

Blue Ridge Community College

2012-2013 Catalog
Volume 37

Henderson County Campus
180 West Campus Drive
Flat Rock, North Carolina 28731
(828) 694-1700

Transylvania County Campus
45 Oak Park Drive
Brevard, North Carolina 28712
(828) 883-2520 or (828) 694-1900

www.blueridge.edu

Blue Ridge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097, www.sacscoc.org) to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Fine Arts Degree (A.F.A.), the Associate in General Education (A.G.E.), and the Associate in Applied Science Degree (A.A.Sc.).

Blue Ridge Community College is an equal opportunity college.

Notices

Blue Ridge Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The College disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Blue Ridge Community College is an equal educational opportunity institution, which makes no distinction in the admission of students or in any activities on the basis of race, color, religion, gender, national origin, disability (as defined by law), or sexual orientation.

Blue Ridge Community College supports the protection available to members of its community under all applicable federal laws, including Titles VI and VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972, the Public Health Service Act (as amended by the Nurse Training Amendment Act of 1971), the Age Discrimination Act of 1975, the Age Discrimination Act of 1967 (as amended), the Equal Pay Act of 1963, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Executive Order 11246 of 1965 (as amended), and other related federal and state legislation pertaining to equal employment opportunity.

Inquiries concerning federal Title IX, Section 1681, and related laws may be addressed to:

Vice President for Finance and Operations
Blue Ridge Community College
180 West Campus Drive
Flat Rock, NC 28731
Telephone (828) 694-1716

Table of Contents

Message from the President.....	5
General Information	6
Admission.....	9
Advising and Registration	15
Tuition and Fees.....	17
Student Policies	23
Student Life	30
Student Conduct.....	34
Academic Support	41
Academic Programs	44
Academic Programs Course Descriptions	134
Continuing Education Programs.....	182
Continuing Education Course Descriptions	185
Board Of Trustees	186
Administration, Faculty and Staff	187
Index	198

2012-13 Academic Calendar for Curriculum Students

Fall 2012 Semester

Fall Semester Final Registration	August 14
Classes Begin	August 15
Labor Day Holiday	September 3
Fall Break.....	October 8
Thanksgiving Break and Holidays.....	November 21-23
Reading Day No classes.....	December 7
Final Exams	December 10, 11, and 12
December Graduation.....	December 14

Spring 2013 Semester

Spring Semester Final Registration	January 3
Classes Begin	January 4
Martin Luther King Holiday.....	January 21
Winter Break	February 19
Easter Holiday.....	March 29
Spring Break	April 1-5
Reading Day No classes.....	May 3
Final Exams	May 6, 7 and 8
May Graduation	May 10

Summer 2013 Term

Summer Final Registration	May 15
Classes Begin	May 16
Memorial Day Holiday.....	May 27
Independence Day Holiday.....	July 4
Last Class/Final Exam Day.....	July 25

Frequently Called Numbers

Henderson County Campus

180 West Campus Drive, Flat Rock, NC, 28731
(828) 694-1700

Transylvania County Campus

45 Oak Park Drive, Brevard, NC, 28742
(828) 883-2520

Curriculum Programs

Financial Aid.....	694-1816
General Information	694-1800
High School Programs	694-1817
Internet Courses.....	694-1890
Program/Course Information.....	694-1800
Registration.....	694-1811
Transfer Programs	694-1801
Tuition and Fees	694-1721

Continuing Education

Center for Lifelong Learning.....	694-1740
Community Enrichment.....	694-1743
Corporate Training	694-1744
English for Speakers of Other Languages (ESOL)	694-1731
Environmental and Safety Training	694-1767
GED Program.....	694-1635
General Information	694-1735
JobLink Career Center.....	694-1755
Small Business Center.....	694-1779
WebAdvisor Registrar	694-1646

e-mail: information@blueridge.edu

www.blueridge.edu

Message from the President



If this is your first look into the College you will find that we are dedicated to providing you with the best educational experience possible. We are committed to the belief that education should prepare people with the skills and abilities they will need to live a full, productive, and satisfying life.

That commitment is the motivation for everything we do at the College.

At the heart of Blue Ridge Community College is a dedicated and highly qualified faculty and support staff who work hard to make your learning experiences here challenging and rewarding. We are here to support you in attaining your educational goals. Whether your goal is a technical skill in which you wish to be certified, preparation for further study in a four-year institution, qualifications for a technical career achieved through an associate degree, pursuit of a technical interest or mastery of literacy and basic education, we want to provide instruction at convenient times and manageable costs.

Blue Ridge Community College is a vital part of all communities in Henderson and Transylvania Counties. However, our reach extends far beyond county lines, since many of the corporations here serve markets throughout the world. We recognize our obligation to keep at the forefront of information and technology in order to provide the best training and education for our students.

I want to thank you for your interest in Blue Ridge Community College. Education is a lifelong, life-sustaining journey. We are proud that you would consider us as a partner in your travels.

Molly A. Parkhill

Molly A. Parkhill, Ed. D.
President

General Information

History

Through the combined efforts of interested citizens of Henderson County, the college known today as Blue Ridge Community College (BRCC) was established as Henderson County Technical Institute in May 1969. At that time, the citizens of Henderson County approved a bond issue and a special tax levy which provided funds for the construction, operation, and maintenance of a physical plant for the school. The institution began operation on December 1, 1969, with the first course offered on January 8, 1970. The first full-time curriculum classes began on September 14, 1970. On October 12, 1970, the board of trustees voted to change the school's name to Blue Ridge Technical Institute. On July 9, 1979, they voted to change the name to Blue Ridge Technical College. The board approved the name of Blue Ridge Community College on September 14, 1987. Today, the College operates on two campuses. The Henderson County Campus is a 13-building, 128-acre complex two-and-a-half miles southeast of Hendersonville. The Transylvania County Campus occupies two large facilities on 9 acres in Brevard. Both campuses offer curriculum and continuing education classes. Blue Ridge opened an Environmental Training Center in 1998 which provides training to business and industry throughout the region. The Technology Education and Development Center on the Henderson County Campus and the Applied Technology Building at the Transylvania County Campus opened in 2008. The Henderson County JobLink Career Center and Blue Ridge Literacy Council are housed on the Henderson County Campus. BRCC is also the home of the Helping Hand Developmental Center and the Henderson County Work First Employment Services.

Mission Statement

Our mission . . . enriching the lives of those within our reach through education, training, and cultural activities.

Vision

BRCC will continue to provide programs of excellence in academics and training that foster economic vitality in our community. Our College will lead by example with our partners in business, industry, and education to improve the quality of life for the people we serve by:

- Promoting instructional excellence in all program areas
- Serving the lifelong learning needs for all citizens
- Expanding and enhancing programs to meet the evolving needs of our community
- Working closely with business and industry to train a competent workforce
- Strengthening partnerships to advance the mission of the College
- Enhancing customer service to all who come our way
- Increasing the retention and success of our students
- Increasing community awareness of the programs of the College
- Infusing appropriate technologies for problem solving and enhanced program delivery
- Developing a multi-culturally competent citizenry
- Developing responsive and effective education programs

Values

We value excellence in teaching, training, and student-centered learning.

We open our doors to all who seek knowledge and a better life through academic growth and development.

We value the diversity of all people and will make our programs accessible to all learners regardless of disabilities or physical challenges.

We believe that our faculty, staff, and administration should conduct themselves with the highest integrity in the classroom and beyond.

We will be candid and supportive with our students in the assessment of their skills and their progress on the journey toward knowledge.

We will be responsive to the changing needs of our community by providing targeted programming that improves the skills, knowledge, and economic progress of our workforce.

We will be the champions of innovation, ever vigilant for opportunities to improve the delivery and quality of instruction through changes in technology and educational research.

As a public educational institution, our faculty and staff are accountable to the people we serve to deliver the best programs possible to enrich the lives of those within our reach. Our students are accountable to their instructors to strive for improvement and demonstrate the mastery of identified, measurable educational objectives in every class attended.

These are the values of Blue Ridge Community College that guide our behavior and frame our dreams. As your community college, we pledge to demonstrate these values in all that we do and say as we work in partnership to make our community a better place in which to live and work.

Location and Facilities

Blue Ridge Community College Henderson County Campus is located on 128 acres on College Drive, between Airport Road and South Allen Road in Flat Rock, North Carolina. The 13-building complex provides over 358,000 square feet of floor space. In addition to offices, classrooms, laboratory space and student center areas, facilities also include a distance learning center, a 66,000-square foot Applied Technology Building, a comprehensive library, an Environmental and Safety Training Center, teaching and performance auditoriums, and a state-of-the-art Technology and Education Development Center that includes virtual training, television and audio recording studios, and a 1,000-seat conference hall.

The Transylvania County Campus is located on 9 acres on the corner of Oak Park Drive and Osborne Road in Brevard, North Carolina. The two-building complex houses instructional and office space, an Applied Technology Building completed in 2008, and the Blue Ridge Innovation Network, a 3,500 square-foot facility for small business incubation.

Situated near the Blue Ridge Mountains of North Carolina at an altitude of 2,140 feet, the College is easily accessible via Interstate 26, Highways 64, 25, 191, and 176. Commercial air service is provided by several major airlines which serve the Asheville Regional Airport located twelve miles north of Hendersonville. The location between the metropolitan areas of Asheville, North Carolina, and Greenville, South Carolina, place the College near the center of a rapid growth area in southwestern North Carolina. This location is also near several vacation/recreation destinations which include Flat Rock, the Pisgah National Forest, Brevard, Bat Cave-Chimney Rock, Biltmore House, and the Blue Ridge Parkway.

Accreditation

Blue Ridge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Blue Ridge Community College. Otherwise, the Commission should be contacted only if there is evidence that appears to support Blue Ridge Community College's significant non-compliance with a requirement or standard.

Blue Ridge Community College is an accredited member of the North Carolina Community College System and all programs offered by the College have been approved by the North Carolina State Board of Community Colleges. The Associate Degree Nursing Program is approved by the North

Carolina State Board of Nursing. The Surgical Technology Program is approved by the Commission on Accreditation of Allied Health Programs. The Early Childhood Program is accredited by the National Association for the Education of Young Children. The Emergency Medical Science Program is credentialed as a North Carolina Advanced EMS Education Institution by the North Carolina Office of Emergency Medical Services. The Emergency Medical Technician—Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs.

Blue Ridge Community College Educational Foundation, Inc.

Blue Ridge Community College Educational Foundation was founded in 1974, just five years after the institution was chartered. Today Blue Ridge Community College Educational Foundation is a separate organization affiliated with, and serving only, Blue Ridge Community College. It is governed by a Board of Directors and qualifies as a 501(c)(3) organization under the guidelines of the Internal Revenue Service. As such, the Foundation ensures to donors the tax deductibility for charitable gifts that is provided by state and federal laws. The mission of the Foundation is to aid, strengthen, and further in every proper and useful way the work and services of Blue Ridge Community College and to provide broader educational opportunities to its students, staff, faculty, and to the residents of Henderson and Transylvania Counties. In fulfilling its mission, the Foundation provides financial assistance to students through scholarships, a work-study program, and emergency loans and grants; purchases state-of-the-art equipment for use in classrooms; sponsors faculty development through special projects; enables the College to achieve its institutional effectiveness goals; provides start-up costs for new programs; and solicits monies for other College projects. Private support through the Foundation enables Blue Ridge Community College to keep pace with the educational changes occurring in its service area and in the lives of its students, faculty and staff, and the citizens it serves. For further information, contact Blue Ridge Community College Educational Foundation, 180 West Campus Drive, Flat Rock, North Carolina 28731, (828) 694-1710.

Core Indicators of Student Success (Year 2010-2011)

The State Board of Community Colleges has established standards of performance for measures that have been identified as being critical to ensure public accountability for programs and services at Blue Ridge Community College. These core indicators are listed below along with current data about the success of students and/or services.

Measure A: Progress of basic skills students; Description: Basic skills students include all adult literacy students. Progress of basic skills students is a composite measure that includes the percent of students progressing within a level of literacy, the percent of students completing a level entered or a predetermined goal, and the percent of students completing the level entered and advancing to a higher level. Results: Percentage of BRCC students who progressed within the level entered completed the level entered, progressed to a higher level: 75%

Measure B: Passing rates on licensure and certification examinations; Description: The percentage of first-time test-takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. Purely voluntary examinations are not reported. Results: 81% of all first-time test takers from BRCC passed an examination required for North Carolina licensure or certification prior to practicing the profession. The following indicates specific passing rates for BRCC students: Basic Law Enforcement: 89%; Cosmetology: *; Cosmetic Arts Esthetics: *; Cosmetic Arts Manicurist: *; Cosmetology Apprentice: 100%; EMT: 92%; EMT-I: 61%; EMT-P: *; Nursing: 71%; Real Estate: *. *No test takers

Measure C: Performance of College Transfer Students; Description: College transfer programs provide educational experiences that will enable transfer students to make the transition to a baccalaureate program and perform as well as the students who enroll as first-time freshmen at universities. The purpose of this measure is to compare the performance of community college associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts) who transfer to public North Carolina universities with students native to the four-year institutions. Results: 97% of BRCC college transfer students had a GPA greater than 2.0 after two semesters at a University of North Carolina institution.

Measure D: Passing Rates of students in developmental courses; Description: The percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better. Results: 79% of BRCC students completed developmental English, mathematics, or reading with a grade of "C" or better.

Measure E: Success Rate of Developmental Students in Subsequent College-Level Courses; Description: The performance of developmental students in subsequent college level courses will be compared with the performance of non-developmental students in those courses. Results: 86% of the students who completed a developmental course had a grade of "C" or better in subsequent college-level courses.

Measure F: Student Satisfaction of Program Completers and Non-Completers; Description: This indicator reports the proportion of graduates and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations. Results: 98% of graduates and early-leavers indicated the quality of the college programs and services met or exceeded their expectations.

Measure G: Curriculum Student Retention and Graduation; Description: This composite indicator consists of (1) number of individuals completing a curriculum program with a certificate, diploma, or degree; and (2) number of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs. Results: 66% of the fall 2008 cohort had either graduated or completed by the fall 2009.

Measure H: Client Satisfaction with Customized Training; Description: The percentage of businesses/industries who have received services from a community college indicating that their expectations have been met. This measure is intended primarily to determine the satisfaction of organizations that received services from a community college. Results: 97% of the businesses/industries surveyed indicated they were satisfied with the customized training provided by Blue Ridge Community College.

