
	on Requirements					(9.00)
	omer Service					
> Tal	ke 9 credits					
From	BUS-260	Business Communication	3.00	0.00	0.00	3.00
	MKT-223	Customer Service	3.00	0.00	0.00	3.00
	OST-286	Professional Development	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
4) Other Majo	r Requirements				1	(25.00)
,	ired Courses					, ,
	ke 2 Groups					
Grou	-					
> Tal	ke 1 credit					
From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Grou	p 2					
> Tal	ke 24 credits					
From	ACC-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
	ACC-140	Payroll Accounting	1.00	3.00	0.00	2.00
	BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
	BUS-121	Business Math	2.00	2.00	0.00	3.00
	BUS-153	Human Resource Management	3.00	0.00	0.00	3.00
	CTS-125	Presentation Graphics	2.00	2.00	0.00	3.00
	CTS-130	Spreadsheet	2.00	2.00	0.00	3.00
	DBA-110	Database Concepts	2.00	3.00	0.00	3.00
					Total Hours	(64.00)

Office Administration – Legal Office, A.A.S. Degree (A25370B)

	cation Requirements		Class	Lab	Clinc/Exp	Credits (15.00)
	nunication					
	e 2 Groups					
Group						
	e 3 credits	777 W. 1.T	2.00	0.00	0.00	2.00
From	ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group	2					
	e 3 credits					
From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
110111	ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
Humar	nities/Fine Arts					
	e 3 credits					
From	ART-111	Art Appreciation	3.00	0.00	0.00	3.00
-	ART-114	Art History Survey I	3.00	0.00	0.00	3.00
	ART-115	Art History Survey II	3.00	0.00	0.00	3.00
	MUS-110	Music Appreciation	3.00	0.00	0.00	3.00
	PHI-240	Introduction to Ethics	3.00	0.00	0.00	3.00
C - :-1	/Daharianal Caianas					
	Behavioral Sciences					
	e 3 credits	D. CM.	2.00	0.00	0.00	2.00
From	ECO-251	Prin of Microeconomics	3.00	0.00	0.00	3.00

	EC	O-252	Prin of Macroeconomics	3.00	0.00	0.00	3.00
	PO	L-120	American Government	3.00	0.00	0.00	3.00
	PSY	Y-150	General Psychology	3.00	0.00	0.00	3.00
			,				
	Natural Scient	nces/Math					
	> Take 3 cre	dits					
	From MA	T-143	Quantitative Literacy	2.00	2.00	0.00	3.00
	MA	T-152	Statistical Methods I	3.00	2.00	0.00	4.00
	MA	T-171	Precalculus Algebra	3.00	2.00	0.00	4.00
				Class	Lab	Clinc/Exp	Credits
2) Majo	or Requiremen						(15.00)
	Required Co	urses					
	> Take 6 cre	dits					
	From OS	Γ-164	Office Editing	3.00	0.00	0.00	3.00
	OS	Γ-184	Records Management	2.00	2.00	0.00	3.00
	Computer A	pplications					
	> Take 3 cre	dits					
	From CIS	-110	Introduction to Computers	2.00	2.00	0.00	3.00
	Formatting/V	Word Processing					
	> Take 3 cre	dits					
	From OS	Γ-136	Word Processing	2.00	2.00	0.00	3.00
			_				
	Office Mana	gement					
	> Take 3 cre	dits					
	From BU	S-137	Principles of Management	3.00	0.00	0.00	3.00
3) Cond	centration Req	uirements					(9.00)
,	Legal Office						, ,
	> Take 9 cre	dits					
	From BU	S-115	Business Law I	3.00	0.00	0.00	3.00
	OS	Т-155	Legal Terminology	3.00	0.00	0.00	3.00
	OS	Т-252	Legal Transcription I	2.00	2.00	0.00	3.00
			•				
4) Othe	r Major Requi	rements					(25.00)
	Required Co	urses					
	> Take 2 Gro	oups					
	Group 1	•					
	> Take 1 cre	dit					
	From AC	A-115	Success & Study Skills	0.00	2.00	0.00	1.00
			Ž				
	Group 2						
	> Take 24 cr	redits					
	From AC	C-120	Prin of Financial Accounting	3.00	2.00	0.00	4.00
		C-140	Payroll Accounting	1.00	3.00	0.00	2.00
		S-110	Introduction to Business	3.00	0.00	0.00	3.00
		S-121	Business Math	2.00	2.00	0.00	3.00
		S-260	Business Communication	3.00	0.00	0.00	3.00
		S-130	Spreadsheet	2.00	2.00	0.00	3.00
		A-110	Database Concepts	2.00	3.00	0.00	3.00
		Γ-286	Professional Development	3.00	0.00	0.00	3.00
	30		· · · · · · · · · · · · · · · · · ·			Total Hours	(64.00)
							()

Office Administration – Customer Service Diploma (D25370A)

1) General Educatio			Class	Lab	Clinc/Exp	Credits (9.00)
Communic						
> Take 2 G Group 1	roups					
> Take 3 cr	redits					
From El	NG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2						
> Take 3 cr	redits					
	OM-231	Public Speaking	3.00	0.00	0.00	3.00
El	NG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00
			Class	Lab	Clinc/Exp	Credits
	ences/Math				•	
> Take 3 cr			2.00	2.00	0.00	2.00
	AT-143 AT-152	Quantitative Literacy Statistical Methods I	2.00 3.00	2.00 2.00	0.00 0.00	3.00 4.00
	AT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
						(4.5.00)
2) Major Requireme Required C						(12.00)
> Take 6 ci						
	ST-164	Office Editing	3.00	0.00	0.00	3.00
O	ST-184	Records Management	2.00	2.00	0.00	3.00
Computer	Applications					
> Take 3 cr						
From Cl	IS-110	Introduction to Computers	2.00	2.00	0.00	3.00
Formatting	/Word Processing					
> Take 3 cr						
From O	ST-136	Word Processing	2.00	2.00	0.00	3.00
3) Concentration Re	equirements					(9.00)
Customer S						(5.00)
> Take 9 cr						
	US-260	Business Communication	3.00	0.00	0.00	3.00
	KT-223 ST-286	Customer Service Professional Development	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
	51 200	Trotessional Development	3.00	0.00	0.00	5.00
Other Major Requi						(10.00)
Required C > Take 2 G						
Group 1	noups					
> Take 1 cr	redit					
From A	CA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group 2						
> Take 9 cr	redits					
From B	US-110	Introduction to Business	3.00	0.00	0.00	3.00
	TS-130	Spreadsheet	2.00	2.00	0.00	3.00
D.	BA-110	Database Concepts	2.00	3.00	0.00 Total Hours	3.00 (40.00)
					10111110115	(50.00)

Office Administration – Customer Service CTE Diploma (D25370AH)

1) General Education Requirements		Class	Lab	Clinc/Exp	Credits (10.00)
Communication > Take 2 Groups Group 1					
> Take 3 credits From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2 > Take 3 credits From COM-231	Public Speaking	3.00	0.00	0.00	3.00
Natural Sciences/Math		Class	Lab	Clinc/Exp	Credits
> Take 4 credits From MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Major Requirements Required Courses					(12.00)
> Take 6 credits From OST-164 OST-184	Office Editing Records Management	3.00 2.00	0.00 2.00	0.00 0.00	3.00 3.00
Computer Applications > Take 3 credits					
From CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
Formatting/Word Processing > Take 3 credits					
From OST-136	Word Processing	2.00	2.00	0.00	3.00
3) Concentration Requirements Customer Service > Take 9 credits					(9.00)
From BUS-260	Business Communication	3.00	0.00	0.00	3.00
MKT-223 OST-286	Customer Service Professional Development	3.00 3.00	$0.00 \\ 0.00$	0.00 0.00	3.00 3.00
4) Other Major Requirements Required Courses					(10.00)
> Take 2 Groups Group 1					
> Take 1 credit From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
Group 2 > Take 9 credits					
From BUS-110	Introduction to Business	3.00	0.00	0.00	3.00
CTS-130 DBA-110	Spreadsheet Database Concepts	2.00 2.00	2.00 3.00	0.00 0.00 Total Hours	3.00 3.00 (41.00)

Office Administration – Legal Office Diploma (D25370B)

Course Requirements

Class Lab Clinc/Exp Credits

ŕ	ral Education Requirements Communication > Take 2 Groups Group 1 > Take 3 credits					(6.00)
	From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2 > Take 3 credits		2.00	0.00	0.00	2.00
	From COM-231 ENG-112	Public Speaking Writing/Research in the Disc	3.00 3.00	0.00 0.00	0.00 0.00	3.00 3.00
, •	r Requirements Required Courses > Take 6 credits					(15.00)
	From OST-164 OST-184	Office Editing Records Management	3.00 2.00	0.00 2.00	0.00 0.00	3.00 3.00
	Computer Applications		Class	Lab	Clinc/Exp	Credits
	> Take 3 credits From CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
	Formatting/Word Processing > Take 3 credits					
	From OST-136	Word Processing	2.00	2.00	0.00	3.00
	Office Management > Take 3 credits					
	From BUS-137	Principles of Management	3.00	0.00	0.00	3.00
	entration Requirements Legal Office > Take 9 credits					(9.00)
	From BUS-115	Business Law I	3.00	0.00	0.00	3.00
	OST-155	Legal Terminology	3.00	0.00	0.00	3.00
	OST-252	Legal Transcription I	2.00	2.00	0.00	3.00
4) Other	Major Requirements Required Courses > Take 2 Groups Group 1 > Take 1 credit					(13.00)
	From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	Group 2 > Take 12 credits					
	From BUS-153	Human Resource Management	3.00	0.00	0.00	3.00
	CTS-130 DBA-110	Spreadsheet Database Concepts	2.00 2.00	2.00 3.00	0.00 0.00	3.00 3.00
	OST-286	Professional Development	3.00	0.00	0.00 0.00 Total Hours	3.00 (43.00)

Office Administration – Legal Office CTE Diploma (D25370BH)

Class Lab

1) General Education Requirements
Communication
> Take 2 Groups

Clinc/Exp Credits (6.00)

	Group						
	> Take From	3 credits ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
	Group 2 > Take	2 3 credits					
	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
2) Majo		ements ed Courses 6 credits					(15.00)
	From	OST-164	Office Editing	3.00	0.00	0.00	3.00
		OST-184	Records Management	2.00	2.00	0.00	3.00
		ter Applications 3 credits					
	From	CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
				Class	Lab	Clinc/Exp	Credits
		ting/Word Processing 3 credits					
	From	OST-136	Word Processing	2.00	2.00	0.00	3.00
		Management 3 credits					
	From	BUS-137	Principles of Management	3.00	0.00	0.00	3.00
3) Conc	Legal C	n Requirements Office 9 credits					(9.00)
	From	BUS-115	Business Law I	3.00	0.00	0.00	3.00
		OST-155	Legal Terminology	3.00	0.00	0.00	3.00
		OST-252	Legal Transcription I	2.00	2.00	0.00 Total Hours	3.00 (43.00)

Office Administration – Customer Service Certificate (C25370A)

Course Requirements

General Education Requirements Communication		Class	Lab	Clinc/Exp	Credits (3.00)
> Take 3 credits From ENG-111	Writing and Inquiry	3.00	0.00	0.00 3.00	
2) Major Requirements Required Courses					(6.00)
> Take 3 credits From OST-164	Office Editing	3.00	0.00	0.00	3.00
Formatting/Word Processing					
> Take 3 credits From OST-136	Word Processing	2.00	2.00	0.00	3.00
3) Concentration Requirements					(9.00)
Customer Service > Take 9 credits From BUS-260	Business Communication	3.00	0.00	0.00	3.00

MKT-223	Customer Service	3.00	0.00	0.00	3.00
OST-286	Professional Development	3.00	0.00	0.00	3.00
				Total Hours	(18.00)

Office Administration – Legal Office Certificate (C25370B)

Course Requirements

1) Major Requirements Formatting/Word Processing > Take 3 credits		Class	Lab	Clinc/Exp	Credits (3.00)
From OST-136	Word Processing	2.00	2.00	0.00	3.00
	S				
2) Concentration Requirements					(9.00)
Legal Office					
> Take 9 credits					
From BUS-115	Business Law I	3.00	0.00	0.00	3.00
OST-155	Legal Terminology	3.00	0.00	0.00	3.00
		Class	Lab	Clinc/Exp	Credits
OST-252	Legal Transcription I	2.00	2.00	0.00	3.00
3) Other Major Requirements Required Courses					(3.00)
> Take 3 credits					
From OST-286	Professional Development	3.00	0.00	0.00 Total Hours	3.00 (15.00)

Office Administration – Legal Office CTE Certificate (C25370BH)

1) Major Requirements Required Course		Class	Lab	Clinc/Exp	Credits (3.00)
> Take 3 credits From OST-136	Word Processing	2.00	2.00	0.00	3.00
110111 051 150	Word Processing	2.00	2.00	0.00	5.00
2) Concentration Requirements					(9.00)
Legal Office					
> Take 9 credits					
From BUS-115	Business Law I	3.00	0.00	0.00	3.00
OST-155	Legal Terminology	3.00	0.00	0.00	3.00
OST-252	Legal Transcription I	2.00	2.00	0.00	3.00
3) Other Major Requirements Required Course > Take 3 credits					(3.00)
From OST-286	Professional Development	3.00	0.00	0.00 Total Hours	3.00 (15.00)

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.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- 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
- 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
- Cardiopulmonary Resuscitation (CPR)
- Completed Background Check
- Completed 12-Panel Drug Screen

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

				Class	Lab	Clinc/Exp	Credits
1) Majo	r Require						(12.00)
	Require	d Courses					
	> Take	9 credits					
	From	PBT-100	Phlebotomy Technology	5.00	2.00	0.00	6.00
		PBT-101	Phlebotomy Practicum	0.00	0.00	9.00	3.00
	Interper	sonal Skills					
	> Take	3 credits					
	From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Other	Major R	Requirements					(5.00)
	Require	d Courses					
	> Take	5 credits					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
		CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00

	WBL-111	Work-Based Learning I	0.00	0.00	10.00 Total Hours	1.00 (17.00)
Phleboto	my CTE Cert	ificate (C45600H)				
Course Re	quirements					
	rements red Courses red 9 credits		Class	Lab	Clinc/Exp	Credits (12.00)
From	PBT-100 PBT-101	Phlebotomy Technology Phlebotomy Practicum	5.00 0.00	2.00 0.00	0.00 9.00	6.00 3.00
-	ersonal Skills e 3 credits PSY-150	General Psychology	3.00	0.00	0.00	3.00
-	Requirements red Courses to 5 credits					(5.00)
From	ACA-122 CIS-110 WBL-111	College Transfer Success Introduction to Computers Work-Based Learning I	0.00 2.00 0.00	2.00 2.00 0.00	0.00 0.00 10.00	1.00 3.00 1.00

Total Hours

(17.00)

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.

Admissions 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.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

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 compiled from the following categories found on the *Student Readiness Checklist*: evaluation of the cumulative SCC GPA, TEAS Test scores, and grades in any of the major courses previously taken.
- 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

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 (signed Essential Criteria, Function, and Ability Standards form)
- Proof of malpractice insurance (found on registration form)
- OSHA training (after admission to the program)
- Certification from student's physician/healthcare provider that provides evidence that the student meets 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 student's physician/healthcare provider that provides evidence that the student meets 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 tonursing 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.

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
- 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.
- Students enrolled in the program who are not passing theory but are demonstrating safe practice in the clinical and lab area, who withdrawal to protect their GPA must follow the guidelines listed above for re-entry into 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

Com	ducation Requirements		Class	Lab	Clinc/Exp	Credits (8.00)
> Ta Fron	nke 3 credits m ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
- 10111	ural Sciences ake 5 credits					
Fron	m BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
	uired Courses					(30.00)
	ake 30 credits					
Fron		Practical Nursing I	7.00	6.00	6.00	11.00
	NUR-102	Practical Nursing II	7.00	0.00	9.00	10.00
	NUR-103	Practical Nursing III	6.00	0.00	9.00	9.00
	or Requirements uired Course					(2.00)
> Ta	ike 2 credits					
Fron	n NUR-117	Pharmacology	1.00	3.00	0.00	2.00
-	uired Course					(1.00)
Fron	nke 1 credit n ACA-122	College Transfer Success	0.00	2.00	0.00 Total Hours	1.00 (41.00)

Therapeutic & Diagnostic Services

- The 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.
- Program courses may 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 or Phlebotomy 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.
- The Phlebotomy program prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

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.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- 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 student's physician/healthcare provider that provides evidence that the student meets 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 student's physician/healthcare provider that provides evidence that the student meets 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

Health Technology faculty follow published college and health technology 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 healthcare 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

1) C 1 E. 1		Class	Lab	Clinc/Exp	Credits
General Education Requirem Communication	ients				(6.00)
> Take 6 credits					
From COM-231	Public Speaking	3.00	0.00	0.00	3.00
ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
2) Major Requirements					(18.00)
Technical Core					
> Take 6 credits					
From MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
Phlebotomy					
> Take 12 credits		5 00	2 00	0.00	
From PBT-100	Phlebotomy Technology	5.00	2.00	0.00	6.00
PBT-101	Phlebotomy Practicum	0.00	0.00	9.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
3) Other Major Requirements					(14.00)
Required Courses					
> Take 1 of 2 Groups					
Group 1					
> Take 15 credits					
From ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
Group 2					
> Take 14 credits					
From ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
4) Other Requirements					(2.00)
Required Course					
> Take 2 credits					
From NUR-117	Pharmacology	1.00	3.00	0.00 Total Hours	2.00 (40.00)