The entire 2011 Critical Success Factors report is at the following Web site:
<http://www.nccommunitycolleges.edu/Publications>

Admission

Entrance Requirements and Admissions Procedures

In keeping with the North Carolina Community College System's Open Door policy, Blue Ridge Community College enrolls students who are 18 years or older or are high school graduates or equivalent. For admission into all degree, diploma, and certificate programs, high school graduation or equivalent is required. Applicants who have not graduated from high school or otherwise fulfilled this requirement may do so by successfully completing the General Educational Development (GED) Tests. Applicants without a high school diploma or a GED may enroll in specific individual classes as a special credit student.

All applicants for admission are responsible for fulfilling the following steps:

1. Complete an application for admission and file with the Registrar's Office.
2. Have official copies of high school transcript and/or GED scores sent to the Registrar's Office. Official transcripts are those with the school seal and Registrar's signature and must arrive unopened from the issuing school or agency. Students whose required transcripts have not been received will be admitted on a provisional basis for one semester. Applicants to all allied health programs who have a GED or Adult High School diploma must also submit an official high school transcript if they completed ninth grade or higher. If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.), documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Vice President for Student Services. Students under the age of 18 who are high school graduates or the equivalent must provide official transcripts prior to enrolling.
3. Complete a set of pre-enrollment placement tests. The College uses the College Board's ACCUPLACER for placement testing. These tests examine the individual's levels of ability in reading, math, English, and computer skills so that the student can be placed in appropriate developmental level courses if necessary. These tests are not admissions tests. Placement testing may be waived under conditions outlined in the Placement Testing Waiver Policy. Students who place into STAR Center level reading will be allowed to enroll in curriculum courses for credit only after they have received appropriate remediation through the STAR program. Students who test into STAR Center English and mathematics must also receive appropriate remediation prior to enrolling in curriculum courses for credit. Students who place into STAR Center level math only or STAR Center English only will be allowed to take STAR Center directed studies and/or curriculum classes with approval of their academic advisor. Students who test into STAR Center computer skills may be required

to complete remediation prior to enrolling in distance education courses.

4. Meet with assigned faculty advisor.

A student is officially accepted to the College when all requirements are met and the student receives written notification from the Vice President for Student Services. Acceptance to the College does not necessarily imply admission to a specific curriculum since certain programs, such as those in the allied health area, may have additional entrance requirements.

The College reserves the right to refuse admission to any applicant during any period of time that a student is suspended or expelled from another college or educational entity due to non-academic disciplinary reasons.

When a student self-reports on the College application (or it otherwise comes to the College's attention) that he/she is currently expelled or suspended from another college or university, the following actions will be taken:

1. The student must complete and sign a "Statement of Confidential Information Form" and submit to each college or university formerly attended. The student's signed release on this form permits the college to inform BRCC of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any.
2. After BRCC receives the completed Statement of Confidential Information Form from all previously attended colleges, the Vice President for Student Services will review the information regarding any active suspension or expulsion and make the determination if the student should be provisionally admitted or denied admission.
3. The decision of the Vice President for Student Services is final.

Pre-Enrollment Placement Testing Waiver Policy

Students may waive the placement testing requirements under the following conditions:

1. Documentation of acceptable SAT or ACT scores: To be enrolled directly into first-level curriculum English or math courses, a student must have a minimum score of 500 on the applicable (English and Critical Reading or Mathematics) sections of the SAT, or a minimum of 18 on ACT English and 21 on ACT Reading or minimum of 22 on ACT Mathematics. SAT and ACT examinations must have been taken within the preceding three years.
2. Results of Accuplacer tests taken at another institution within the preceding three years and that meet the BRCC cutoff scores will waive placement testing. Other assessments that can be used to determine college readiness are ASSET, Compass, PLAN, and PSAT. Scores required for college readiness for all assessments may be obtained in the Student Services division.

3. The computer skills portion of the placement test will be waived for students who have completed Computer Applications in high school with a grade of "C" or better.
4. Transfer credit (grade C or better) received from a regionally accredited institution for first-level curriculum English, math, or computer courses will be accepted in lieu of placement testing. Developmental level courses may be considered for transfer credit if taken at a North Carolina Community College within the last three years. The student must submit an official transcript to receive transfer credit and to officially waive the need for placement testing. A maximum of 50% of the Total Semester Credit Hours in any program will be accepted in transfer.
5. For certificate programs without developmental prerequisites, testing may be waived based on a passing score on the NC Competency Test, Test of General Educational Development, or Iowa Test of Basic Skills.

Pre-Enrollment Placement Testing Retesting Guidelines

In general the ACCUPLACER placement tests provide a reasonable assessment of a student's abilities in English, reading, math, and computer skills. In some cases, however, students may question their placement in one or more of these areas.

Retesting: A student wishing to retake any part of the College's official placement test for any reason is allowed one retest attempt in each subject area. Students requesting a retest in a particular unit will be charged a fee for each unit in which a retest is desired. Fees are set annually by the College Trustees. Once the student has paid for the retest, he or she may receive a retest during a regularly scheduled official placement test session. Students will be placed in a course according to the better of the two test scores.

Associate Degree Nursing Admission Procedures

Phase I

1. Submit Blue Ridge Community College Associate Degree Nursing Application for Admission. This application is generally available in April of each year.
2. Submit official transcripts of all previous education. Transcripts must verify the following course work and grades:
 - High school math - "C" average or above
 - High school biology - "C" average or above
 - High school chemistry - "C" average or above
 If an applicant earned a GED, requirements will be met with the following:
 - Math - Standard score of 450 or above
 - Biology - Standards score of 450 or above on Natural Science
 - Chemistry - no GED equivalent

Students who have not met all of these prerequisites may do so by taking MAT 140 - Survey of Mathematics and MAT 140A - Survey of Mathematics Lab, BIO 090 - Foundations of Biology, and CHM 092 - Fundamentals of Chemistry. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.

3. Complete the Pre-Enrollment Placement Test. The following course work must be exempted or completed with a grade of "C" or above:
 - DMA 010 - Operations with Integers
 - DMA 020 - Fractions and Decimals
 - DMA 030 - Proportion/Ratios/Rates/Percents
 - DMA 040 - Expressions, Linear Equations, Linear Inequalities
 - DMA 050 - Graphs and Equations of Lines
 - DMA 060 - Polynomials and Quadratic Applications
 - ENG 080 - Writing Foundations
 - ENG 090 - Composition Strategies
 - RED 080 - Introduction to College Reading
 - RED 090 - Improved College Reading

Placement testing is waived for applicants with a bachelor's degree or college level English and math with a 'C' grade or above or applicants with acceptable SAT or ACT scores taken within the last three years. Acceptable scores are a SAT score of 500 or above on verbal and 500 or above on mathematics or an ACT score of 21 or above on English and 20 or above on Math.

4. Attend a Nursing Information Session. Dates will be posted in the application packet. Applicants who complete all steps of Phase I by the deadline listed in the application packet will receive a letter acknowledging their eligibility to pick up Phase II packets during the time frame published in the application packet.
5. Complete the Test of Essential Academic Skills (TEAS version V). A minimum composite score of 70 on the TEAS is required.

Phase II

Applicants who complete Phase I will be contacted by letter to pick up Phase II materials. Applicants will be required to sign that they have received the packet and instructions.

To complete the Phase II application process, the candidate will be required to submit the following items to the Dean for Allied Health.

1. Acknowledgement of applicant's ability to provide safe nursing care to the public. The applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative of their ability to provide safe care to the public.

2. Completion of the enclosed form noting education endeavors (specific course work), accomplishments (certifications, degree, etc.), and work/volunteer activities.
 - a. Transcripts must be on file in the Registrar's office.
 - b. Photocopy of certification, degree and or diploma enclosed in packet.
 - c. Documentation by employer or supervisor on letterhead stationary indicating dates for work or volunteer activities, role and function and enclosed in a sealed envelope within the packet.

Points are awarded for grades in specific courses and the applicants TEAS score. Details of the point value system are listed in the application packet.

After the deadline for Phase II applications, each applicant's file will be evaluated. Points will be based on documentation provided and evaluation of transcripts. The applicants with the highest points will be accepted until the 54 available spaces are filled. Then the next 15 will be designated as alternates. Notification of provisional acceptance or non-acceptance will be mailed by mid-April.

Full acceptance into the program will be pending the following requirements:

1. Successful completion of a North Carolina approved Certified Nurse Aide I Program AND current listing on the North Carolina Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. The Certified Nurse Aide I Training Program must include theory, lab, and clinical components.
If an applicant has taken the Certified Nurse Aide Program in a state other than North Carolina this will be considered on an individual basis if the student is listed on the North Carolina Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. It will be the responsibility of this applicant to show documentation that the course they took contained a theory, clinical, and lab component.
2. A medical form verifying acceptable levels of immunization, physical, and mental health will be required prior to entering the nursing core classes in the fall.
3. Verification of current and continued American Heart Association Cardiopulmonary Resuscitation for a healthcare provider.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of C or better in each required course in the major to remain in the program.

Basic Law Enforcement Training Admission Procedures

Applicants for admission to the Basic Law Enforcement Training (BLET) Program must:

1. Have graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate that meets the minimum requirements set by the State of North Carolina.
2. Pass a reading test with a 10 grade level or higher score (administered by staff prior to admission)
3. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and /or the NC Sheriffs' Education and Training Standards Commission which include:
 - a. Be a citizen of the United States;
 - b. Be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
 - c. Be of good moral character;
 - d. Be free of:
 - (1) Any convictions of any serious crimes, civilian or military;
 - (2) Recent convictions of driving while impaired or under the influence; and
 - (3) Major motor vehicle law infractions
 - e. Be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of law enforcement officer.
4. Have not ever committed or 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 for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
 - d. Four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or;
 - e. Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
5. Complete a Reading Test and score at a 10th grade reading level or higher. This test will be administered by staff prior to admission.
6. Possess a valid North Carolina driver's license.

Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health

certification and proof that all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission are met.

Prior to enrollment in the BLET program an accepted applicant must provide the BLET Coordinator with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include a Cholesterol Screening Report and Medical Release Form for Basic Law Enforcement Training. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

PROCEDURES FOR ADMISSION:

1. Obtain a BLET application packet and schedule a Reading Test with a law enforcement program area staff member.
2. Complete the Application for Admission.
3. Schedule an appointment with the BLET Coordinator, named on the face of the application. At this interview, the applicant will submit the application.

ADMISSION INTERVIEW

Each applicant is interviewed by the BLET Coordinator. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any serious crimes, civilian or military; recent convictions of driving while impaired or under the influence; and major motor vehicle law infractions and to determine the disposition of such charges. At the interview, the applicant will be given additional information relative to details of the schedule, total cost of the program, attendance policy, etc. The applicant will be required to sign waivers which allows the applicant to participate in the training.

Early Childhood and School-Age Education Practicum Requirements

To register for the practicum courses in the early childhood or school-age programs, students will be required to sign that they have received the practicum packet and successfully complete the following process with the lead instructor of either the school-age or early childhood program.

1. Submit a completed practicum application form.
2. Complete an acknowledgement of applicant's ability to provide safe care of children. The applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative to their ability to provide safe care of children.
3. Effective January 1, 1996, anyone working, or wanting to work, in child care must complete a criminal records background check. For compliance with North Carolina Division of Child Development regulations, a criminal background check is a search of local, state, and/or

federal records to determine if a person has been convicted of a crime. The results of the background check are used to decide if the person's experience is fitting to care for children.

4. Sites hosting Blue Ridge Community College students in practicum experiences may require a criminal background check, a medical release, or additional requirements.

High School Student Enrollment

A high school student enrolled in a North Carolina public school system, private high school system, or home school may enroll in a course(s) at Blue Ridge Community College through Career and College Promise, provided that the student meets one of the following sets of criteria:

For students wishing to take classes under one of the Core 44 College Transfer Pathway programs of study, the student must:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses; and
- c. Demonstrate college readiness on an assessment or placement test. A student must demonstrate college readiness in English, reading, and mathematics to be eligible for enrollment in a Core 44 College Transfer Pathway.

For students wishing to take classes under one of the Career and Technical Education Pathway programs of study, the student must:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- c. Meet the prerequisites for the career pathway.

Tuition is waived for high school students taking courses under an approved Career and College Promise Pathway. High school students are responsible for their own transportation to and from the Blue Ridge Community College Henderson County Campus and the Transylvania County Campus.

All other applicable College regulations apply to high school students upon their admission to Blue Ridge Community College.

All other provisions of the North Carolina Administrative Code and the Manual on Cooperative Programs in North Carolina High Schools and Community Colleges apply to high school students. For further information, contact Student Services on either campus.

Surgical Technology Admission Procedures

Level I: Surgical Technology – Diploma Program

All Surgical Technology applicants must complete the requirements listed in steps 1-5.

1. Submit Blue Ridge Community College Surgical Technology application for admission. The application is generally available in November of each year.
2. Submit official transcripts of all previous education. Transcripts must verify the following course work and grades:

High School math – “C” average or above

High School biology – “C” average or above

If an applicant earned a GED, requirements will be met with the following:

Math – Standard score of 450 or above

Biology – Standard score of 450 or above on Natural Science

Students who have not met all of these prerequisites may do so by taking MAT 140 - Survey of Mathematics, MAT 140A - Survey of Mathematics Lab, and BIO 090 – Foundations of Biology. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.

3. Complete the Pre-Enrollment Placement Test or waiver of test based on Placement Test Waiver Policy cited in the Blue Ridge Community College Catalog. The following course work must be exempted or completed with a grade of “C” or above:

ENG 080 - Writing Foundations

RED 080 - Introduction to College Reading

ENG 090 - Composition Strategies

RED 090 - Improved College Reading

DMA 010 - Operations with Integers

DMA 020 - Fractions and Decimals

DMA 030 - Proportion/Ratios/Rates/Percents

DMA 040 - Expressions, Linear Equations, Linear Inequalities

DMA 050 - Graphs and Equations of Lines

DMA 060 - Polynomials and Quadratic Applications

CIS 070 - Fundamentals of Computing

Placement testing is waived for applicants with a Bachelor degree or college level English and math with a ‘C’ grade or above or applicants with acceptable SAT or ACT scores taken within the last three years. Acceptable scores are a SAT score of 500 or above on verbal and 500 or above on mathematics or an ACT score of 21 or above on English and 20 or above on Math.

4. Attend a Surgical Technology information session. Dates will be posted in the application package.
5. The first twenty (20) applicants meeting the above requirements will receive acceptance into the program. Once twenty applicants are accepted, a waiting list of fifteen applicants will be formulated. A medical form verifying acceptable levels of immunization, physical health, and mental health will be required prior to entering surgical technology core courses in the fall.

Level II: Surgical Technology - Associate Degree Program

The Advance SUR courses are individually tailored for surgical/special areas of concentration. The applicant must complete the requirements listed in steps 1-5.

1. Make an appointment with the Surgical Technology Program Faculty.
2. Successfully pass the National Certification Exam and provide proof of current CST card.
3. Present proof of current American Heart Association Cardiopulmonary Resuscitation Healthcare Provider level certification.
4. Documentation of 500 hours or more work experience or documentation of having been the primary scrub on 125 cases or successful completion of the SUR 212 course.
5. Two references – forms will be provided by Program Faculty.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of “C” or better in each required course in the major to remain in the program.

International Students

The College is authorized under federal law to enroll non-immigrant alien students. An immigrant is subject to the same considerations as a citizen. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. The Test of English as a Foreign Language (TOEFL) with a score of 550 or above on the paper-based test or 215 or above on the computer-based version is required for all international applicants except those from countries where English is the native language or those applicants with college-level English transfer credit from an accredited United States institution. Additionally, the college pre-enrollment placement test and documentation of financial support for one year’s tuition and living expenses are required of all international applicants seeking a completed I-20 Form for student visa status. International applicants should contact Student Services at Blue Ridge Community College for additional information. Alien Registration Card holders are admitted under the same guidelines used for U.S. citizens.

Undocumented Individuals

The College admits undocumented individuals pursuant to the NC Administrative Code (23NCAC 02C.0301) and guidelines from the North Carolina Community College System as follows:

1. An undocumented immigrant with a diploma from a United States public high school, private high school, home school, or Adult High School that operates in compliance with State or local law is eligible to be admitted to Blue Ridge Community College. Undocumented individuals with a General Education Development (GED) diploma do not meet this criteria and are ineligible for admission.
2. Undocumented students are required to pay the out-of-state tuition rate.
3. A student who is lawfully present in the United States will always have priority for a space or program of study over a student who is an undocumented student. Undocumented students cannot enroll into a class or program of study for which there are waiting lists and must wait until the conclusion of the last published (i.e. late) registration period to register for classes
4. Undocumented individuals may not be admitted into courses of study where licensure is required for employment.
5. Undocumented individuals who are high school students (public, private, or home school) in North Carolina who meet the eligibility criteria may enroll in college level courses consistent with Career and College Promise guidelines.
6. Undocumented students may enroll in non-college level courses or programs including GED preparation courses, Adult Basic Education, Adult High School, English as a Second Language, and other continuing education courses less than college level.
7. Undocumented or battered illegal aliens who have been determined to meet one of the qualifying conditions set forth in Federal Law, 8 USC Section 1641, are eligible for college level courses. It is the applicant's responsibility to produce sufficient documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.

Out-Of-State Students

Applicants classified as out-of-state for North Carolina tuition purposes are admitted under the same regulations as North Carolina residents. See also Residency for Tuition.

Practicum/Clinical Requirements

Sites hosting Blue Ridge Community College students in practicum/clinical experiences may require a criminal background check, a medical release, immunization records, or additional requirements.

Provisional Students

Students applying too late to furnish pre-entrance requirements before the registration period may be permitted to enter the college as a provisional student after an interview with the Vice President for Student Services or a counselor. Once students have fulfilled all admission requirements (application, transcripts, and tests if required), they will be accepted in good standing. All students must fulfill these requirements by the end of their first semester. Note: Students under the age of 18 who are high school graduates or equivalent must provide official transcripts at the time of application for admission.

Readmission

Students with credit from Blue Ridge Community College who withdraw for any reason before completing the requirements for a degree, diploma, or certificate may be readmitted by submitting a Returning Student Form or the College application. A conference with a counselor will be required for students returning after academic probation or suspension. Programs of study are under continuous review and course requirements are subject to change as students return after an absence of one or more semesters. The current academic catalog determines program requirements. See also Academic Forgiveness and Academic Probation.

Advising and Registration

Dates for registration will be published prior to the beginning of each semester. Students are expected to register on the day or days specified for each semester. In cases of late registration, absences will be counted beginning with the student's registration.

Changes in schedules must be approved by the student's faculty advisor or appropriate dean. The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

Academic Advising

This institution views student advisement as one of its most important functions. Each student is assigned a faculty advisor who is usually a faculty member from the curriculum in which the student is enrolled. Advisors assist students in selecting and scheduling appropriate classes and developing future academic and career plans. Advisors may also refer students to other available campus resources.

Students are required to meet with their faculty advisor each semester for assistance in completing an Educational Plan on BRCC's online WebAdvisor system. Advisors' office hours are posted on their office doors and on the College Web site. It is important that students realize that it is ultimately their responsibility to familiarize themselves with specific course and program requirements so that they may complete their goals while enrolled at the College.

Academic Advising Center

College Transfer students in the Associate of Arts and Associate of Science majors will meet with a faculty advisor in the Academic Advising Center to receive academic advising, create an Educational Plan, and/or get assistance with WebAdvisor. All other students will see an assigned faculty advisor in their program area.

Bookstore

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may also be purchased online at www.blueridgebooks.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore Web site at www.blueridgebooks.com.

Orientation

To promote rapid and sound adjustment to the educational philosophy, program, and standards of the College, new curriculum students are required to participate in an orientation program prior to registration.

Note: ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Prerequisites/Corequisites

Prerequisites: Prerequisites include developmental course work as prescribed by placement testing, the preceding course in a sequence of courses, or a high school course. Certain programs require prerequisite courses be completed prior to fall enrollment. The advisor and the student must discuss the waiver of any course prerequisite; any request must be made prior to the process. There must be adequate documentation, which demonstrates that the student has the ability to be successful in the course materials. Developmental course prerequisites, however, may not be waived.

The decision to waive a prerequisite course will be made by the appropriate dean after consultation with the student's advisor, the department faculty, and the student. The Vice President for Instruction, who will provide written notice to the Registrar, must approve the decision.

If a student registers for a course without meeting the prerequisite(s), the student will be officially dropped prior to the first day of class unless a waiver is granted.

Corequisites: Corequisite courses should be taken the same semester. Exceptions may be approved by the appropriate dean and will be documented in the student's academic file.

Priority Registration

Priority Registration dates are published in this Handbook. All currently-enrolled curriculum students are strongly encouraged to register during Priority Registration in order to get the courses they need to progress in their programs.

Registration for Continuing Education Students

Pre-registration for continuing education classes can be made in person, online, or by mail with enrollment available on a first-come, first-serve basis. Late registration is held at the first class meeting if space is available.

Special Credit Students

Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission and documentation (transcripts) of prerequisite coursework, if applicable. Special credit students who later wish to enroll in a program of study must complete all admission requirements

and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate.

Student Classification

A full-time student is a student enrolled in a given semester with twelve (12) or more semester hours of credit. A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A freshman is a student who has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed half or more of the required credit hours of an associate degree program.

Withdrawals from Courses

This policy applies to all Blue Ridge Community College curriculum courses.

Withdrawals from Courses

A. Voluntary withdrawals from curriculum courses

1. A student may only drop a class for a partial refund on or before the official 10% date of the semester. After the schedule adjustment period (first three class days of the semester), students who drop one or more of their courses on or before the official 10% date of the term must log into WebAdvisor to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.
2. Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean.
3. All official withdrawals must be submitted to the Registrar during the first 75% of the term. Students may not voluntarily withdraw from a class during the final 25% of the term.
4. Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an F in the course. For semester classes the 75% point occurs at the end of the 12th week. For summer semester it occurs in the middle of the seventh week. Deadline dates will be published in the Student Calendar.
5. In the case of a withdrawal, the student will receive a grade of W which will not influence the grade point average, but which will appear on the student's official transcript.
6. Students receiving financial aid should notify the Financial Aid Office if they withdraw from a course or withdraw from the College.

B. Involuntary withdrawals from curriculum courses

1. Students who register for a course and do not attend classes prior to 10% of the contact hours of the course will be dropped by the instructor on the census roster and be given a grade of NS.

2. Any student who accumulates absences in excess of 10% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class during the final 25% of the term for excessive absences, the student will receive a grade of F.
3. The instructor may make exceptions to this policy in cases of extenuating circumstances such as serious illness or job transfer and award a grade of W during the final 25% of the term. These exceptions must be approved by the appropriate Dean and the Vice President for Instruction.

Tuition and Fees

Residency for Tuition

Under North Carolina law, a person must qualify as a resident for a curriculum tuition rate lower than that for non-residents. North Carolina statute 116-143.1 requires 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 or her classification as a resident for tuition purposes." Substantial inquiry is made on the application for admission to determine initial classification.

New applicants and returning students classified as out-of-state for tuition purposes are responsible for submitting the North Carolina Residence and Tuition Status Application to the admissions office for reclassification to in-state status. Applications are available at the Student Services receptionist desk in the Sink building. Individuals are encouraged to submit the application as early as possible. The admissions office will review the application, make a determination as to the individual's residency/non-residency status, and then will advise the individual of the decision. The change in classification, if deemed to be warranted, shall be effective at the beginning of the next academic semester following the reclassification. Applications received less than two (2) weeks prior to registration for a semester may result in a delay in reclassification until the following academic semester.

Students who provide false residency information or knowingly withhold residency information shall be deemed to have submitted a fraudulent application. Students making fraudulent application are subject to reclassification and payment of the difference between out-of-state and in-state tuition for the enrolled term(s) intervening between the fraudulent application and its discovery.

Regulations concerning the classification of students by residence are set forth in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available in Student Services for student inspection.

Tuition for Curriculum Students

Tuition rates for Blue Ridge Community College are established by the North Carolina General Assembly. These rates are subject to change.

Resident of N.C.

\$69 per semester hour
 16 or more semester hours \$1,104

Non-resident

\$261 per semester hour
 16 or more semester hours..... \$4,176

Other Fees and Expenses for Curriculum Students

Student Activity Fee

The student activity fee is applicable to all curriculum students and is non-refundable after the 100% refund period. This fee will be charged for Fall and Spring semesters only. The student activity fee is waived for students taking only distance education classes which do not require attendance on campus.

Students taking:

12 or more semester hours..... \$25
 6 - 11 semester hours \$22
 1 - 5 semester hours \$20.50

Accident Insurance Fee \$1.30

Students are required to take limited coverage accident insurance while enrolled. The amount varies each year. The accident insurance fee is waived for students taking only distance education classes which do not require attendance on campus. This insurance fee is not refundable after the 100% refund period. Due to the changing nature of the insurance industry, types of policies and rates are subject to change without notice. Blue Ridge Community College is not liable for injury suffered by students while participating in classes, shop work, or other school activities.

Textbooks, Supplies, and Tools

Costs for textbooks, supplies, and tools are variable depending on the student's enrollment status and program. Students are required to have the textbooks, supplies, and tools prescribed in the curriculum program they are entering. New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at www.blueridgebooks.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore Web site at www.blueridgebooks.com.

Transcript Fee is \$3 for an official transcript. An unofficial transcript can be obtained through WebAdvisor at no fee.

Technology Fee

The technology fee is applicable to all curriculum and continuing education students and is non-refundable after the 100% refund period. The fee is charged each semester.

Curriculum students

12 or more semester hours..... \$16
 6 - 11 semester hours \$11
 1 - 5 semester hours \$6

Professional Liability FeeVaries
The Professional Liability Fee is charged to Associate Degree Nursing, Surgical Technology, Emergency Medical Science, and Cosmetology students.

Pre-Enrollment Placement Test Retest Fee \$5 per unit

Graduation Fee \$20
The fee covers graduation expenses for degrees, diplomas, and certificates and is payable during registration for the semester in which the student expects to complete a program of study. Invitations, caps, and gowns may be purchased at the student's expense in the bookstore prior to graduation.

Course FeesVaries
Other course fees may apply ranging from \$10 to \$75.

Tuition and fees paid by students do not represent the total operating expenses of the College. The balance is provided by local, state, and federal tax funds.

Tuition and fees must be paid in full or deferred through the College tuition payment plan by the published tuition payment deadline or the student's schedule will be deleted. North Carolina residents at least 65 years of age are exempt from tuition for the first 6 credit hours taken. Each credit hour above 6 will be billed at the current tuition rate. High school students at least 16 years of age who are enrolled at least half-time in high school courses are exempt from tuition for select courses. However, all students are required to pay the student accident insurance fee, the technology fee, and the activity fee. If high school students are enrolled in Blue Ridge Community College courses offered on a high school campus, the student accident insurance fee, the activity fee, and the technology fee may be waived. The student accident insurance fee and the activity fee may also be waived for the distance learning student who does not attend the Blue Ridge Community College campus. However, it is the responsibility of the student to notify the business office of the high school or distance learning status at the time charges are paid.

Deferred Payment Plan

The College offers a deferred payment plan for curriculum students. The amount of tuition and fees that can be deferred is determined by the amount due and deferred payment plan enrollment date. Enrollment and service fees may apply. The Deferred Payment Plan is not available for summer term. Information is available from the Division of Finance and Operations or faculty advisors.