Therapeutic & Diagnostic Services: Phlebotomy CTE Diploma (D45950H)

Course Requirements

		Class	Lab	Clinc/Exp	Credits
ation Requirements				-	(6.00)
ınication					
6 credits					
COM-231	Public Speaking	3.00	0.00	0.00	3.00
ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
		onication 6 credits COM-231 Public Speaking	ation Requirements unication 6 credits COM-231 Public Speaking 3.00	ation Requirements unication 6 credits COM-231 Public Speaking 3.00 0.00	ation Requirements unication 6 credits COM-231 Public Speaking 3.00 0.00 0.00

2) Major Requir	rements		Class	Lab	Clinc/Exp	Credits (18.00)
Techni	cal Core					
> Take	6 credits					
From	MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
	MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
Phlebo	tomy					
> Take	12 credits					
From	PBT-100	Phlebotomy Technology	5.00	2.00	0.00	6.00
	PBT-101	Phlebotomy Practicum	0.00	0.00	9.00	3.00
	PSY-150	General Psychology	3.00	0.00	0.00	3.00
3) Other Major I	Requirements					(15.00)
	ed Courses					,
•	15 credits					
From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
	BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
	PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
	SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
		2,			Total Hours	(39.00)

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
- Complete all Southeastern requirements to be admitted as a degree seeking student.

- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- 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 student's physician/healthcare provider that provides evidence that the student meets 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 Heath Form)
- Certification from student's physician/healthcare provider that provides evidence that the student meets 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 has 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.

Therapeutic & Diagnostic Services: Nurse Aide Diploma (D45970)

Course Requirements

1) General Education Requirements Required Courses > Take 6 credits		Class	Lab	Clinc/Exp	Credits (6.00)
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Major Requirements					(24.00)
Technical Core					
> Take 6 credits					
From MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
MED-122	Medical Terminology II	3.00	0.00	0.00	3.00

				Class	Lab	Clinc/Exp	Credits
	Nurse A	Aide				•	
	> Take	1 of 2 Groups					
	Group 1	1					
	> Take	18 credits					
	From	NAS-101	Nurse Aide I	3.00	4.00	3.00	6.00
		NAS-102	Nurse Aide II	3.00	2.00	6.00	6.00
		NAS-106	Geriatric Aide	5.00	0.00	3.00	6.00
	Group 2	2					
	> Take	18 credits					
	From	NAS-101	Nurse Aide I	3.00	4.00	3.00	6.00
		NAS-102	Nurse Aide II	3.00	2.00	6.00	6.00
		NAS-103	Home Health Care Nurse Aide	4.00	4.00	0.00	6.00
3) Other	r Major F	Requirements					(11.00)
ŕ		ed Courses					,
		1 of 2 Groups					
	Group 1	1					
	> Take	14 credits					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
		BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
		BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
		HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
		PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
	Group 2	2					
		11 credits					
	From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
		BIO-163	Basic Anat & Physiology	4.00	2.00	0.00	5.00
		HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
		PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
4) Other	r Require	ements					(2.00)
		ed Course					. /
		2 credits					
	From	NUR-117	Pharmacology	1.00	3.00	0.00 Total Hours	2.00 (43.00)

Therapeutic & Diagnostic Services: Nurse Aide CTE Diploma (D45970H)

Course Requirements

1) Committee din Brazilia		Class	Lab	Clinc/Exp	Credits
1) General Education Requirements					(6.00)
Required Courses > Take 6 credits					
	White and London	2.00	0.00	0.00	2.00
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Major Requirements					(24.00)
Technical Core					(
> Take 6 credits					
From MED-121	Medical Terminology I	3.00	0.00	0.00	3.00
MED-122	Medical Terminology II	3.00	0.00	0.00	3.00
Nurse Aide					
> Take 18 credits					
	Nurse Aide I	3.00	4.00	3.00	6.00
From NAS-101	Nuise Alue I	3.00	4.00	3.00	0.00

	NAS-102 NAS-103	Nurse Aide II Home Health Care Nurse Aide	3.00 4.00	2.00 4.00	6.00 0.00	6.00 6.00
2) Other Major I	Daguiromento		Class	Lab	Clinc/Exp	Credits
3) Other Major I	•					(14.00)
	ed Courses					
	14 credits					
From	ACA-122	College Transfer Success	0.00	2.00	0.00	1.00
	BIO-168	Anatomy and Physiology I	3.00	3.00	0.00	4.00
	BIO-169	Anatomy and Physiology II	3.00	3.00	0.00	4.00
	HEA-112	First Aid & CPR	1.00	2.00	0.00	2.00
	PSY-241	Developmental Psych	3.00	0.00	0.00	3.00
		-			Total Hours	(44.00)

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 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.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Curriculum Requirements

		Class	Lab	Clinc/Exp	Credits
1) General Education Requirements					(15.00)
Communication					
> Take 2 Groups					
Group 1					
> Take 3 credits					
From ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
Group 2					
> Take 3 credits					
From COM-231	Public Speaking	3.00	0.00	0.00	3.00
ENG-112	Writing/Research in the Disc	3.00	0.00	0.00	3.00

	> Take	ities/Fine Arts 3 credits					
	From	HUM-115	Critical Thinking	3.00	0.00	0.00	3.00
	G : 10			Class	Lab	Clinc/Exp	Credits
		Behavioral Sciences 3 credits					
	From	POL-120	American Government	3.00	0.00	0.00	3.00
		PSY-150	General Psychology	3.00	0.00	0.00	3.00
		SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
		Sciences/Math 3 credits					
	From	MAT-110	Math Measurement & Literacy	2.00	2.00	0.00	3.00
		MAT-121	Algebra/Trigonometry I	2.00	2.00	0.00	3.00
		MAT-143	Quantitative Literacy	2.00	2.00	0.00	3.00
		MAT-171	Precalculus Algebra	3.00	2.00	0.00	4.00
2) Majo		ements cal Core 18 credits					(18.00)
	From	WLD-110	Cutting Processes	1.00	3.00	0.00	2.00
	1 10111	WLD-110 WLD-115	SMAW (Stick) Plate	2.00	9.00	0.00	5.00
		WLD-121	GMAW (MIG) FCAW/Plate	2.00	6.00	0.00	4.00
		WLD-131	GTAW (TIG) Plate	2.00	6.00	0.00	4.00
		WLD-141	Symbols & Specifications	2.00	2.00	0.00	3.00
3) Othe	Require	Requirements ed Courses 3 Groups					(35.00)
	Group						
		1 credit					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	Group 2 > Take	2 33 credits					
	From	BPR-130	Print Reading-Construction	3.00	0.00	0.00	3.00
		BUS-230	Small Business Management	3.00	0.00	0.00	3.00
		CIS-110	Introduction to Computers	2.00	2.00	0.00	3.00
		DFT-119	Basic CAD	1.00	2.00	0.00	2.00
		ISC-112	Industrial Safety	2.00	0.00	0.00	2.00
		WLD-116	SMAW (stick) Plate/Pipe	1.00	9.00	0.00	4.00
		WLD-132	GTAW (TIG) Plate/Pipe	1.00	6.00	0.00	3.00
		WLD-151	Fabrication I	2.00	6.00	0.00	4.00
		WLD-215 WLD-231	SMAW (stick) Pipe GTAW (TIG) Pipe	1.00 1.00	9.00 6.00	0.00 0.00	4.00 3.00
		WLD-231 WLD-261	Certification Practices	1.00	3.00	0.00	2.00
	Group 3						
	> Take				0.55		4.00
	From	WBL-110 WBL-111	World of Work Work-Based Learning I	1.00 0.00	0.00	0.00 10.00 Total Hours	1.00 1.00 (68.00)

Welding Technology Diploma (D50420)