Fulfillment of Financial Obligations

Students are responsible for any and all amounts due on their account. Continuing Education students must pay all required course fees or provide an authorization letter for sponsor payment at the time of registration for the course. Curriculum students must pay all tuition and fees in full, officially enroll in the Deferred Payment Plan (Fall and Spring semesters only), have pending financial aid showing on their account, or provide an authorization letter for sponsor payment by the

payment deadlines published for each semester. Curriculum students are considered to have a past due balance if a balance is still due on their account after the published payment deadline or on the last day of academic semester for which the charges are incurred. This balance could have resulted from failure to adhere to the conditions of the Deferred Payment Plan, financial aid was reduced or revoked, or a sponsor declined payment for any reason. Failure to pay any past due balance in full may result in:

- Unable to register for any classes
- Unable to receive grades or official transcripts
- Account may be turned over to the North Carolina Department of Revenue or North Carolina Attorney General's Office for collection
- Account may be turned over to a collection agency where credit could be adversely affected

Attempts are made during the semester for collection through billing statements that are to be mailed for all outstanding accounts. Past due accounts will have a second notice mailed at the end of the semester. If no collection is made within 30 days of the second notice, a third and final personal letter will be sent. The letter will detail the date, purpose and amount of the debt as well as advise the student of the State policy regarding grades, transcripts and registration for future classes. If the above procedure fails within 30 days the following collection options are available to the college based on the amount past due:

- Any account over sixty (60) days past due may be turned over to the NC Department of Revenue, Set-Off Debt Unit, to collect from your NC State Tax Refund until your account is paid in full. This is in accordance with G.S. Chapter 105A of the North Carolina General Statutes, Set-Off Debt Collection Act.
- Any account over sixty (60) days past due may be turned over to the NC Attorney General's Office, Collection Section where legal action may be taken to collect the outstanding debt.
- Any account over sixty (60) days past due may be turned over to a collection agency where credit may be adversely affected. Once the account has been submitted to a Collection Agency, payment must be remitted to them directly.
- Payment plans and/or other payment arrangements are not available to past due accounts.

Fees for Continuing Education Students

To comply with North Carolina law, nominal registration fees are charged for continuing education courses. The fee for each course is indicated in the schedule of courses and usually ranges from \$65 to \$175. There is no charge for volunteer rescue and lifesaving personnel or local law enforcement officers for their special extension training programs. Students are responsible for buying supplies and materials as necessary. Basic Skills programs are provided at no charge to the participants.

The registration fee for continuing education computer classes includes a \$5 computer use and technology fee. This is required and is non-refundable after the 100% refund period.

A \$10 graduation fee is charged to basic law enforcement students. A \$15 graduation fee is charged to paramedic students.

In some cases, allied health and emergency medical courses may carry additional costs such as professional liability fees and course lab fees. A complete list of fees is available from the program director/coordinator upon request.

Tuition Refund Policy, Curriculum Students

Title 23 of the N.C. Administrative Code, 2d.0200, states that a 100% refund of tuition shall be made if the student officially withdraws prior to the first day of classes of the semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled. A 75% refund of tuition may be made if the student officially withdraws from the class(es) after the class(es) begins but prior to or on the official 10% point of the semester. Students must contact their instructor or the appropriate dean to officially withdraw from a class after the academic semester begins. The student's signature is required on the drop card.

Refunds for official withdrawals from classes beginning later in the semester than the scheduled date in the academic calendar (e.g., telecourse and second session classes) are as follows: 100% if officially withdrawn before the first day the class meets; 75% if officially withdrawn prior to or on the 10% point of class. Student fees are not refundable. Questions about the College tuition refund policy should be directed to the Vice President for Student Services. Requests for refunds will not be considered after the 10% point. Refunds will be made by check to the student if the payment was made by cash or check. If payment was made by credit or debit card, refunds will be made to the card used. Refunds will be written at the earliest date following the 10% point of the semester, as determined by the Division of Finance and Operations.

Federal regulations require a refund calculation for all students receiving Title IV funds who officially withdraw from the semester on or before the 60% point in semester. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student's account, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment.

Tuition Refund Policy, Continuing Education Students

The College may refund continuing education registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% refund of the registration fee.

This refund is limited to the fees paid and does not include textbooks or supplies.

Students should request a refund in writing, by e-mail, or complete a Course Withdrawal Form. Course Withdrawal forms must be received by the Continuing Education Office on or prior to the deadlines listed above before a refund can be initiated. Forms are available at the Continuing Education Office or on the College Web site www.blueridge.edu.

Financial Aid

Students may receive assistance through federal programs, state programs, and local scholarship funds. Funds may also be available for veterans and children or spouses of deceased or disabled veterans through the Department of Veterans Affairs. Students should be aware that some certificate curriculum programs are not eligible for federal or state financial aid, some diploma curriculum programs are only eligible for a prorated amount of federal financial aid, and some diploma and certificate programs are considered clock-hour programs for purposes of financial aid eligibility. You should check with the Financial Aid Office to see if your program of study is one of those affected.

Initial Application for financial aid should be made at the time of applying for admission to the College. Although processing of the Free Application for Federal Student Aid (FAFSA) only takes the federal government a couple of days, it may take up to two weeks longer if verification of information is required and corrections processed. Renewal financial aid applications are due each year, preferably after US Income Taxes have been filed. Priority dates for having your financial aid file complete in order to cover charges for that term are August 1 (Fall Semester), December 15 (Spring Semester) and May 1 (Summer Semester). If you do not meet those dates, another payment arrangement should be made in order to hold your classes. However, your financial aid may still be processed after the semester begins. The Blue Ridge Community College Federal School code number is 009684. The Free Application for Federal Student Aid may be completed online at www.fafsa.gov.

The College is required by Federal regulations to verify the application data provided by some students. All financial aid applicants should utilize the Data Retrieval Tool to secure their information from the IRS, or be prepared to provide the Financial Aid Office with an official tax transcript from the IRS. Other documents may also be requested. Students must enroll in an eligible program, be a high school/GED/AHS graduate, be a U.S. citizen or eligible non-citizen, and not be in default on a federal loan or owe on a Pell Grant overpayment. In order to be eligible for federal student aid funds, a student must maintain Satisfactory Academic Progress.

Satisfactory Academic Progress

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. BRCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance. In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. Students must successfully complete at least 67% of their cumulative credit hours attempted during their enrollment at BRCC.
2. Students must maintain a cumulative grade point average of 2.00 (C) or higher at BRCC.
3. Students must complete their program of study in a time frame not to exceed 150 percent of the credit hours required of the program. All credit hours attempted will be counted even if the student changes programs.

Withdrawal: Students who officially withdraw from classes (or are withdrawn unofficially by their instructor for non-attendance) should understand their withdrawal might affect their eligibility for future financial aid determined by this Satisfactory Academic Progress policy. Students who withdraw from all of their classes may be subject to the Return of Title IV Funds Policy for the current semester.

Grades: Grades of A, B, C, D or CR will be considered as hours attempted and earned. Grades of F, W or I will be considered as hours attempted, but will not be considered as hours earned. Grades of NS or Y will not be counted as hours attempted or earned. Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame.

Repeated Courses: Students are permitted to repeat a class in which their prior grade was a "W", "F", or a "D". This provision may not apply to a student who is receiving VA benefits.

Concurrent Enrollment (Consortium Agreement): A student's academic progress will be calculated by BRCC as the Home Institution, with the 67% rule being calculated based on total number of hours attempted at both institutions and the GPA requirement from BRCC only.

Developmental Courses: Developmental courses (designated by course numbers below 100, e.g. MAT 060) are eligible for inclusion in receipt of financial aid, and therefore, meeting Satisfactory Academic Progress guidelines. However, a student may only receive financial aid for a maximum 30 credit hours of attempted developmental courses.

Review Process: It is the student's responsibility to be aware of his/her eligibility for financial aid. Each student's academic record will be evaluated at the end of every semester to determine their eligibility for financial aid the next term. Once a student becomes ineligible for financial aid based upon his/her failure to meet the minimum guidelines for attempted hours and/or GPA, the student will be placed on Financial Aid Warning for ONE semester. The student is eligible to receive aid during that semester. If the student fails to regain eligibility at the end of the warning semester, financial aid will be suspended and the student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment after they meet both the 67% hours attempted AND the 2.00 cumulative GPA requirements, as long as they are within the 150% maximum time frame.

Appeal Process: A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for Satisfactory Academic Progress may appeal their status to the Financial Aid Office and request to be placed on Financial Aid Probation. Appeals will be considered for unusual circumstances only (i.e. an extended illness or injury, death in the immediate family, length of time out of school, etc.) and must be made in writing, stating why they failed to meet the guidelines and how those circumstances have changed. In addition, the student should provide any relevant supporting documentation (e.g. hospital/doctor verification, death certificate, etc). Circumstances that are deemed to be academic in nature or within the student's area of control are not usually considered as grounds for appeal. Appeals may be made for any student not meeting the 67% rule or the GPA requirement. Only students with documented learning disabilities or medical conditions requiring a change in program may appeal the 150% time frame. All appeals should be submitted to the Financial Aid Office. The student will receive a notice of approval or denial of their appeal to be placed on Financial Aid Probation in a timely manner.

Students who are placed on Financial Aid Probation may be required to meet specific criteria as outlined in an individualized Academic Plan in order to be eligible for continued receipt of financial aid.

If the student's appeal is denied, their financial aid will be suspended and the student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment after meeting both the 67% hours attempted AND the 2.00 cumulative GPA requirements, as long as they are within the 150% maximum time frame. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal be reviewed by the Financial Aid and Scholarship Committee.

Return of Title IV Funds Policy

Students who are withdrawn completely from BRCC should understand their withdrawal may affect their eligibility for financial aid for the current semester. Federal regulations require a refund calculation for all students receiving Title IV funds who are withdrawn from all classes for the semester on or before the 60% point in semester or who complete the semester with no earned hours. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student's account for attendance through the official census date of the term, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment.

Students Receiving Financial Aid—Change of Status

Financial aid recipients must immediately notify the Financial Aid Office of any changes that may affect their status. Such changes include change of program or change of hours. Financial Aid awards will be reduced if the student remains enrolled but officially reduces enrollment status prior to the 10% point of the semester.

Types of Financial Aid

BRCC Educational Foundation Scholarships: Scholarships are provided each year for Blue Ridge Community College students through the fundraising efforts of BRCC Educational Foundation, Inc. Annual awards are made by the Financial Aid and Scholarship Committee. Students must maintain a cumulative 2.00 grade point average in order to be eligible to apply for scholarship assistance from the Foundation. Applications are due March 1 for the following Fall semester and are available online at www.blueridge.edu or in the Financial Aid Office.

Childcare Funds: The State of North Carolina provides limited funds to assist curriculum students with childcare. A student must demonstrate financial need as determined by the Expected Family Contribution (EFC) calculated by the FAFSA. Applications are available from the Financial Aid Office on July 1 of each year. A student must be using a licensed day care provider.

Educational Assistance for Veterans and Certain

Dependents of Veterans: Most curriculum programs offered by the College are approved for the training of veterans. Eligible veterans and/or their eligible dependents who wish to pursue their education should contact the Financial Aid Office for application procedures and assistance.

Emergency Grants and Loans: Emergency grants and loans are available to enable a student to begin or continue a program of study by alleviating a short-term lack of funds or providing temporary assistance. Preference for emergency grants and loans is given to currently enrolled students who have attended BRCC for at least one semester. There is limited funding for these programs, and students must be maintaining Satisfactory Academic Progress. These funds are not intended for those students who have failed to file their financial aid forms in a timely manner.

Federal Loans: Student loans are borrowed money that must be repaid with interest. BRCC participates in the William D. Ford Federal Direct Loan Program. Student loans, both Subsidized (need-based) and Unsubsidized (non-need-based), and PLUS loans to parents are available. The amounts vary depending on the student's year in college, financial need and other aid received. Students must be enrolled at least half-time (6 credits) in an eligible program at the time of disbursement and maintain Satisfactory Academic Progress. Students need to complete a FAFSA application to determine eligibility.

Federal Pell Grants: Students attending Blue Ridge Community College may be eligible for Federal Pell Grant assistance. Amounts vary, and eligibility is based on financial need as determined by a formula developed by the U.S. Department of Education. Applicants must have a high school diploma or a GED or AHS certificate to be eligible. Students are ineligible if they have a bachelor's degree. Students with exceptional financial need may be eligible for further aid through the Federal Supplemental Educational Opportunity Grant Program.

Federal Workforce Investment Act Grants: Individuals who are (1) unemployed/underemployed or (2) have recently been dislocated from their jobs and want to learn new skills to enter or re-enter the workforce may be eligible for WIA funding of books and tuition. Those interested should contact Henderson County JobLink Career Center in the Continuing Education Building, Room 125, (828) 694-1755.

Federal Work-Study Program: Blue Ridge Community College participates in the Federal Work-Study Program, which provides on-campus work and community service opportunities for students needing financial assistance to attend school. Work is available for qualified students to assist in the library, faculty and administrative office, and labs. Students working under this program are paid once a month for the work performed. There is limited funding for the program.

Local Scholarships: Some local scholarship funds provided by interested citizens and civic organizations are available. Requirements for local scholarships vary. Interested students should apply directly with the agency or organization.

North Carolina Community College Grants/North Carolina Education Lottery Scholarships: The North Carolina Community College Grants (NCCCG), and North Carolina Education Lottery Scholarships (NCELS) are administered by College Foundation of North Carolina to provide assistance to North Carolina residents demonstrating financial need. Students receiving NCCCG or NCELS must be enrolled at least half-time. Application is made through the Free Application for Federal Student Aid (FAFSA).

Financial Aid Tax Information

There are several tax credits/deductions that may be claimed by the student and/or parent in the form of education credits, tuition and fees deduction, and student loan interest deduction. In addition, some awarded grants and scholarships may be subject to taxation as taxable income. Students should consult their tax advisor or visit the IRS Web site www.irs.gov for detailed tax information.

Veteran's Benefits

Application for Veteran's Benefits

To apply for benefits, the veteran must be a fully accepted student in an approved curriculum program, Nursing Assistant or Basic Law Enforcement Training (BLET). Students eligible for veteran's benefits should follow the procedures outlined below.

Select a program and apply for admission to the College

- A. All admission requirements must be completed before application for veteran's benefits can be processed. This includes the submission and evaluation of all transcripts of prior training.
- B. Notify the Financial Aid Office of intent to apply for veteran's benefits. Veterans and dependents of veterans make application via the online application process on the VA Web site: www.gibill.va.gov.

Disabled veterans attending under Vocational Rehabilitation must have the approval of a counselor at the DVA before payment of benefits may be authorized.

Information can be obtained by calling the Department of Veterans Affairs (DVA) Regional Office at (888) 442-4551. Members of the Selected Reserve and National Guard may be eligible under Chapter 1606 or 1607 to receive benefits while attending the College.

Interruption of Veteran's Benefits Due to Unsatisfactory Progress

In order to maintain veteran's assistance, a student must maintain satisfactory academic progress in his/her program of study. Veteran's assistance will be interrupted due to unsatisfactory progress. For the purpose of veteran's assistance, Satisfactory Academic Progress (SAP) at Blue Ridge Community College has two components:

1. Students must successfully complete at least 67% of cumulative credit hours attempted during their enrollment at BRCC.
2. Students must maintain a cumulative grade point average of 2.00 (C) or higher at BRCC.