Course Requirements

General Education Require Required Courses	rements	Class	Lab	Clinc/Exp	Credits (6.00)
> Take 2 Groups					
Group 1					
> Take 3 credits From COM-231	Duklia Speaking	2.00	0.00	0.00	2.00
From COM-231 ENG-112	Public Speaking Writing/Research in the Disc	3.00 3.00	$0.00 \\ 0.00$	0.00	3.00 3.00
L11G-112	Witting/Research in the Disc	3.00	0.00	0.00	3.00
Group 2					
> Take 3 credits					
From COM-231	Public Speaking	3.00	0.00	0.00	3.00
ENG-111	Writing and Inquiry	3.00	0.00	0.00	3.00
HUM-115	5 1 1 1 1 2	3.00	0.00	0.00	3.00
MAT-110	Math Measurement & Literacy	2.00	2.00	0.00	3.00
POL-120	American Government	3.00	0.00	0.00	3.00
PSY-150	General Psychology	3.00	0.00	0.00	3.00
SOC-210	Introduction to Sociology	3.00	0.00	0.00	3.00
2) Major Requirements					(18.00)
Technical Core					(10.00)
> Take 18 credits					
From WLD-110	Cutting Processes	1.00	3.00	0.00	2.00
WLD-115	SMAW (Stick) Plate	2.00	9.00	0.00	5.00
WLD-121	GMAW (MIG) FCAW/Plate	2.00	6.00	0.00	4.00
WLD-131	GTAW (TIG) Plate	2.00	6.00	0.00	4.00
WLD-141	Symbols & Specifications	2.00	2.00	0.00	3.00
3) Other Major Requirement	ts				
(14.00) Required Courses					
> Take 2 Groups					
Group 1					
> Take 1 credit					
From ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
	,				
Group 2					
> Take 13 credits					
From WLD-116	r (=)	1.00	9.00	0.00	4.00
WLD-132		1.00	6.00	0.00	3.00
WLD-151	Fabrication I	2.00	6.00	0.00	4.00
WLD-231	GTAW (TIG) Pipe	1.00	6.00	0.00	3.00
WLD-261	Certification Practices	1.00	3.00	0.00	2.00
				Total Hours	(38.00)

Welding Technology CTE Diploma (D50420H)

Course Requirements

1) General Education Requirements
Communication
> Take 3 credits

Class Lab Clinc/Exp Credits (6.00)

	From	COM-231	Public Speaking	3.00	0.00	0.00	3.00
				Class	Lab	Clinc/Exp	Credits
		Behavioral Sciences					
	> Take :	3 credits					
	From	PSY-150	General Psychology	3.00	0.00	0.00	3.00
2) Majo	r Require	ements					(18.00)
	Require	d Courses					
	> Take	18 credits					
	From	WLD-110	Cutting Processes	1.00	3.00	0.00	2.00
		WLD-115	SMAW (Stick) Plate	2.00	9.00	0.00	5.00
		WLD-121	GMAW (MIG) FCAW/Plate	2.00	6.00	0.00	4.00
		WLD-131	GTAW (TIG) Plate	2.00	6.00	0.00	4.00
		WLD-141	Symbols & Specifications	2.00	2.00	0.00	3.00
3) Other	· Major R	Lequirements					(14.00)
	Require	d Courses					
	> Take	14 credits					
	From	ACA-115	Success & Study Skills	0.00	2.00	0.00	1.00
		WLD-116	SMAW (stick) Plate/Pipe	1.00	9.00	0.00	4.00
		WLD-132	GTAW (TIG) Plate/Pipe	1.00	6.00	0.00	3.00
		WLD-151	Fabrication I	2.00	6.00	0.00	4.00
		WLD-261	Certification Practices	1.00	3.00	0.00	2.00
						Total Hours	(38.00)

Welding Technology – Welding Assistant Certificate (C50420)

Course Requirements

			Class	Lab	Clinc/Exp	Credits
1) Major Requir	rements					(18.00)
Technical Core						
> Take	18 credits					
From	WLD-110	Cutting Processes	1.00	3.00	0.00	2.00
	WLD-115	SMAW (Stick) Plate	2.00	9.00	0.00	5.00
	WLD-121	GMAW (MIG) FCAW/Plate	2.00	6.00	0.00	4.00
	WLD-131	GTAW (TIG) Plate	2.00	6.00	0.00	4.00
	WLD-141	Symbols & Specifications	2.00	2.00	0.00	3.00
					Total Hours	(18.00)

Welding Technology – Welding Assistant CTE Certificate (C50420H)

Course Requirements

			Class	Lab	Clinc/Exp	Credits
1) Maj	or Requirements					
(14.00))					
Requir	ed Courses					
> Take	e 14 credits					
From	WLD-110	Cutting Processes	1.00	3.00	0.00	2.00
	WLD-115	SMAW (Stick) Plate	2.00	9.00	0.00	5.00
	WLD-121	GMAW (MIG) FCAW/Plate	2.00	6.00	0.00	4.00
	WLD-141	Symbols & Specifications	2.00	2.00	0.00	3.00

2) Other Major Requirements (4.00) Required Course > Take 4 credits From WLD-116

SMAW (stick) Plate/Pipe 1.00 9.00 0.00 4.0

0.00 4.00 Total Hours (18.00)

Curriculum Course Descriptions

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: DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 Corequisite: DMA 010, BSP 4003 Tier 1, or MAT 003 Tier 1

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.

AGRICULTURE

AGR 121 Biological Pest Mgmt

(3-0-0)3

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 130 Alternative Ag Production

(3-0-0)3

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

AGR 139 Intro to Sustainable Ag

(3-0-0)3

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 140 Agricultural Chemicals

(2-2-0)3

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

AGR 150 Ag-O-Metrics

(3-0-0) 3

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

AGR 160 Plant Science

(2-2-0) 3

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170 Soil Science

(2-2-0)3

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the

impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

AGR 210 Agricultural Accounting

(1-4-0)3

This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes.

AGR 212 Farm Business Management

(3-0-0)3

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 Ag Law & Finance

(3-0-0)3

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214 Agricultural Marketing

(3-0-0)3

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 261 Agronomy

(2-2-0)3

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

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 180 HVACR Customer Relations

(1-0-0) 1

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

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, 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.

ANIMAL SCIENCE

ANS 110 Animal Science

(3-0-0)3

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor 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 batiking, 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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 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, BIO 111, 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, 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.

BPT 131 Audio/Radio Production I

(2-6-0)4

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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor 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

State Corequisite: DMA 010, BSP 4003 Tier 1, or MAT 003 Tier 1

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),

BSP 4003 Tier 2, or MAT 003 Tier 2

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),

BSP 4003 Tier 2, or MAT 003 Tier 2

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 ICAA 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

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, and DMA 050)

or BSP 4003 Tier 2, or MAT 003 Tier 2

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), BSP 4003, MAT 003, MAT 121, 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).

CRIMINAL JUSTICE

CJC 110 Basic Law Enforcement BLET

(10-30-0) 20

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 include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

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

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 Analy

(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 is a Universal General Education Transfer Component (UGETC) course.

COM 140 Intro Intercultural Com*

(3-0-0)3

Local Prerequisite: ACA 085, 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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 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 134 C++ Programming*

(2-3-0) 3

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *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 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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor 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.

CSC 234 Advanced C++ Programming

(2-3-0)3

State Prerequisite: CSC 134

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

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 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.

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 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 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 250 User Support & Software Eval

(2-2-0) 3

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

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.

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.

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.

ECONOMICS

ECO 251 Prin of Microeconomics**

(3-0-0) 3

Local Prerequisite: DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 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, ENG 002, or ENG 111

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. 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 144 Child Development I*

(3-0-0)3

State Corequisite: DRE 097, ENG 002, or ENG 111

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. 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 145 Child Development II*

(3-0-0)3

State Corequisite: DRE 097, ENG 002, or ENG 111

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. This course has been approved for transfer under the ICAA 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 146 Child Guidance

(3-0-0)3

State Corequisite: DRE 097, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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. 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 234 Infants, Toddlers, and Twos

(3-0-0)3

State Prerquisite: EDU 119

State Corequisite: DRE 098, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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.

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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: EDU 119 and (DRE 098, ENG 002, or ENG 111)

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: EDU 119, EDU 261, and (DRE 098, ENG 002, or ENG 111)

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, ENG 002, or ENG 111

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, ENG 002, or ENG 111

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 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 115 Industrial Wiring

(2-6-0)4

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls

(2-6-0)4

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 and DMA 020. BPS 4003 Tier 1, or MAT 003 Tier 1) and

(DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1 or ENG 111)

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 138 DC Circuit Analysis

(3-3-0)4

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC 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, and analyze DC circuits; and properly use test equipment.

ELC 139 AC Circuit Analysis

(3-3-0)4

Local Prerequisite: ELC 131 or ELC 138

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

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 139

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

Local Prerequisite: ELC 131 or ELC 138

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: 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.

ELN 260 Prog Logic Controllers

(3-3-0)4

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ENGLISH

ENG 011 Writing and Inquiry Support

(1-2-0) 2

State Prerequisite: DRE 098, BSP 4002, or ENG 002

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 111 Writing and Inquiry**

(3-0-0)3

State Prerequisite: DRE 098, BSP 4002, or ENG 002

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, 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 is a Universal General Education Transfer Component (UGETC) course.*

ENG 232 American Literature II**

(3-0-0) 3

State Prerequisite: ENG 112, 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 is a Universal General Education Transfer Component (UGETC) course.

ENG 241 British Literature I** (3-0-0) 3

State Prerequisite: ENG 112, 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 is a Universal General Education Transfer Component (UGETC) course.*

ENG 242 British Literature II**

(3-0-0)3

State Prerequisite: ENG 112, 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 is a Universal General Education Transfer Component (UGETC) course.*

ENG 261 World Literature I*

(3-0-0)3

State Prerequisite: ENG 112, 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, 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

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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.