Students receiving veteran's benefits who are placed on suspension may appeal this decision in writing to the Financial Aid and Scholarship Committee. Appropriate documentation will be required. Additionally, the VA may require its own appeal process separate from the college's.

Student Receiving Veteran's Benefits—Change of Status

Benefit recipients must immediately notify the Financial Aid Office of any changes that may affect their pay status. Such changes include change of program, dropping or adding of classes, or taking a course as 'credit by exam'. Benefit recipients must also notify the Financial Aid office of address and telephone number changes.

Student Policies

Academic Forgiveness

- A. A student who has not been enrolled in curriculum courses at Blue Ridge Community College for 48 consecutive months may request in writing to the Director of Enrollment Management, a request for academic forgiveness during the subsequent semester after 12 semester hours have been completed. Under this policy, the student may request that his or her previous grade(s) of D or F not be used in calculating the cumulative grade point average (GPA).
- B. Prior to the reevaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of course work with a minimum grade point average of 2.0.
- C. Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment. The Director of Enrollment Management evaluates the request for meeting forgiveness procedure guidelines and makes a recommendation to the Vice President for Student Services who is responsible for final approval.
- D. If the request is approved, all grades of D and F within the requested review period will be forgiven and will not be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student's transcript.
- E. Academic forgiveness may only be granted once to a student. Once academic forgiveness has been granted the student will receive a letter and updated transcript from the Director of Enrollment Management. If denied, the student will be notified by letter, and there is no appeals process for a denied request. All reviews are final and irrevocable. Grades that are included in academic forgiveness are not exempt from academic progress relating to State and/or Federal Financial Aid and VA educational benefits. Courses approved for academic forgiveness do not count in degree completion and may not be recognized as "forgiven" by any other college and/or university.

Academic Probation

The following procedures apply to those students who experience academic difficulty:

A student is considered to be making unsatisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0. A student on academic probation for one semester will be required to consult with a counselor before registering for another semester.

During this conference the counselor and student will determine that one of the following actions is required:

1. Continue with normal academic load next semester
2. Reduce academic load next semester
3. Either 1 or 2 and participate in academic assistance in the form of tutoring, counseling sessions, learning center, or other appropriate resources
4. Enroll in preparatory courses of study
5. Transfer to another program of study

Students who fail to maintain satisfactory academic progress two successive semesters will be required to consult with a counselor. As a result of this conference, the counselor, in conjunction with the academic advisor, may require the student to take one of the actions described in point 3 above.

In certain circumstances the counselor, in conjunction with the academic advisor, may institute one semester of academic suspension when it appears to be in the best interest of the student. This option will be exercised only after two consecutive semesters of academic probation and when it is clear that other assistance for the student is not appropriate.

Note: See Readmission.

Acceptance of Academic Credit

College credit may be awarded up to a maximum of 50% of the applicable program requirements if appropriate conditions are met by transfer credit, Credit by Examination, Advanced Placement (AP) courses, College Level Examination Program (CLEP) test scores, Regional Articulation in Vocational Education (RAVE) courses, or professional certifications. See Student Services Division for details.

Advanced Placement Courses: Blue Ridge Community College academic credit will be awarded to enrolled students who receive scores of 3, 4, or 5 on the AP tests offered by the College Board. AP credit accepted at other post-secondary institutions is not automatically transferred to Blue Ridge Community College, but is reviewed when scores are received.

College Level Examination Program (CLEP): Blue Ridge Community College credit may be granted to students who have satisfactorily passed certain CLEP tests. Credit may be considered only for those courses which have been approved by the various divisions and/or programs of the College. A listing of CLEP equivalencies is available from the Student Services Division or on the Blue Ridge Community College Web site at www.blueridge.edu.

Regional Articulation in Vocational Education (RAVE): Blue Ridge Community College will grant advanced placement credit to high school graduates for successful completion of certain high school courses. This credit expires two years after the student graduates from high school. The requirements for each course include:

1. The student must obtain a grade of “B” or higher in the course.
2. The student must obtain a Level III proficiency or higher in the End-of-Course (EOC) assessment.
3. The student must complete all application procedures and enroll in a member institution of the NCCCS authorized to offer the applicable college courses within two years of their high school graduation.
4. The student must notify (with the method established by the community college) the appropriate admissions officer of his/her qualifications for college credit under this agreement.
5. The student must receive teacher recommendation for completed course.

Blue Ridge Community College programs eligible for advanced placement credit include: Automotive Systems Technology, Business Administration, Computer Programming, Web Technologies, Computer Information Technology, Office Administration, Cosmetology, Mechanical Engineering Technology, Electronics Engineering Technology, Horticulture Technology, Computer-Integrated Machining, and Welding Technology.

For information about specific courses, contact the Blue Ridge Community College Registrar or your high school counselor.

Transfer Credit: Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Blue Ridge Community College undergraduate degree program. This work must be documented by official transcript and must meet the minimum Blue Ridge academic standards of a grade of “C” or better. Blue Ridge Community College accepts transfer credit of course work from regionally accredited institutions only. In assessing and documenting equivalent learning and qualified faculty, Blue Ridge Community College uses recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. Course work transferred or accepted for credit toward the Degrees and Diplomas which are part of the College Transfer program is governed by the North Carolina Comprehensive Articulation Agreement. Students wishing to use credit from foreign institutions for transfer may, at the discretion of the College, be required to provide foreign credential evaluation from a nationally recognized service such as “World Education Services.” For further information, contact the Student Services Division.

Professional Certifications: Blue Ridge Community College currently recognizes the Automotive Service Excellence certification (A.S.E.) and awards credit in the Automotive Systems Technology curriculum program. A handout outlining

specific course credit for certification levels is available in Student Services.

Auditing

A student who audits a course pays the normal tuition and fees. Auditing students do not take tests or examinations, nor do they receive grades, credit, or financial aid. They cannot later change the “audit” to credit. Students auditing a course must meet the same course prerequisite and attendance standards as other students. Students who audit a course and withdraw or are dropped from the course will be issued a grade of W. Students who desire to audit must inform their instructor at the first class session. Audits appear on the grade report as “Y.”

Certificates and Diplomas, Continuing Education Classes

Certificates and diplomas are awarded to students who successfully complete the requirements of the class and are given for certification, state testing, documentation of training, or by request of the instructor or student.

Change of Major

A student completes requirements as listed in the most current curriculum standard at the time of entry into a program of study. A change of major constitutes moving to the most current curriculum standard. Appropriate forms are located in the Registrar’s Office or on the Blue Ridge Community College Web site at www.blueridge.edu.

Course Overload Policy

The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. No student may take more than twenty-one (21) semester hours without written permission from the Vice President for Student Services. Requests to take course overloads will be considered in light of the student’s previous academic performance.

Any student enrolled in two or more colleges concurrently during a semester shall give each of the colleges complete enrollment information including the name of each college in which the student is enrolled, the number of credit hours taken, the class schedules, and other relevant information. Any student who exceeds 21 credit hours during a semester without prior approval of the home college or fails to give complete and accurate enrollment information shall be prohibited from taking courses at any community college for one academic year.

Course Repetitions

Curriculum Students: A student may elect to repeat courses in which “D” or “F” was the assigned grade. A student may not audit or repeat a course in any curriculum for credit more than one time. The appropriate Dean must approve any exception. A student may not repeat a course for credit when transfer

credit has been awarded. When a course is repeated for credit, the last grade assigned will be used in computing the grade point average unless the last grade assigned is a non-weighted grade such as W, NS or Y.

Continuing Education Students: Students who take an occupational extension course more than twice within a five-year period will be charged the actual cost of the course, currently \$6.50 per classroom hour. Students may repeat an occupational extension course more than once if repetitions are required for certification, licensure, or recertification.

Course Substitutions

Only courses with a grade of “C” or better for comparable coursework may be considered for substitution. Substitution of courses is generally not allowed except in extreme circumstances. Such occasions might include changes in curriculum course requirements or addition of new courses which might be more beneficial to the long-term, part-time student who matriculates over a period of several years. In such cases it is the student’s responsibility to initiate a request for course substitution with the appropriate faculty advisor. The form is forwarded to the appropriate dean for approval. If approved at that level, the request will then be forwarded to the Vice President for Instruction for review and final approval. If approved by the Vice President for Instruction, the request is routed to the Registrar for the student’s official record. Financial aid and veterans benefits recipients may be limited in the number of course substitutions by federal regulations.

Credit by Examination

Students who can document their proficiencies in a subject area may request credit by examination. Examples of documentation include: transcript(s) of similar college level courses, record of military study, certification or licensure, or written statements from employers regarding training or directly related work experience.

Exams are comprehensive and may be taken only once. A student who has previously received any recorded grade for a course may not request credit by exam for that course. The testing instructor’s decision will be final. Credit by examination appears on the grade report as “CR.”

The Dean within the department offering the course is responsible for testing procedures within that department. The following procedure should be used by the student who requests credit by examination:

1. The student must be currently enrolled at Blue Ridge Community College.
2. The student must enroll in the course and attend class prior to requesting credit by examination.
3. The student must confer with his/her advisor and/or instructor regarding the procedure and documentation requirements.

4. The student must present proper documentation before permission is granted.
5. The student must complete the Application for Credit by Examination with his/her advisor and be tested within the first 15 school days of the semester.
6. The student who successfully completes credit by examination must then officially withdraw from the course.

NOTE: Tuition charges paid for credit by examination are nonrefundable.

Dean’s List

Full-time students in degree or diploma programs can be named to the Dean’s List. For the Dean’s List, a full-time student is defined as a student carrying a minimum of twelve (12) credit hours for Fall and Spring semesters and nine (9) credit hours for Summer Term.

The student must have a minimum 3.50 grade point average to qualify for the semester under consideration. Grades of D, F, I, W, or NS will eliminate a student from the Dean’s List for that particular semester. Course work completed with a grade of “CR” issued for Credit by Exam will not count towards full-time enrollment.

A list of students attaining honors will be compiled by the Registrar each semester and sent to the Director of Public Relations for publication in local and pertinent hometown newspapers.

Double Major

A student may declare a double major pending approval by the appropriate dean and the Registrar. The student’s academic file will reflect both majors. Upon completion of required courses for each major, the student will receive the associate degree, diploma, or certificate depending upon the curriculum in which the student is enrolled. The second major is not eligible for financial aid or veteran’s benefits.

Final Examination Policy

Final examinations are normally scheduled during the last three days of the Fall and Spring Semester. Final examinations for Summer Term are normally the last day of class. The length of the final examination is at the discretion of the instructor and the Vice President for Instruction.

General Education Competencies

The College has identified three specific college-level competencies within the general education core that are tracked for associate degree students to gauge the level of proficiency of its graduates.

1. **Reading for Information:** Students will be able to read and comprehend a variety of written information. The student will be able to interpret, analyze, summarize, and

evaluate written material from academic, professional, technical, and popular sources.

2. **Locating Information:** Students will be able to locate, evaluate, synthesize, and compare information in a variety of forms. Students will then be able to make informed decisions.
3. **Applied Mathematics:** Students will demonstrate appropriate understanding of basic mathematical concepts and use this understanding to solve practical problems. Students should be able to use this information to make informed decisions and as a basis for lifelong learning.

Students graduating with an A.A.Sc. degree will complete the WorkKeys® certification program through the JobLink Career Center as part of their program of study.

Grade Point Average (GPA)

The grade point is used to evaluate the student's scholarship record. Grade points are allocated to semester credit hours earned as follows:

A	4 grade points for each credit hour
B	3 grade points for each credit hour
C	2 grade points for each credit hour
D	1 grade point for each credit hour
F	0 grade points for each credit hour
W	not calculated in grade points
I	not calculated in grade points
NS	not calculated in grade points
Y	not calculated in grade points
CR	not calculated in grade points

A qualitative index of the student's scholarship, or overall grade point average, is obtained by dividing the total number of grade points earned by the total number of semester hours attempted in which a grade of A, B, C, D, or F is received. For example, if a student has earned 136 grade points on 48 hours attempted, the grade point average is 136 divided by 48 or 2.833.

The qualitative index of the student's scholarship in the program of study, the major grade point average, is obtained by dividing the number of grade points earned in the program of study by the total number of semester hours attempted in the program of study in which a grade of A, B, C, D, or F is received. Grade points and hours attempted for courses not in the program of study are not included in the calculation of the major grade point average.

In order to improve the ratio, a student may elect to repeat courses in which the grade assigned has been D or F. A student may not repeat courses for credit for which transfer credit has previously been granted. When a course is repeated for credit, the grade and hours earned the last time

the course is taken will be used in computing the grade point average. The previous grades cannot be removed from a student's record, and the records will show all grades for all courses taken.

Grade Significance

Grades issued by the College are based upon quality of achievement of the objectives of the course being taken.

- A Represents work of definitely superior quality and is reserved for the few outstanding students. It is distinctly the honor mark.
- B Represents work of excellent quality and is recorded for those who do work which is clearly above average
- C Represents work of average quality and is recorded for those students who do average work
- D Represents work which is below the average but above failure
- F Represents work that is not of an acceptable quality
- I Represents incomplete. An incomplete grade must be removed before the end of the succeeding term or the incomplete automatically becomes a grade of F
- W Represents withdrawal from a course prior to the 75% point of the semester
- NS Represents never attending a class for which a student registered
- Y Represents audit
- TR Transfer Credit
- CR Credit by Examination
- AP Advanced Placement or R.A.V.E.
- (*) Represents repeated courses; GPA refigured
- (.) Represents course not included in GPA of current program of study
- S Passing, student accomplished class objectives from "standard of progress" (for Continuing Education course work only)
- U Failing - student failed to meet course requirements and/or attend 80% of the course contact hours to be eligible for a passing grade (for Continuing Education course work only)

Grades and Grade Changes

All grades are recorded on a student's official transcript after the completion of each semester. The student will be furnished with a report of grades earned. Once grades have been awarded, they may be changed only with the written authorization of the instructor and the approval of the Vice President for Instruction.

The College has the right to set academic standards which students must meet. A student is entitled to an explanation from his or her instructor(s) for the basis of his/her grade to ensure that the grade has not been assigned in an arbitrary and capricious manner. For purposes of these Procedures, a course grade is deemed to have been assigned in an arbitrary and capricious manner if:

1. The course grade was based upon the student's race, color, religion, national origin, age, sex, disability, sexual orientation, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student;
2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other written or oral communications directed to the class as a whole; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades.