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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, BSP 4002, ENG 002, or ENG 111

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 010 Math Measurement & Literacy Su

(0-2-0) 1

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be

successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 021 Algebra/Trigonometry I Support

(0-0-0)2

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 Quantitative Literacy Support

(1-2-0)2

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 Statistical Methods I Support

(1-2-0)2

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 Precalculus Algebra Suppor

(0-4-0)2

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110 Math Measurement & Literacy

(2-2-0)3

State Prerequisites: (DMA 010, DMA 020, and DMA 030), BSP 4003 Tier 1, or MAT 003 Tier 1

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 Algebra/Trigonometry I

(2-2-0) 3

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 143 Quantitative Literacyn**

(2-2-0)3

State Prerequisites: (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and BSP 4002) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 002) or

(MAT 003 and ENG 002) or

(MAT 003 and ENG 111) or

(MAT 003 and DRE 098) or (BSP 4003 and BSP 4002) or (BSP 4003 and ENG 111)

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) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and BSP 4002) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 002) or

(MAT 003 and ENG 002) or (MAT 003 and ENG 111) or (MAT 003 and DRE 098) or

(BSP 4003 and BSP 4002) or

(BSP 4003 and ENG 111)

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 060. DMA 070. DMA 080) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065) or

BPS 4003 or MAT 003

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 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 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

MKT 120 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), BSP 4003 Tier 1, or MAT 003 Tier 1

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, BSP 4002, ENG 002, or ENG 111), 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, 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, BSP 4002, ENG 002, or ENG 111), 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 Corerequisite: 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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 ICAA 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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 151V Class Music I - Voice*

(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.

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 126 Routing Basics

(1-4-0) 3

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

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 place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

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 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, DMA 060, DMA 070, and DMA 080) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065) or

BSP 4003 or MAT 003

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 Coreguisites: 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 ICAA 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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor 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) or

(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and BSP 4002 Tier 1) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 002 Tier 1) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111) or

(BSP 4003 Tier 2 and DRE 096) or (BSP 4003 Tier 2 and BSP 4002 Tier 1) or (BSP 4003 Tier 2 and ENG 002 Tier 1) or (BSP 4003 Tier 2 and ENG 111) or (MAT 003 Tier 2 and DRE 096) or (MAT 003 Tier 2 and BSP 4002 Tier 1) or (MAT 003 Tier 2 and ENG 002 Tier 1) (MAT 003 Tier 2 and ENG 111) or

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 is a Universal General Education Transfer Component (UGETC) course.

PHY 110A Conceptual Physics Lab**

(0-2-0)1

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 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 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 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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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 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*

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, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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*

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

Local Prerequisite: DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

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.*

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 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.

WEB 250 Database Driven Websites

(2-2-0)3

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

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 Objectives

SCC plays an active role in the continuing education/life-long learning of the citizens of Columbus County. They 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 an industry recognized credential (licensure, certification, renewal, registry listing) or meets local workforce labor needs.

Human Resources Development

The Human Resources Development (HRD) program provides skills assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. HRD courses 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.

Personal Interest (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. Official North Carolina High School Equivalency Diploma (GED) transcript request can be fulfilled though DiplomaSender.com. Follow the instructions to request to your transcript or contact the Basic Skills Recruiter/HSE 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 or financial assistance.
- 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 statue 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) 788-6432.

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 (Community Service)

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. Upon the completion of ABE-level courses, the individual should be equipped to enter the High School Equivalency Preparation program. For more information, interested persons should contact the Basic Skills Program at (910) 788-6326 or (910) 788-6432.

Adult Secondary Education (ASE)

The purpose or the Adult Secondary Education program is to prepare individuals for the official High School Equivalency test and enhance workplace employability skills. Instruction covers digital literacy, mathematics, social studies, science, reading, and language arts.

There are no registration fees. All materials have been specifically prepared for adults with emphasis on individual needs and interests. Off-campus sites are located throughout the county. The High School Equivalency Preparation program is available online to individuals who qualify.

For more information, interested persons should contact the Basic Skills Program at (910) 788-6326 or (910) 788-6432.

High School Equivalency (HSE) Preparation

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 (CBT) is \$53.75 or \$10.75 per test or (PBT) \$75 or \$15 per test.
- TASC (PBT only) consists of 5 tests. The fee for taking the TASC is \$56 or \$11.20 per test.
- Pearson (GED Testing Service/CBT only) consists of 4 tests. The fee for taking the GED test is \$80.

Accommodations are available for test takers with diagnosed disabilities that include, but are not limited to:

- Attention deficit/hyperactivity disorder
- Psychological or psychiatric disorders
- Learning and other cognitive disabilities
- Physical disorders/chronic health disabilities
- Intellectual disabilities
- Hearing and visual impairment

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) 788-6326 or (910) 788-6432.

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

Certified Professional Coders Exam Prep
Medical Billing & Coding (CPT & ICD-10)
Medical Office Assistant
Medical Terminology
Medication Aide Exam Prep (Adult Group Home)
Medication Aide Exam Prep (Skilled Nursing)
Nurse Aide I & II
Nurse Aide I Refresher
Nurse Aide II Competency Evaluation (Refresher)
Ophthalmic Assistant
Personal Home Care Aide
Pharmacy Technology

General Workforce Training

Pharmacy Technology Exam Prep

Accounting Banking Bartending Career Readiness Certificate Construction Trades (Masonry, HVAC, Electrical, Carpentry) **Culinary Arts**

DSS Caseworker Phase I & II

Effective Teacher Training

Grant Writing

Sign Language

Small Engine Repair

Spanish Welding/Pipefitting

Computer Skills

Computer Programming

Digital Photography

Intro to Computers & Microsoft Office Applications

Intro to PC Maintenance

OuickBooks

Social Media

Web Design

Industrial Training

Computer Numerical Control (CNC)

General Industry Forklift

OSHA 10-Hour General Industry

Programmable Logic Controller (PLC) SCC

Manufacturing Technician Welding

Instructor-Facilitated On-Line Learning

Accounting & Finances

Business and Management

Computer Applications

Computer Fundamentals

Grant Writing/Non-Profit

Healthcare & Medical

Languages

Teaching and Education

Veterinary Assistant

Writing and Publishing

NCWorks Customized Training Program (CTP)

SCC's Customized Training Program (CTP) provides education, training and support services for new, expanding and existing business and industry in Columbus County. The goal is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

Services range from:

- Job profiling
- Pre-employment training and assessment
- Post-hire technical and critical soft skills training

For more information, call (910) 788-6208.

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 and 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/scenc/) 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 Rams Online 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)
- Emergency Medical Technician (EMT)
- Advanced Emergency Medical Technician (AEMT)
- 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, Water Rescue, 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 305 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
- Laws of Arrest, Search, and Seizure
- Traffic Accident Investigation
- Motor Vehicle Laws
- Traffic Interdiction
- Narcotics Investigation
- Court Structure & Procedure
- Legal Updates
- Police Administration
- Operators School
- Riot and Crowd Control
- Criminal Investigation
- Fingerprint Identification
- Juvenile Law
- Juvenile Minority Sensitivity Training
- Police-Community Relations
- Career Survival Topics
- Firearms Training
- Chemical Tests for Alcohol
- Bloodbourne Pathogens
- Hazardous Materials 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: High06 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.
- Submission of an official copy of test scores with a minimum ACT score of 22, minimum SAT score of 500, TABE reading test score (576 minimum scale on 11D or 12D test), or CASAS reading test score (244 minimum scale score).

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 though Pearson Vue. Students must successfully complete the written and skills competency examinations administrated 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 07 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 sills 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.
- Submission of an official copy of test scores with a minimum ACT score of 22, minimum SAT score of 500,
 TABE reading test score (576 minimum scale score on 11D or 12D test) and math test score (577 minimum scale
 score on 11D or 12D test), or CASAS reading test score (244 minimum scale score) and math test score (231
 minimum scale score).

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)
 - o 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 08
- o Completed Hepatitis B series or declination statement
- o 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 though Pearson Vue. Students must successfully complete the written examination administrated 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.

Medical Office Assistant

The course will prepare individuals for national certification as a Certified Medical Administrative Assistant (CMAA). Individuals enrolled in the course will have the opportunity to learn skills required to work in a medical office setting. Topics include medical terminology; communication skills; vital signs; CPR; administrative duties; office procedures; and introduction to medical coding and insurance billing and coding. Upon successful completion of the class, individuals will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam given by National Healthcareer Association (NHA). Prerequisite: High school diploma or high school equivalency diploma (formerly known as GED).

Course Admission Requirements

SCC Requirements

Submission of an official copy of high school transcript verifying graduation, adult high school diploma, or high school equivalency diploma.

Submission of an official copy of test scores with a minimum ACT score of 22, minimum SAT score of 500, TABE 309 reading test score (576 minimum scale score on 11D or 12D test) and math test score (577 minimum scale score on 11D or 12D test), or CASAS reading test score (244 minimum scale score) and math test score (231 minimum scale score).

Eligibility for Listing with the National Healthcareer Association (NHA)

Students earning a grade of S in the medical office assistant course will receive a certificate of course completion from SCC and will be eligible to apply for the Certified Medical Administrative Assistant (CMAA) exam administered by the National Healthcareer Association (NHA). Students must successfully complete the written examination administered by NHA to be eligible for listing as a Certified Medical Administrative Assistant (CMAA).

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.

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 Title I 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 Title I, 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 310 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) 788-6419 or (910) 788-6397.

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.

WORKFORCE & CONTINUING EDUCATION

Programs And Services

Southeastern Community College's Workforce Continuing Education training programs and services provide employer/customer–driven instructional opportunities for individuals seeking to gain new and/or upgrade current jobrelated skills. Training programs can be delivered as a single course or bundled as a series of courses; and provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and/or meet local workforce labor needs. Additionally, opportunities are provided for people to obtain a high school equivalency diploma, start and/or expand a small business, as well as experience personal growth.

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, and oral/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. The online High School Equivalency Program is available to individuals who qualify.

Adult Secondary Education

The High School Equivalency (HSE) program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency assessment. The three nationally-recognized assessments used to obtain a High School Equivalency Diploma awarded by the State Board of Community Colleges are Pearson (GED Testing Service), HiSET® and TASC. All three High School Equivalency assessments are recognized by US Department of Education and cover the same content areas. Both the HiSet and TASC are offered as a Computer-Based Testing (CBT) and Pencil-Based Testing (PBT). Passing any one of the assessments will lead to the same High School Equivalency Diploma issued by the North Carolina State Board of Community Colleges.

English Language Learner

The English Language Learner program is designed for individuals whose native language is not English. These classes provide instruction in conversational communication. 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.

On-Line Learning 311

Online courses are designed to provide opportunities to update personal/professional skills, discover new talent, or chart a career path at one's own convenience and/or pace.

Neworks Customized Training Program

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:

- Job Growth
- Technology Investment
- Productivity Enhancement

Licensure And Certifications

A significant number of occupations in North Carolina require licensure and/or certification as a prerequisite to employment. Licensure and certifications are granted by an independent agency or board. For many of these occupations, the educational requirement consists of short term workforce continuing education courses offered at SCC.

Workforce And Continuing Education Training (Occupational Extension)

Workforce continuing education classes are designed to provide training in a specific area. The courses may teach a new skill or upgrade present skills leading to job promotion, supplemental income, or employment.

Small Business Center

The mission of the Small Business Center (SBC) is to increase the success rate and a 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 free of charge.

Personal Interest

Courses offered for personal growth or enjoyment are considered personal interest classes. They cover a variety of topic areas and are designed to make interested students stronger, well-rounded individuals as well as enhance the quality of life.

Columbus County NCWorks Career Center

Southeastern Community College serves as the host agency for the Columbus County NCWorks Career Center which is instrumental in connecting talent with local area employers. The Center provides job-training programs and services to help interested customers increase their skill sets and obtain meaningful employment.

At the NCWorks Career Center, customers have free access to labor market information and computers to search for job opportunities, along with access to job fairs and workshops that will help them connect with employers. Also, individuals can find out how to earn a Career Readiness Certificate, which is a recognizable skills credential that facilitates job placement, retention, and advancement.

The Center staff will help customers set up their profile on NCWorks Online, the state's official job search portal. Having a profile on NCWorks Online exposes individuals to employers across NC as well as matches their skills with those required for a job and provides access to wage and occupation projections.

Continuing Education Student Registration

Students registering for a continuing education class will complete a continuing education registration form, pay a registration fee, and sign receipt roster. (Procedure 3.1.9) Persons 18 years of age or older are eligible to enroll in continuing education offerings. Minors, 16 and 17-year-olds, 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 High School Equivalency Diploma Examiner. Both student and parent/legal guardian 312 must be in attendance. To schedule an appointment, call 910.788.6432.

Registration Fee(S) And Other Costs

- Occupational Extension/Workforce Continuing Education registration fees are set by the NC Legislators.
- Current fees are:
 - 0– 24 hours \$ 70
 - 25–50 hours \$125
 - 50+ hours \$18
- Note: Registration fees are waived for EMS, fire service, and law enforcement officers enrolling in courses designed to meet their training requirements.
- High School Equivalency testing fee(s) vary. Contact the High School Equivalency Diploma Examiner, for more information at 910.642.7141, ext. 432.
- Personal Development (community service) class registration fees are based on all instructional costs associated with each class.
- Student insurance fees are charged for select courses.
- Supplies and materials are needed for some classes.
- Registration fees and supply costs associated with classes are subject to change without prior notice.

Method(S) Of Payment

All fees may be paid by cash, check or money order.

Financial Assistance

Financial assistance with registration fees and books to gain new employment-related skills may be available through the Workforce Innovation and Opportunity Act (WIOA) and other funding sources. Interested persons should contact the Columbus County NCWorks Career Center located in the A Building or 910.642.7141 ext. 261.

Registration Fee Refunds

Registration fee refunds are made only under the following circumstances:

- A full refund will be made if the College cancels a class.
- A student who officially withdraws from a continuing education class prior to the first class meeting shall be eligible for a 100 percent refund.
- 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 ten 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.)
- 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 tenth calendar day of the class.
- 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 VP of Workforce and Community Development prior to the first session of the class.
- If a student who paid the required registration fee dies during that semester, all registration fees for that semester or term may be refunded to the estate of the deceased.
- 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 NC. In addition, the College will buy back textbooks through the college's bookstore to the extent possible.

Continuing Education Units

SCC awards continuing education units (CEUs) for non-credit occupational extension/workforce continuing education courses. CEUs will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for every 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.

Transcripts 313

Students enrolling in workforce/continuing education courses will have a permanent transcript on file at Southeastern Community College which lists all non-credit training taken through the college.

Occupational Extension/Personal Interest Transcript Request. Students must complete a Continuing Education Transcript Request form located on the College website and in the Workforce and Community Development Division office in T-building.

Official North Carolina High School Equivalency Diploma (GED) Transcript Request. Contact the High School Equivalency Diploma Examiner 910.642.7141, ext. 432.

Course Schedule

A course schedule is published and made available to the public prior to the beginning of each semester. Courses that begin during a semester are announced through the media. Up-to-date schedule information may be obtained by calling the Workforce and Community Development Division at the College and/or accessing the class schedule (www.scenc.edu).

Class Location

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 a specific geographical area of the county when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

Class/Seminar/Workshop Cancellation(S)

SCC's Workforce and Community Development Division reserves the right to cancel classes/seminars/workshops due to insufficient pre-registration and/or enrollment. A course may be canceled if fewer than eight (8) students enrolled. Many classes require that students are in attendance for the first class meeting.

Student Withdrawals - Continuing Education

Continuing Education students may withdraw from a class at any time during the semester. The instructor is required to withdraw a student from a class if he/she has missed five consecutive class meetings without contacting the instructor. Withdrawals must be indicated on the attendance sheet with a "W" on the date the student is withdrawn. (Procedure 3.1.26)

Identification Cards

All Workforce Continuing Education Nurse Aide and Pharmacy Tech students must obtain SCC photo identification (ID) cards. Cards are issued in the Nesmith Student Center. Students must present a valid driver's license or state-issued ID card and their class schedule at the time the ID card is made.

The student ID card is valid for one academic year ending in August of each year. SCC ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. The ID card also serves as a library card for curriculum students. Persons who do not have and/or display proper identification may be subject to disciplinary sanctions and/or asked to leave campus.

Temporary ID cards will be issued to students and staff at the switchboard in the A-Building lobby. Repetitive issuance of ID cards will be monitored and addressed as needed. Lost ID cards must be replaced and a fee of \$5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Nesmith Student Center in order to have their ID card replaced.

All on-campus Basic Skills students must obtain an SCC Basic Skills identification (ID) card issued in the Basic Skills Lab. The ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. Persons who do not have and/or display proper student identification may be subject to disciplinary sanctions and/or asked to leave campus. Lost ID cards must be replaced by an instructor in the Basic Skills Lab.

In compliance with N.C.G.S. 115D-5, as amended in the 2010 legislative session, and 23 N.C.A.C. 02C.0213 of the state board of community colleges code, students are permitted a minimum of two excused days each academic year for religious observances required by their faith. Students will be entitled to make up any tests or other work missed due to an excused absence for religious observance. To be eligible for these excused absences, students must complete the written application process within the appropriate timeframe. (Policy 3.7)

Students are permitted to request up to two (2) excused absences per class each semester for religious observances required by the faith of the student. Continuing education students will be granted the opportunity to make up work missed while absent from class for excused religious observances. The following outlines student and instructor responsibilities associated with these requests: (Procedure 3.7.2)

- Students must provide written request(s) for absence(s) to their instructor(s) at least one week in advance of religious observance. The written request should include student name, the course title, date of absence and a brief description of religious observance. Written requests will become part of class file(s) and will be turned in with attendance sheets at the end of each class.
- Instructor(s) will assist students on a case-by-case basis to make-up missed work.