A course grade assigned consistent with these Procedures can only be changed by the instructor; however, the instructor may be forced to change the grade if it is determined that the grade was assigned in an arbitrary and capricious manner. If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade or the supervising dean if the instructor is not available within thirty (30) business days after official posting of that grade. If the student is still dissatisfied with his or her grade, within ten (10) business days after the meeting with the instructor, the student may file a grievance pursuant to Student Grievance Procedure and Due Process section of this catalog.

Graduation Requirements

The student will be held responsible for fulfilling all requirements for the degree, diploma, or certificate. In order to graduate, students must:

1. Achieve a minimum grade point average (GPA) of 2.0 in their program of study.
2. Apply to the Registrar's Office for the degree, diploma, or certificate during registration for the last semester of enrollment or no later than October 31 or January 31. The application should be accompanied by the required graduation fee and be paid to the cashier.
3. Fulfill all financial obligations and admissions requirements to the College.
4. Complete a minimum of one-half the required credit hours as a student at Blue Ridge Community College. The final fifteen credit hours of study prior to graduation must be completed at the College unless special permission is obtained from the Vice President for Student Services.

Candidates for graduation from degree, diploma, and certificate programs are required to participate in graduation rehearsal and exercises unless excused by the Vice President for Student Services. A written request must be submitted to the Vice President for Student Services. Students who complete requirements for degrees, diplomas, or certificates will be eligible to graduate at the next scheduled graduation ceremony following the semester during which requirements are completed.

The bookstore offers a selection of graduation announcements, frames, rings, etc. along with caps and gowns.

Graduation with Honors: Any student who has a grade point average of 3.50 or greater in their program of study and has completed at least half of the curriculum requirements in residence at Blue Ridge Community College will be granted a degree, diploma, or certificate with honors.

Incompletes

Incomplete indicates failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed before the end of the succeeding term or the incomplete automatically becomes a failure. The student is responsible for completing requirements when an incomplete "I" grade is issued. Two or more incompletes in a semester will result in the student being required to carry a reduced load the following semester. Students with three or more incompletes may register for the following semester by special permission only. Incompletes will be counted as hours attempted and not earned for Satisfactory Academic Progress in determining financial aid eligibility.

Licensure

Graduates of certain Blue Ridge Community College programs, such as Associate Degree Nursing and Cosmetology, are eligible to sit for licensing examinations. Surgical Technology graduates are eligible to sit for a certification exam. However, the College assumes no responsibility for the administration of these exams. Students are encouraged to inquire about the possibility of licensing prior to entering a program of study.

A graduate who holds one associate degree may earn a second associate degree by taking additional work equal to at least one-half of the total credit hours for the second degree and by meeting all requirements for the second degree. A graduate who holds one diploma may earn a second diploma by taking additional work equal to at least one-half of the total credit hours for the second diploma and by meeting all requirements for the second diploma.

Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Blue Ridge Community College considers the following information to be

“Directory Information” and will release such information to the public on request unless the individual student declares in writing to the Registrar that such information is not to be made available:

1. Student’s name
2. Dates of attendance, degrees, diplomas, certificates, or awards received
3. Major field of study or program
4. Enrollment status
5. Most recent educational agency or institutions attended
6. Date and place of birth
7. Full address
8. Telephone number or e-mail address
9. Participation in officially recognized activities
10. Photograph
11. Grade level

All other information contained in the individual’s educational record is considered confidential and will be released only on written approval from the student concerned.

The individual student is authorized, upon request to the Registrar, to review his/her educational record and to challenge erroneous or misleading information contained therein. Copies of the detailed policy concerning student records are maintained in the Registrar’s Office and are available upon request.

Blue Ridge Community College does not sell or otherwise provide mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name, address, and date of birth to military recruiters upon their request.

Transcript Request of a Student’s Academic Record

Official transcripts of a student’s Blue Ridge Community College academic record will be released only on written request from the student concerned. Forms to request transcripts are available in the Registrar’s Office or students may write, fax, or send a scanned signature to the Registrar. There is a \$3 charge for this service; An unofficial transcript can be obtained through WebAdvisor at no fee. Transcripts will normally be available 48 hours after the request is received. Transcripts may be picked up at the Receptionist desk in the Sink Building on the Henderson County Campus, at the Transylvania County Campus (if designated on the transcript request form), or will be mailed to the location requested on the transcript request form. Wait time may be longer at the end of the semester and during registration. Please check with the Registrar’s Office during these peak times to inquire about processing times. Transcripts are not faxed. Persons who pick up transcripts for students must have written, signed permission to do so from the student.

Transfer of Blue Ridge Credits to Senior Institutions

As an accredited community college, courses from the College Transfer programs (Associate in Arts, Associate in Science, and Associate in Fine Arts) transfer to senior institutions throughout the state and country. Transfer of courses between institutions in the North Carolina Community College System and the University of North Carolina is governed by the Comprehensive Articulation Agreement developed by the two systems. Students successfully completing a designated 44 semester hour “general education transfer core” at a community college will be considered to have fulfilled the lower-division general education requirements of the senior institution, and degree graduates will be granted junior status upon transfer. In addition to the comprehensive articulation agreement, many senior institutions in the area have prepared transfer equivalency lists which demonstrate how Blue Ridge Community College courses match courses at their institution. These are available from the Transfer Coordinator or from the Vice President for Student Services.

In addition to courses in the College Transfer Program, many courses in the technology programs (Associate in Applied Science) transfer to certain senior institutions. For example, transfer agreements exist with the University of North Carolina at Charlotte and Western Carolina University whereby graduates of Blue Ridge Community College engineering technology curricula may transfer into Bachelor of Engineering Technology programs at those institutions. Other colleges have signed agreements whereby they will accept graduates of Blue Ridge Community College technical programs, normally granting the student junior status. Details on transfer agreements are available in the Student Services Division. It is important that students consult with the four-year institution of choice about transfer procedures as early as possible during their enrollment at Blue Ridge Community College. It is always the prerogative of the receiving institution to accept or reject transfer credit.

Blue Ridge Community College has the following specific transfer/articulation agreements to facilitate further education for graduates:

Collaborative Agreements Program

- Asheville-Buncombe Technical Community College
 - Biotechnology
- Bladen Community College
 - Interpreter Education
- Brunswick Community College
 - Interpreter Education
- Fayetteville Technical College
 - Interpreter Education
- Southeastern Community College
 - Interpreter Education
 - Environmental Science Technology

One-Plus-One Programs

Greenville Technical College
 Dental Hygiene
 Occupational Therapy Assistant
 Physical Therapist Assistant

Two-Plus-Two Programs

UNC-Greensboro
 Nursing

Transfer Agreements

East Carolina University
 B.S., Birth - Kindergarten Teacher Education
 East Tennessee State University
 B.S., Early Childhood Education (licensure or non-licensure)
 Mars Hill College
 Binary Education Agreement for Elementary Education, Special Education, Integrated Education, Middle Grades and ESL, Nursing
 North Carolina State University
 Horticulture
 Western Carolina University
 B.S., Accounting
 B.F.A., Theatre
 B.A. Speech and Theatre Arts
 B.A., B.S., B.S.Ed., Music
 B.S., Electronics Engineering Tech
 B.S., Telecommunications Eng Tech
 B.S., Birth - Kindergarten (teacher licensure)
 B. S. Ed., Elementary Education

Transfer to Another Program Within BRCC

All transfers within the College will be carefully considered on an individual basis, with special attention being given to the student's past academic record.

Students granted internal transfers of program will be given credit for courses taken in their previous programs that are comparable or identical to courses offered in their new program, provided their grades meet minimum college academic standards.

Grades of "D" or better for all identical courses will be transferred and will be included in the grade point average of the new program. Courses with grades of "C" or better will be transferred for all comparable courses and will be included in the total hours completed in a program but will not be included in the computation of the grade point average.

Students receiving financial aid should notify the Financial Aid Office if they transfer to another program.

Tutoring

The Peer and Volunteer Tutoring Program provides additional support to all students at the College. Free tutoring is available in most subject areas by trained, instructor-recommended tutors. For more information, students should contact their instructor, the STAR Center at the Henderson County Campus, or the Learning Center at the Transylvania County Campus.

Unit of Credit

The unit of credit at Blue Ridge Community College is the semester hour. The school year consists of two semesters and a summer term.

Credit hours may be computed by the following formula:

1 class hour = 1 semester credit hour
 2 laboratory hours = 1 semester credit hour
 3 manipulative laboratory hours = 1 semester credit hour
 10 work experience (cooperative education) hours = 1 semester credit hour

For the credit value of a given course, consult the course descriptions in this catalog.

Continuing Education Units: Continuing Education Units (CEUs) will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEUs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU attainments will be maintained. Individuals, firms, and professional organizations may use compilations of CEUs to provide measures of recognition for non-credit educational achievements.

Student Life

Bookstore

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at www.blueridgebooks.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore Web site at www.blueridgebooks.com.

Campus Security

Campus Security serves the safety and security needs of the College. It is the mission of Blue Ridge Community College to provide the safest educational environment possible for faculty, staff, students, and visitors at Blue Ridge Community College campus locations.

9-1-1 Emergency Services should be contacted in any situation involving imminent harm or threat to self or others.

Crime awareness is a collective responsibility of the College, its staff, faculty, students, and visitors. All must recognize that they must take individual steps to protect themselves from becoming the victim of a crime and to promote security on campus and at College events.

1. **Access to Campus Facilities:** All Blue Ridge Community College campus locations are open to faculty, staff, students, and visitors during normal operating hours. Access during closed hours will be governed by prior arrangements with the Finance and Operations Division for community groups and with the College vice presidents for employees. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct. Persons in violation of the above will be subject to any action deemed appropriate by competent authority.
2. **Campus Law Enforcement/Campus Security:** Blue Ridge Community College provides a Sheriff's deputy during the hours of 7:30 a.m. to 11 p.m. on the Henderson County Campus. This officer coordinates with the Vice President for Finance and Operations. Law enforcement support agencies include the N.C. State Bureau of Investigation, N.C. State Highway Patrol, Henderson County Sheriff's Office, Transylvania County Sheriff's Office, Brevard Police Department, and other appropriate agencies.
3. **Criminal Activity Reporting:** Known or suspected violations of federal and state criminal laws should be reported to 9-1-1 if the violation is in process, then to the Campus Security at (828) 243-9950 or the College Switchboard (Henderson County Campus:

(828) 694-1700, Transylvania County Campus: (828) 883-2520). Upon notification by Security or the Switchboard of criminal activity, an assigned administrator will involve the appropriate law enforcement agency and file the required documentation with the College administration. Responsible administrators will review campus crime reports to ensure that the data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the College community. Examples of criminal activity to be reported: larceny, theft, assault, threat, fight, vandalism, disorderly/disruptive behavior, and suspicious person, vehicle or activity.

4. **Criminal Activity at Off-Campus Student Organizations:** Criminal incidents occurring off-campus including students participating in a College function should be reported to the law enforcement agency having jurisdiction. The Vice President for Student Services should be informed of the incident as soon as possible.
5. **Other Incident Reporting:** For non-criminal incidents such as accidents, major injuries, illness or fire, first call 9-1-1, then call the College Switchboard (Henderson County Campus: (828) 694-1700, Transylvania County Campus: (828) 883-2520). Switchboard will notify the Emergency Response Team.
6. **Current Statistics Concerning Crime on Campus:** During the period January 1 - December 31, 2010, no offenses were reported in the categories of burglary, murder, rape, robbery, aggravated assault, motor vehicle theft, or liquor/drug violations on Blue Ridge Community College campuses.
7. **Registered Sex Offenders on Campus:** The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Henderson County or Transylvania County Sheriff's Office notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the Blue Ridge Community College community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to any the following Web sites:
 - Federal Bureau of Investigation:
www.fbi.gov/hq/cid/cac/states.htm
 - Dru Sjodin National Sex Offender Public Web site:
www.nsopr.gov
 - NC Sex Offender and Public Protection Registry:
www.ncfindoffender.gov or call (919) 856-6900.

Class Locations

Most curriculum and continuing education classes are held at the Henderson County Campus and the Transylvania County Campus of Blue Ridge Community College. Other continuing education courses are conducted throughout Henderson and Transylvania Counties at local public schools, community centers, churches, industries, businesses, or wherever

a suitable meeting place can be arranged. Continuing Education classes may be organized in any community whenever a sufficient number of prospective class members indicate an interest.

Counseling

Counseling services are available for students who desire assistance with vocational, educational, or personal problems. All interviews with the counselor are conducted in strict confidence. Counselors are available both day and evening.

Disability Services

Blue Ridge Community College shall operate its programs, activities, and services to ensure that no otherwise qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability.

Individuals with disabilities (as defined in the Americans with Disabilities Act) wishing to make a request for reasonable accommodation or desiring to file a complaint of alleged discrimination on the basis of disability should contact the Disability Services Office located in Room 127 of the Sink Building. It is the student's responsibility to request services from this office. Current documentation of the disability by an appropriate professional will be required. All information will be kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made at least two weeks in advance to allow sufficient time for accommodations to be arranged.

Drug Prevention Program

Blue Ridge Community College conducts an ongoing informational program for students and employees describing the dangers of abuse of narcotics, alcoholic beverages, and stimulant drugs. The Student Services Division will provide informational materials designed to alert the entire college community to the above described hazards. The College will cooperate with all other appropriate community agencies in this endeavor. Specific college policies strictly prohibit possession and use of such substances on the campus and during any college sponsored function. Severe sanctions against violators are provided for in these policies.

Electronic Images

Blue Ridge Community College reserves the right to use photographs, motion pictures, and electronic images of students who are age 18 or older with the following provisions:

- Such photographs, pictures, or images are taken on College property or at College-sponsored events; and
- The use of such photographs, pictures, and images is for marketing and promotional purposes.

Objection to the use of an individual's photograph in such a manner may be made in writing to the Director of Public Relations.

Electronic Mail

Student electronic mail is considered to be an official means of communication between the College and a student. Student e-mail is an official account of Blue Ridge Community College. It is the property of the College and should be used only for institutional purposes. When a student first enrolls in any curriculum course, he/she will be issued a free student e-mail account. Instructions on how to log in to the network and obtain passwords, etc. may be obtained from the student's faculty advisor or the Student Services Division. Online students must activate their BRCC e-mail accounts as soon as possible following registration for classes.