The above procedure does not supersede continuing education attendance requirements for satisfactory course completion.

Workforce Continuing Education Grade Appeal Process

Grades are determined by the instructor and based on a fair and consistent system for all students. Appeals concerning grades given for a course must be directed to the instructor that assigned the grade. The instructor assigning the grade and the student appealing the grade shall discuss the issue and attempt to resolve the difference. Every reasonable effort should be made to resolve the issue at this level. This initial conference should occur within five working days of the issuance of the grade or the end of the semester. If the instructor and student fail to reach a satisfactory resolution at this level, the student may appeal according to the procedures described below:

- The student shall present the appeal in writing to the respective program coordinator/director within five working days after the conference with the instructor. The program coordinator/director shall confer with the student and instructor and attempt to seek a resolution by mutual agreement. (If applicable, the student should continue to attend classes throughout the appeal process.)
- If the student wishes to appeal the final decision of the program coordinator/director, the student must appeal in writing to the Vice President of Workforce and Community Development within five working days of the decision. The Vice President of Workforce and Community Development will convene the Workforce Continuing Education Review Committee.
- The Workforce Continuing Education Review Committee will consist of two instructors, at least one of whom, if possible, shall be qualified to teach the course; and a program coordinator/director. The instructor assigning the grade does not serve on the committee. During the appeal process, the appropriate program coordinator/director and/or instructor will provide all relevant information to the Continuing Education Review Committee. The student's written appeal will be provided to the committee.
- The instructor and student shall be afforded the opportunity to personally appear and provide pertinent information to the committee and ask questions of anyone providing documentation to the committee. Upon receipt of all relevant information, the committee shall determine whether the grade assigned by the instructor shall be upheld.
- Should the committee find the grade received by the student as appropriate, the committee chair will communicate the decision to the Vice President of Workforce and Community Development and upon approval by the Vice President of Workforce and Community Development, draft a response to the student within five working days.
- If the grade is not upheld, the committee shall make a decision as to how the grade shall be assigned to the student and will communicate the decision to the Vice President of Workforce and Community Development. If the Vice President of Workforce and Community Development approves of the decision, the Vice President shall notify, in writing, the instructor; the student; and the appropriate program coordinator/director of the committee's decision within five working days. The grade must be submitted within college guidelines.

- If the Vice President of Workforce and Community Development does not approve the committee's decision, the Vice President will respond to the student, the instructor, the appropriate program coordinator, and the committee members, with his/her decision within five working days.
- The decision of the Vice President of Workforce and Community Development is final.

Failure of a student to pursue a grade appeal in accordance with the provisions of this process or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.

This process shall apply to all continuing education courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery or other factors.

Student Grievance Process - Workforce And Continuing Education

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student- to-employee interaction during his/her association with SCC. General grievance appeals concerning processes, disciplinary actions or alleged unjust or discriminatory treatment may be addressed through this process. Grievances involving sexual harassment will be addressed by following Procedure 2.7.1, Anti-Harassment.

Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

Formal Resolution

Step 1: In the event that the grievance is not resolved informally, the grievant must meet with the supervisor/program director of the respondent individual against who said grievance has been filed, within five business days of the informal resolution meeting, and submit, in writing, a detailed explanation of the events or circumstances relevant to the grievance. This explanation should fully describe all aspects of the grievance, so it can be reviewed at every stage of the grievance process. Any necessary or pertinent documentation relevant to the grievance should be submitted with the written explanation.

The supervisor/program director has up to five business days to conduct an investigation, which includes affording the respondent an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the Vice President of Workforce and Community Development and the grievant. The grievant decision will be sent via official SCC e-mail, and documents will be sent by U.S. Postal Service.

Step 2: If the grievance is not resolved in Step 1, the grievant must contact the Vice President of Workforce and Community Development in which the individual is assigned within five business days of receipt of the response from the supervisor/program director and request a meeting to discuss the grievance. The five-day period begins the day following the official SCC e-mail that was sent by the supervisor.

After meeting with the grievant, the vice President has up to ten business days to conduct an investigation, which includes affording the respondent and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice President is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant copy will be sent via the official SCC e-mail system and the US Postal Service.

Step 3: If the grievant or the respondent is not satisfied with the response from the vice President, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days from the date that the official SCC e-mail was sent. The request for a hearing must be made to the Vice President of Student Services. The Vice President of Student Services will convene the Student Grievance Committee.

Student Grievance Committee For Students Enrolled In Workforce Continuing Education Programs

The Grievance Committee for workforce continuing education issues is made up of two continuing education students, one continuing education instructor, and two continuing education staff persons. Appointments to the Workforce Continuing Education Grievance Committee are made by the President or his/her designee.

No one can serve on the Student Grievance Committee if they have any involvement in the grievance. The Vice President of Student Services will schedule a hearing within five business days of receipt of the Hearing Request form. Following the hearing, the committee will communicate the decision to the Vice President of Student Services and upon approval from the Vice President of Student Services, draft a response to the grievant within five business days. If the committee's finding is not approved, the Vice President of Student Services will draft the response to the grievant.

The Decision Of The Student Grievance

If this document is not accessible, contact Disability Services at 910.788.6327, disabilityservices@sccnc.edu, or in A-124. Committee and Vice President of Student Services is final. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the President and all individuals involved in the grievance process.

Exceptions

- All parties will receive written notification of any deviation from specified time frame.
- The following exceptions apply if the respondent is a vice President or dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the Vice President of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

Student Rights And Responsibilities

Due Process

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility.

As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that Community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline is initiated when the presence of the students on campus or at college sponsored activities disrupts the educational process of the college, or if college discipline is required by law. When students' violations of the law also adversely affect the college's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If students' behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

Rights

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina are not denied to students.
- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.

- Students have the right to inquire about and to propose improvements in policies, regulations, and procedures 317 affecting government procedures, campus committees, and college offices.
- No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon students without due process. Due process procedures are established to guarantee students respondent of student code of conduct violations the right to a hearing, a presentation of charges; and evidence for charges, the right to present evidence; the right to have witnesses on their behalf and to hear witnesses on behalf of the complainant (s); and the right of appeal.

Appropriate Academic Behaviors

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

- Academic Participation: Students should express their views in classroom discussions in an appropriate manner
 when asked. 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.
- 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. Examples of inappropriate activities include, but are not limited to the following: using profanity or
 offensive language, texting or using cell phones, using other electronic devices to listen to music or to listen or
 view anything else not class related, attempting to carry on personal business with an instructor during class time,
 and carrying on side conversations.
- 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 since the instructor may have already taken attendance.
- 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. Individual instructor's policies will vary and will be documented in the course syllabus, 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 and success.
- Academic Focus: Students must focus on a class's activities while in that class. They must not work on nonrelated activities or sleep. If Internet use is a part of the class, students should use it only for class prescribed activities.
- 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 if they don't.

Student Conduct

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits. (Policy 4.5)

General Expectations 318

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:

- Students should have food or drink only in appropriate locations. Food and drink are not permitted in classrooms, labs or the auditorium.
- Students should treat each other and all college personnel with respect in all interactions.
- 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.
- Students must abide by all policies and procedures governing their behavior in the Policies and Procedures
 Manual, the Student Handbook, and in the Academic Catalog.
 The following types of student behavior may result in one of the sanctions described in the next section.
 If this document is not accessible, contact Disability Services at 910.788.6327, disabilityservices@sccnc.edu, or in A-124.
- Academic Dishonesty, that is, taking or acquiring possession of any academic material (test information, research papers, notes) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work (plagiarism).
- Theft of, misuse of, or damage to college property or theft of or damage to property of a member of the College community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at college sponsored or supervised functions off campus or in college owned vehicles; possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written
- Vulgar and offensive clothing is prohibited. Underwear must not be visible. Shirts and shoes must be worn at all times.
- Mental or physical abuse, injury, or attempt to injure any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way
 interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive
 environment.
- Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
- Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access to, ingress or egress of college facilities, and which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
- Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved
 activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any
 person.
- Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment. Ambling.
- Smoking and/or using other tobacco forms, including vaping.
- Littering on the campus or in buildings.
- Violation of college regulations regarding the operation and parking of motor vehicles.

- Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
- Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.
- Violation of a local, state, or federal criminal law on college premises that adversely affects the College community's pursuit of its proper educational purposes.
- Disobedience of the reasonable directions of college employees, including administrators, faculty, security, and other staff employees.

Student Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action is taken to restore and protect the sanctity of the community.