Emergency Closings

Blue Ridge Community College will remain open as scheduled unless the following emergencies exist: (a) severe or inclement weather conditions that would endanger the adult population while traveling to and from places of employment such as in business, industry, and service agencies; (b) quarantines or epidemics declared by medical authorities for public health purposes; (c) critical power failure that would prevent normal operation of the school plant; (d) declared national or state emergencies or restrictions imposed by civil authorities; (e) bomb threats, conveyed by phone or other communications; (f) fire emergencies; (g) tornadoes; (h) disruptive activities; (i) financial emergency.

Notice of closings will be made using radio, television messaging, telephone recordings, and Internet postings. A complete list of media used is available in the Student Handbook and Calendar. Announcements will specify openings, closings, and delayed schedules for both day and evening classes, and for both the Henderson County Campus and the Transylvania County Campus. Morning announcements will be made by 6:30 a.m. A separate announcement about evening classes will be made by 2 p.m.

Delay or cancellation of classes may not always coincide with announced closings of local public schools, colleges, or governmental agencies. It is also possible, for example, that classes at the Transylvania County Campus may be held while the Henderson County Campus is closed. In some cases, off-campus instruction may continue when safety permits and when those class locations are deemed operational by other agencies.

In cases when the College announces a delayed opening, if any portion of a scheduled class or lab can be held after the opening time, then that remaining portion of the class must be held.

Emergency Contact of Students

In medical emergencies, a student may be contacted through the Student Services Division. Classes will not be disturbed to deliver personal messages except in emergencies as

determined by the Vice President for Student Services or a designated substitute.

Emergency Medical Assistance

Blue Ridge Community College has no facilities for medical treatment. Students are encouraged to disclose any acute medical conditions to the Registrar's Office and to their instructors. Such information will be held in confidence.

Blue Ridge Community College personnel and/or individuals will contact emergency services at 9-1-1 and request first responder services in the event of a medical emergency.

Henderson County JobLink Career Center

The Henderson County JobLink Career Center, located on the campus of Blue Ridge Community College, provides a comprehensive system of services to area job seekers and businesses. Workforce development professionals from Blue Ridge Community College, Mountain Area Workforce Development, North Carolina Department of Social Services Work First, North Carolina Vocational Rehabilitation and North Carolina Employment Security Commission collaborate to offer career planning, training, placement, and business services. The Center has an "open door" policy and serves anyone regardless of age or income level.

Henderson County JobLink Career Center is committed to building an integrated economic and workforce development system in Henderson County which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services.

Services to Job Seekers

The JobLink Center assists job seekers in choosing career direction, identifying training programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

- ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
- Career assessments/exploration and career counseling
- Computer software tutorials and assessments
- Employment coaching
- Information on community resources
- Internet access to employment and training resources
- Job readiness skills training
- Job referral
- Job search strategies
- Job-seeking skills workshops
- On-site Employment Security Commission services
- Preparation for and issuance of the North Carolina Career Readiness Certificate
- Resume consultation and preparation
- Workforce Investment Act (WIA) job training assistance funding
- Workplace skills enhancement using WIN curriculum

Housing

The College does not provide housing; students commute to campus from their place of residence.

Multi-Cultural Services

Blue Ridge Community College recognizes and respects cultural differences. The College strives to help minority students find a sense of identity, belonging, commitment, and achievement. For more information about services for multi-cultural students, contact the Director of Minority Services in the Student Services Division.

Print Shop

The College Print Shop offers photocopying and printing services for students at a nominal fee. All work is performed in strict accordance with federal copyright laws and N.C. General Statute 66-58(a).

Student Accident Insurance

Students covered under the student accident insurance policy should notify the Vice President for Student Services or a designee within forty-eight (48) hours of an accident. The Vice President for Student Services or a designee will assist the student in making a claim to the insurance company.

Student Ambassador Program

The Student Ambassador involves an honorary group of students who participate in public relations activities for Blue Ridge Community College. Student Ambassadors provide an invaluable service to the College by serving as liaisons between the College, its students, and the community. Students representing a diversity of areas of the College and a variety of career goals and experiences will be selected each year to serve as Student Ambassadors. Scholarship assistance may be available for Student Ambassadors.

Student Government Association (SGA)

The Student Government Association (SGA) is made up of representatives from the student body. SGA coordinates and regulates student activities and serves as the official voice of the student body. All curriculum students who pay an activity fee are considered members of SGA and are welcome and encouraged to attend meetings. The President of the SGA is a non-voting member of the BRCC Board of Trustees. The SGA constitution can be found in the Student Services Division located in the Sink Building.

Traditionally SGA has promoted at least one major social activity each term. Allied Health Day is generally held for day and evening students during October and the Annual Spring Picnic in April. SGA purchases twenty-five (25) memberships

to the YMCA for Blue Ridge Community College curriculum students living in Henderson County. Activity fees are further used for the annual SGA Awards Ceremony as well as various other fun events on campus. SGA also provides six merit scholarships each year.

Student Activity Fees

State funds cannot be used for extracurricular activities; therefore, such activities at Blue Ridge Community College are established and maintained by Student Government Association (SGA) funds. These SGA funds are derived from the activity fee. Their use is determined by the SGA.

Student Center

The Student Center on the Henderson County Campus is located in the Killian Building. Wireless Internet access is available as well as game tables and vending.

Student Consumer Information

Blue Ridge Community College believes it has a major responsibility in helping students to make sound decisions about availing themselves of the educational opportunities available at the College. Through the admissions process and beyond, the College shall endeavor to provide accurate and reliable information about its programs of study and career fields they represent. Graduation rates by program, opportunities for employment in the chosen field, and average salary rates are available upon request from the Student Services Division.

Student Identification Cards

All curriculum students (full-time or part-time) enrolled at BRCC and taking classes on campus are required to obtain a student identification (ID) card at the time of registration for classes. ID cards will have a photograph of the student and will contain embedded data. The card may be used at the College Library, in BRCC computer labs, or for admission to College activities or events. Students enrolled in certain classes, such as "clinical site" classes, must display their BRCC identification. ID cards will be issued at the College Bookstore. To obtain an ID card, students must have a current semester schedule and one other means of identification. Students will be charged a nominal fee for the first ID card. Replacement cards cost \$10. All ID cards will remain valid for one year. The President, a College Vice President, and Security Officers have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification.

Sustainability Policy

Blue Ridge Community College is committed to providing a sustainable campus by reducing, reusing, and recycling resources, and adopting sound institutional energy conservation practices to enhance the long-term well-being of the College.

Visitors on Campus

Classes should not be interrupted by visitors except in cases of emergency or by permission of the instructor. Visitors coming to see students are directed to the Student Services Division.

The College encourages visitors to campus, but due to certain hazards that may exist on campus, children must be supervised at all times by a responsible adult who shall be deemed responsible for the children's actions. Children who are unsupervised must be considered to be in a dangerous position. An administrator should be alerted immediately. Students should not bring children with them to class.

Stalking, as defined in North Carolina General Statute 14-277.3, is the following or being in the presence of someone without legal purpose, with the intent to cause emotional distress by placing that person in fear of death or bodily injury. Such activity is illegal and should be reported to the Vice President for Student Services or the Vice President for Finance and Operations.

Dogs on Campus

Dogs are permitted on College grounds only under the following conditions:

1. Dogs must be restrained at all times and kept on a hand-held leash. Dogs may not be tethered or unattended for any length of time.
2. All dogs must have a current license and evidence of rabies vaccinations.
3. Persons walking dogs on campus are responsible for removing any refuse left by the animal and depositing such in a proper receptacle.
4. No dog defined as dangerous by either state or county law is allowed on College grounds at any time.
5. No dog, except guide dogs or dogs used for law enforcement, may be brought into College buildings.
6. Dogs in violation of any of the above may be subject to apprehension and impounding.

Student Conduct

Academic Freedom

Blue Ridge Community College recognizes the necessity for freedom in legitimate academic decisions that foster a learning environment where faculty and students can freely inquire, study, and evaluate in order to gain greater understanding of the subjects being taught. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each member's best judgment.

The content of most college courses is designed for mature learners. Parents of minors who take college level courses should be aware that these students may be exposed to frank portrayals of world events, history, and controversial events that take place in contemporary society. It is each parent's responsibility to determine if the student is mature enough to participate in advanced studies at the college level.

Academic Honesty

Blue Ridge Community College operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. Whereas it is the instructor's responsibility to create an environment in which academic honesty is expected, it is the student's obligation to uphold this policy.

A student is responsible for authenticating any assignment submitted to an instructor. If asked, the student must be able to substantiate to the instructor's satisfaction that the assignment submitted is actually his/her own work. The instructor may employ various means of ascertaining authenticity - such as requiring photocopies of source documents, requiring copies of all drafts of the work, engaging in Internet searches, creating quizzes based on student work, requiring the student to explain the work and/or process orally, etc.

A. Academic Honesty Policy: A student who violates the academic honesty policy, either directly or indirectly, is immediately responsible to the instructor of the course. The following terms are defined:

Cheating: Cheating is defined as the act of practicing or attempting to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own. It includes any of the following actions without instructor permission: (a) copying or attempting to copy from another person's test, paper, online file, or other graded work in a course; (b) allowing someone to copy one's test, paper, online file, or other graded work; (c) using during a testing period, or bringing into a testing area with the intent to use, any notes or other materials which a student is not permitted to consult; (d) creating, falsifying or misrepresenting any data in connection with a seated (traditional)

class, lab or online class or the act of giving any unauthorized assistance or collaboration in a learning environment.

Plagiarism: Plagiarism is defined as the act of copying a sentence, several sentences, or a significant part of a sentence that has been written by someone other than the person submitting the paper, and then neglecting to indicate, through the use of quotation marks or blocking, that the material has been copied. Plagiarism includes copying from another writer in such a way as to change one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. Failure to cite sources, when appropriate, is a form of dishonesty.

The acts of cheating and/or plagiarism shall encompass, but shall not be limited to the examples or context cited above.

B. Violations of Academic Honesty: In situations involving violations of academic honesty, the student's instructor will take disciplinary actions that may include but are not limited to the following:

1. A written warning describing the offense and detailing further consequences should the infraction be repeated.
2. The instructor may assign a failing grade ("F" or "zero") for the course, any portion of the course, or a single assignment. If the course serves as a prerequisite for sequential courses within the curriculum, the student will not be able to progress in the program of study until completing the course with a passing grade.
3. Referral to the Vice President for Instruction for further disciplinary action.

The President or the President's designee may suspend or expel a student if there are repeated violations of the Academic Honesty Policy.

A student charged with a violation of the Academic Honesty Policy retains the rights of appeal contained in the Student Grievance Procedure and Due Process section of this catalog.

Accountability Statement

Each student at Blue Ridge Community College shall:

- Accept the stated philosophy and purpose of the College as a standard for student rights and responsibilities while enrolled;
- Be responsible for abiding by the regulations designed to promote an atmosphere conducive to learning;
- Agree to share this responsibility with the faculty and administration of the College for the creation of an effective learning environment;

- Remain informed about the objectives of each course, work diligently to complete those objectives, and at all times observe class and institutional policies and procedures;
- Recognize that failure to live up to class and institutional policies and procedures could jeopardize his/her standing as a student at Blue Ridge Community College; and
- Acknowledge by signature on the application for admission to Blue Ridge Community College, acceptance of these responsibilities.

Attendance

Regularity of class attendance is necessary in order to receive maximum benefits from the program offered and for maintenance of a satisfactory academic record. Whenever students' attendance or punctuality endangers their own success or that of other students, they may be dropped from the course. Two tardies may constitute one contact hour absence. Students will normally be dropped after they have accumulated a combination of excused or unexcused absences exceeding ten percent of the scheduled class contact hours for the semester. The instructor may make exception in cases of extenuating circumstances such as a disabling accident or illness. A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up class work rests entirely with the student.

Continuing education students are expected to attend class regularly. Instructors maintain attendance records. Insufficient enrollment will result in cancellation of the class.

Religious Observances: Students are permitted to be absent from class for religious observances required by the student's faith. Two days during the academic year may be approved as excused absences. Students must consult with their instructors during the first week of class and acquire a request form for excused absences for any regularly scheduled religious observance. Information is also available in the Office for Student Services and the Office for Instruction.

Campus Parking and Traffic Regulations

Sheriff's deputies are employed to enforce the parking rules and traffic regulations on the Henderson County Campus. State and local law enforcement agencies will prosecute for violations of applicable laws on campus. The North Carolina Highway Patrol will enforce laws along state roads leading to the College and will investigate traffic accidents in parking lots and on campus access roads. In case of accident, call Security, which will verify the exchange of information, provide advice and counsel and help decide if an accident report is needed. Security can also jump start vehicles, call a locksmith, or otherwise assist with vehicle problems.

Parking on campus does not require a parking sticker. Blue Ridge Community College decals are available, however, for students, faculty and staff who would like to display them.

Temporary handicapped decals, valid only on campus, may be obtained from Security with permission of the Vice President for Finance and Operations. Park only in designated parking places, obey posted parking and traffic signs, and observe flow-of-traffic arrows and "stop" markings painted on paved roads and lots. Citations may be issued for the offenses listed below. A copy of each campus citation is kept on file in the Finance and Operations Division, and repeat offenders may be required to park off campus. In emergency situations and for repeat offenders, illegally parked vehicles may be towed at the expense of the owner.

Parking Offenses

- Parking in Unauthorized Areas
- Double Parking/Blocking Vehicle
- Speeding in Excess of 25 MPH
- Failure to Yield to Pedestrian
- Reckless Driving
- Backing into Parking Space
- Parking in Handicapped Space
- Parking in Visitor's Space

Questions about College parking regulations should be directed to Security or the Director of Facilities Management.

Computer Usage

Students must adhere to the following policy concerning computer usage at Blue Ridge Community College.

The following are examples of unauthorized uses of the BRCC network or other computer resources:

1. Use of a BRCC network account by someone other than that student for whom the account is specifically designated.
2. Interfering with the ability of other users to make effective use of the BRCC network, computer, or telecommunications services.
3. Gaining illegal access to files, damaging systems or information, or using the network for illegal activities
4. Interfering with the effective operation of the College bandwidth capacity.
5. Creating computer worms or viruses or deliberately infecting College property.
6. Using BRCC network accounts, facilities, or equipment for commercial use or for personal use or profit.
7. Sending, receiving, or viewing unwanted, threatening, abusive, obscene, or pornographic messages, language, material, or files to others, including posting such on a Web site or otherwise displaying such.
8. Using chat rooms for non-College-related purposes
9. Using unauthorized peer-to-peer file sharing programs for accessing music, videos, movies, games, network files, applications, or other unauthorized activities.