Interim Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the College until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension notifies the appropriate workforce continuing

education program director/coordinator in writing of the individuals involved and the nature of the infraction as soon as possible but no later than 24 hours after the incident.

The appropriate workforce continuing education program director/coordinator is responsible for implementing student discipline procedures.

Conduct Procedures

In order to provide an orderly protocol for handling student disciplinary cases in accordance with due process and justice, the following procedures are followed:

Charges: Any administrative official, instructor, or student may file charges with the appropriate workforce
continuing education program director/coordinator against any student or student organization for violations of
college regulations.

The individual(s) initiating the action must specify, in writing, the following:

- a. Name of the student(s) involved
- b. The alleged violation of the specific code of conduct
- c. The time, place, and date of the incident
- d. Names of person(s) directly involved or witnesses to the infractions
- e. Any action taken that related to the matter
- f. Desired solution(s)

The completed charge form is forwarded directly to the program director/coordinator.

Investigation And Decision

Within five working days after the charge is filed, the program director/coordinator completes an investigation of the charge and reviews findings with the Vice President of Workforce and Community Development. After discussing the infraction with the vice President, the program director/coordinator meets with the respondent student(s) to discuss the alleged infraction at which time the program director/coordinator impose a sanction consistent with those described below.

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• Reprimand: The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction. A record of this communication will be maintained.

- General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense or based upon a student's history of sanctions. General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action is taken. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final.
- Restrictive Probation: Restrictive Probation results in loss of good standing and may be used depending upon the severity of the violation and the student's history of sanctions. Restrictive conditions may limit activity in the College community. Unless otherwise noted, the individual is not eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final. Any violation of Restrictive Probation may result in immediate suspension.
- Restitution: The individual must pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
- Interim Suspension: The student is excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- Loss of Academic Credit or Grade: This sanction is imposed as a result of academic dishonesty or suspension for violation of the Student Code of Conduct.
- Withholding of Transcript, Diploma, or Right to Register: This sanction is imposed when financial obligations are not met
- Suspension: The student is excluded from class(es) and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Workforce and Community Development before returning to campus.
- Expulsion: The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.

Appeal Process

To appeal a disciplinary decision, a student may request a hearing by the Student Grievance Committee. Refer to Step 3, Formal Resolution, in the Student Grievance Process.

Williamson Library

Southeastern's Williamson Library houses a large microform collection (4,319) which includes The New York Times from its beginning in 1851 to a collection of local census and county records, and North Carolina historical newspapers.

The Williamson Library collection also includes over 61,500 books, more than 6500 audio-visual materials, and 40 print periodical subscriptions. The library provides access to the online catalog, local and NC LIVE databases, Research Guides, SCC Archives, and Veterans' Oral History Project at the <u>Williamson Library</u> webpage.

Students, faculty, staff, and community members have access to not only local resources but in-state and out-of-state resources through an Interlibrary Loan Service.

The Williamson Library provides 14 computer workstations for students and community members. Individual and group study rooms are also available on a first-come, first-served basis. The open computer (16 computers) and tutoring lab, testing center, and Distance Learning Department are now housed in the library.

The library maintains daytime and evening hours Monday through Thursday and daytime hours on Friday when classes are in session.

Cultural Events

The Richard F. Burkhardt Fine & 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 upon 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)

Region 4 Childcare Resource and Referral (CCR&R) serves as a lead Child Care Resource and Referral agency in southeastern North Carolina serving seven counties. As a lead CCR&R, we ensure statewide project goals and outcomes are accomplished by collaboration with childcare facilities and agencies serving children and families with young children 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. Services support families and the childcare system by:

- Gathering supply and demand data to show a need and help improve the local early education/school-age system.
- Equipping families with consumer education and public awareness materials that educate and inform on early care and education and assist with choosing childcare for their children.
- Providing referrals to childcare facilities when parents are searching for childcare arrangements.

Services also include the facilitation and development of pathways to higher education for the early childhood workforce by:

- Providing professional development and technical assistance opportunities to childcare providers.
- Maintaining and using a childcare/early care and education database, to document childcare needs and gaps and to generate reports.
- Playing a key role in informing the public and those affected by childcare policies.
- Acting 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) 788-6294.

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 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 910-788-6281.

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).

Educational Talent Search

Educational Talent Search is funded by the United States Department of Education to serve sixth through twelfth grade students in Columbus County. Two-thirds of the students enrolled must be from low-income families where they would be the first potential college graduate. The project's primary goal is to promote educational advancement by assisting students in obtaining a high school diploma, enrolling in a post-secondary institution, and obtaining a college degree. Free supportive services include career, academic, and financial literacy counseling; exposure to college campuses and cultural enrichment activities; connections to tutoring; assistance with college entrance exam preparation; and financial aid and college admissions application completion. For more information, interested persons should call (910) 788-6394.

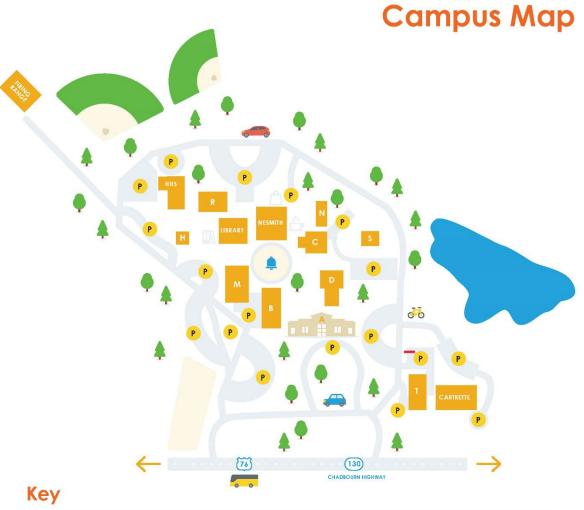
Campus Facilities

- **A-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 Arts & Sciences Division, and Technical Programs Division, as well as Retired Senior Volunteer Program {RSVP}.
- **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 on 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 NC Dept. of Public Safety, and continuing education healthcare training programs.
- **L-Building** / **The Williamson Library** is a 12,000 square-foot library with spacious reading and study areas as well as two meeting rooms. Distance education, testing services, and tutoring services are located in the library. The library also contains an open computer lab for students to use.
- **M-Building** is a one-story multipurpose structure that houses the Columbus Career and College Academy (CCCA), and the welding and air conditioning, heating, and refrigeration programs.
- **N-Building** houses the Printing Department and 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 the Child Care Resource and Referral (CCR&R) program, the phlebotomy program, the Early Childhood programs, 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 along with the Janice B. Simms Small Business Resource 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.

T-Building 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.

Southeastern Community College Campus Map



- Administration
- 1 Technical
- Science

Cartrette Building

- Auditorium
- (1) Child Development

HHS - Health & Human Services

Library - Williamson Library

- Multipurpose
- Nesmith Student Center
- Printing Services & Classrooms
- Nursing & Allied Health
- Maintenance
- Workforce Continuing Education

Parking

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Curriculum Calendar - 2020 - 2021

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Tan Semester 2020	
All Employees Meeting/First Workday of Semester	
Faculty Campus Days Fall Registration	
Fall Registration	Friday, August 14 (8:00-12 noon)
Classes Begin	
Add Period	
First 8-Week Session	
14-Week Session	
Holiday – Labor Day	
12-Week Session	
Fall Break	
Second 8-Week Session	
Priority Registration for Spring 2021 Semester	
All Employees Meeting (No Classes)	
Registration Begins for Spring 2020 Semester	
Holiday - Thanksgiving	
Exam Period (last scheduled class meeting)	Wednesday-Tuesday, December 9-15
End of Semester	Tuesday, December 15
Grades due by 12 Noon.	Wednesday, December 16
Faculty Campus Days	Wednesday-Friday, December 16-18
Spring Semester 2021 All Employees Meeting/First Workday of Semester	
Faculty Campus Days	
Spring Registration	
Spring registration	Tuesday-Thursday, January 5-7 (8:00-7:00 pm)
Classes Begin	
Add Period	
First 8-Week Session	
Holiday - Martin Luther King, Jr.	
14-Week Session	
12-Week Session.	Monday-Tuesday, February 8-May 11
Second 8-Week Session	
Priority Registration for Summer/Fall 2021 Semesters	
Faculty Campus Days	
Registration Begins for New Students	
Holiday - Good Friday	
Spring Break	Monday-Friday, April 5-9
Exam Period (last scheduled class meeting)	
End of Semester	
Grades due by 12 Noon.	
Faculty Campus Days	
Graduation	Friday, May 14
Summer Semester 2021 Summer Registration Thursday, May 20 (8:00-7:00 pm)	
Summer Registration	Friday, May 21 (8:00-12 noon)
Classes Begin	2. 2 .
Holiday – Memorial Day	
Summer Break	
Holiday – Independence Day.	
Exam Period (last scheduled class meeting)	
End of Semester	Thursday, July 22
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