All student Web pages on College servers or those linked to College resources must comply with BRCC acceptable use policies.

Student e-mail is an official means of communication between student and instructor. It is the property of the College and should be used only for institutional purposes.

Students are expected to comply with all College published policies and procedures contained in the Blue Ridge Community College Policies and Procedures Manual.

All computer software on College computers is protected by federal copyright laws and by legal licensing agreements. Copying, providing, receiving, or using copyrighted material may be in violation of licensing agreements.

Violations of computer use policies by students must be reported to the Vice President for Technology and/or the Vice President for Student Services. Individuals violating these guidelines will immediately lose their access rights; other disciplinary action may also be taken by the College.

The College reserves the right to inspect all information on the network in order to ensure compliance with these policies, applicable laws, and regulations.

Users should not assume that any use not listed is otherwise excluded. Questions regarding whether a specific use is permitted should be referred to the Director of Network Services, Director of Media Services, or the Director of Instructional Technologies and Distance Learning.

BRCC departments may have additional rules relative to computer or equipment use in their respective areas. Users are expected to abide by such rules.

Harassment/Discrimination

Blue Ridge Community College is committed to providing and promoting an atmosphere in which students can engage fully in the learning process. Accordingly, sexual, gender and other unlawful harassment or discrimination is prohibited.

- A. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Examples of sexually harassing conduct include, but are not limited to:
1. Deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations;
 2. Suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity;
 3. Continued or repeated offensive sexual flirtations, advances, or propositions;
 4. Continued or repeated verbal remarks of a sexual nature;

5. Sexually degrading words used towards an individual or to describe an individual;
6. The display of sexually suggestive objects or pictures;
7. Use of personal or College electronic communications to convey sexually inappropriate words, pictures, or images. Electronic communications include, but are not limited to, e-mail, text messaging, instant messaging, chat rooms, blogging, Web site, and social networking Web sites (e.g., Facebook or MySpace).

Furthermore, conduct will constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status;
2. Any such proposals are made under circumstances implying that one's response might affect the academic or employment decisions that are influenced by the person making such proposals;
3. Such conduct is abusive of others and implies a discriminatory hostility toward their personal or professional interests because of their sex or sexual orientation;
4. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment; or
5. The sexual attention is unwanted, regardless of consequences and relationships.

It is possible for sexual harassment to occur at various levels: between fellow students or co-workers; between supervisors and subordinates; between employees and students; or imposed by non-employees, including between visitors and employees and/or students. In addition, sexual harassment can occur between members of the opposite sex or the same sex.

- B. Gender Harassment: Gender harassment is defined as behavior that targets someone for offensive, hostile, degrading, or insulting treatment because of their gender. The following are examples of conduct that may constitute gender harassment:
1. Using derogatory, gender-based terms;
 2. Making derogatory jokes about gender-specific traits or based on negative gender stereotypes;
 3. Suggesting that students of one gender should not engage in certain activities because of their gender;
 4. Impeding the educational progress of a person of one gender either explicitly or implicitly, such as by questioning an individual's ability because of his/her gender or suggesting that it is abnormal for a person of that gender to hold a particular interest;

5. Limiting or denying an individual of one gender access to educational opportunities;
6. Using sexist humor as a classroom teaching technique;
7. Use of personal or College electronic communications (as defined herein) to convey inappropriate gender-based remarks, pictures, or images; or
8. Using verbal, graphic, or physical conduct which threatens, ridicules, or demeans an individual because of gender.

C. Other Unlawful Harassment/Discrimination: Other unlawful harassment may consist of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or excludes an individual from a College activity based on his/her race, color, religion, age, national origin, disability, creed, sexual orientation, political affiliation, or any legally protected status not listed herein or any arbitrary distinction, or that of his/her relative, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual's work or academic performance; or otherwise adversely affects an individual's employment or educational opportunities.

Other unlawful harassment/discrimination may include but is not limited to:

1. Threatening or intimidating conduct directed at another because of the individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein;
2. Jokes, name calling, or rumors based upon an individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein;
3. Ethnic slurs, negative stereotypes, and hostile acts based on an individual's race, color, religion, age, national origin, disability, creed, sexual orientation, political affiliation, or any legally protected status not listed herein; or
4. Stalking, which, for purposes of this policy, is when a person intentionally and repeatedly follows or harasses another person and who makes a credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or bodily harm.

C. Reporting and Complaint Procedure: Students may report complaints of sexual, gender, or other unlawful forms of harassment or discrimination to the Vice President of Student Services. The College will investigate the complaint and take appropriate action, including, but not

limited to, disciplinary action. Complaints about the Vice President of Student Services should be made directly to the President who will delegate the investigation to another Vice President. If the student making the harassment or discrimination complaint is not satisfied with the Vice President of Student Services' decision, or the decision of another Vice President, s/he may, within ten (10) business days of receipt of the decision, appeal that decision to the President, in writing, who will further investigate the claim, if necessary, and render a decision. The President's decision shall be final. No one who makes a complaint, testifies as a witness, assists or participates in any investigation, proceeding, or hearing on a harassment or discrimination complaint will be retaliated against nor will they be coerced, intimidated, threatened, or interfered with in the exercise of any rights.

Institutional Responsibilities to Third Party Recipients of Certain Services

As a part of their normal training, students in human service programs are engaged in activities where the health and well-being of persons outside the school are involved. Under these conditions the institution incurs a moral and legal obligation concerning the student and the recipient of his/her services. To ensure the safety of the third party recipients the institution may suspend, expel, or refuse to enroll any such student who:

1. Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time
2. Demonstrates behavior which conflicts with safety essential to nursing and/or child care.

Student Conduct

A student enrolled at Blue Ridge Community College may rightfully expect that the teachers and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus.

Students at Blue Ridge Community College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. It is expected that the student will adhere to the rules and regulations as may be established by the College and the student body, and that the student will respect the rights, privileges, and property of other members of the institutional community. Students are responsible for their own conduct, and violation of established rules and regulations may subject them to disciplinary measures or dismissal.

The College has adopted basic standards of student conduct and when these standards are violated penalties may be incurred. Consequences for violations include warning, fine, loss of privileges or campus resources, probation, restitution, suspension, or expulsion. The College reserves the right

to withhold academic records or to deny registration for subsequent semesters. When any of these penalties are applied, students are afforded due process as described in the Student Grievance and Due Process section of this catalog. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

Types of student conduct for which disciplinary proceedings may be initiated include but are not limited to the following:

1. **Disruption of School:** A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption if obstruction is reasonably certain to result. The following illustrate the kinds of offenses encompassed here:
 - (a) occupying any school building, school grounds, or part thereof, with intent to deprive others of its use;
 - (b) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
 - (c) setting fire to or substantially damaging any school building or property;
 - (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
 - (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school class, or activity, or of any lawful meeting or assembly on the school campus;
 - (f) preventing students from attending a class or school activity;
 - (g) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus;
 - (h) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct the class; and
 - (i) unruly conduct at a school activity, function, or event.
2. **Damage or Destruction of School Property:** A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long term suspension or expulsion from school.
3. **Damage or Destruction of Private Property:** A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long term suspension or expulsion from school.
4. **Physical Abuse of a School Employee, Student, or Other Person not employed by the School:** A student shall not intentionally do serious bodily injury to any person (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at a school activity, function, event, or on a College owned vehicle. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.
5. **Weapons and Dangerous Instruments:** A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon: (1) on the school grounds during and immediately before or immediately after school hours: (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at any school activity, function, event, or on a College owned vehicle.
6. **Narcotics, Alcoholic Beverages, and Stimulant Drugs:** A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: (1) on the school grounds during and immediately before or immediately after school hours or (2) on the school grounds at any other time when the school is being used by any school group. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
7. **Tobacco Use:** A student shall not violate the College's Tobacco-Free Campus regulations. Smoking and the use of smokeless tobacco products are prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of smokeless tobacco inside the confines of a motor vehicle on College grounds. Refer to Tobacco-Free Campus section of this catalog.
8. **Campus Parking and Traffic Regulations:** A student shall not violate campus parking and traffic regulations. Refer to the Campus Parking and Traffic Regulations section of this catalog.
9. **Harassment/Discrimination:** For all issues related to violations of the Harassment/Discrimination policy, refer to the Harassment/Discrimination section of this catalog.
10. **Computer Use:** For all issues related to violations of the College's Computer Use Policy refer to the Computer Usage section of this catalog.
11. **Disruptive Communications:** A student shall not intentionally send electronic communications which

disrupt the learning environment. In addition to items listed specifically in BRCC's Computer Use Policy, this may include but is not limited to the use of profanity, insulting or harassing remarks in e-mail, discussions, chat, electronic text, or telephone communications. Violations may be grounds for the student to receive a failing grade, suspension, or expulsion.

12. **Classroom Conduct:** A student shall not engage in any conduct that endangers the success of the student or others in the classroom. Examples of this type of conduct include, but are not limited to, stealing, cheating, gambling of any type, personal combat, loud, profane, or boisterous language, or any other conditions on the campus which would be considered unbecoming to a member of the student body.
13. **Academic Honesty:** A student shall not violate the Academic Honesty Policy outlined in the Academic Honesty section of this catalog.
14. **Public Laws/College Policy:** Violations of any federal, state, or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus. Violations of College policies and procedures may result in disciplinary action.

In cases where suspension or expulsion are possible, the following procedures apply:

1. The President, or the President's designee, may suspend or expel a student if in his/her judgment it is necessary to remove the student from the instructional site so that teaching can continue without interruption.
2. If the student appeals the suspension decision, and in all cases where suspension is longer than ten (10) days or expulsion is appropriate, the student will receive written notice describing the charges against him/her and the nature of the proceedings.
3. The student may, within ten (10) business days of receipt of such notice, request, in writing to the President, a hearing before the Judicial Board. A hearing will be convened pursuant to the Student Grievance Procedure and Due Process section of this catalog.

Student Grievance Procedure and Due Process

Any Blue Ridge Community College student has the right to be officially heard in matters where they have general grievances and for which there is no other approved grievance or review process.

To ensure that the grievance is given proper attention, the student should follow these steps:

1. Student initiated grievances should first be directed to the appropriate dean and then to the applicable vice president. Should there be no satisfactory resolution

following a conference with the applicable vice president, the student may initiate a formal grievance by submitting in writing to the President, within ten (10) business days of the conference, a request for a hearing before the Judicial Board. The student shall state the grievance, the remedy desired, the efforts made to remedy the matter, and any other pertinent information.

2. The Vice President for Student Services shall convene and chair the Judicial Board except in cases where the grievance involves the appeal of a decision made or upheld by the Vice President for Student Services. In such cases, the President shall appoint another vice president to take the place of the Vice President for Student Services.
3. The Judicial Board shall consist of three (3) members: The Vice President for Student Services (or Presidential designate); one faculty member appointed by the President, who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.
4. The hearing shall be scheduled within ten (10) business days of receipt of the student's written request for a hearing. In extraordinary circumstances, if the student wishes to be accompanied by legal counsel, for advisory purposes only, he/she shall include his request with his/her written request for a hearing. In such cases, the College may also be similarly represented.

The Judicial Board hearing procedure shall be as follows:

1. The Chair shall introduce all present.
2. The student shall have the opportunity to present evidence and witnesses in support of his or her case. The Judicial Board shall have the opportunity to question the student and, if applicable, his or her witnesses.
3. The administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Judicial Board shall have the opportunity to question the administrator and/or other College representative and, if applicable, their witnesses.
4. The student will have the opportunity to make a closing statement. After the student's closing statement, the College representative will have the opportunity to make a closing statement.
5. The Judicial Board shall deliberate in closed session. The College's attorney may sit with the Judicial Board and provide legal advice should such advice be necessary. The North Carolina Rules of Evidence do not apply and all relevant evidence shall be included in the official record; however, in reaching its decision, the Judicial Board shall weigh and consider the credibility of the presented evidence.
6. The Judicial Board hearing shall be audio recorded and that recording shall serve as the official hearing minutes.
7. Within five (5) business days of the hearing, the Chair shall, in writing, summarize the Judicial Board's decision and send a copy to the parties and to the President.

8. If any of the parties are not satisfied with the Judicial Board's decision, they may, within ten (10) business days of the date of the decision, appeal, in writing, to the President. The Vice President for Student Services shall accept the appeal on behalf of the President. The President shall review the official record and the hearing minutes. If, after his or her initial review, the President needs additional information, he or she may ask the parties to supplement the official record by responding to his or her additional questions. Within ten (10) business days of receipt of the party's appeal, or an additional five (5) business days after the official record has been supplemented, the President shall issue his or her final decision to affirm, reject, or modify the Judicial Board's decision. A written copy of the President's decision shall be sent to both parties. The President's decision shall be final, subject only to the student's right of appeal to the Board of Trustees, and ultimately to the courts.

To afford a student due process and the expedient resolution of issues where it is impractical or impossible, given the situation, for a student or his/her supporting witnesses to appear and participate in their grievance in person, special accommodation may be made including: written statements, telephone conferences, electronic mail, videotape, live video, or similar means of communication.

Student Rights

All students at Blue Ridge Community College shall be treated in an equitable and fair manner and afforded certain due process rights in academic, discipline, and grievance matters as established in the following College procedures:

- For issues with respect to grade appeals, see Grade and Grade Changes.
- For issues with respect to academic honesty, see Academic Honesty.
- For issues with respect to disciplinary matters (aside from allegations of unlawful harassment and discrimination), see Student Conduct.
- For issues with respect to harassment and discrimination, see Harassment and Discrimination.
- For issues with respect to general grievances, see Student Grievance and Due Process.
- For issues with respect to students records and the Family Education Rights and Privacy Act, see Student Records.
- For issues with respect to student use of computers, see Computer Usage.

As a general matter, students are free to pursue their educational goals and, in so doing, have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable, appropriate, and non-discriminatory College rules and regulations regarding time, place, and manner.

Students have the right to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.

Tobacco-Free Campus

Blue Ridge Community College is committed to providing students, employees, and visitors a safe and healthy environment. To address this commitment, smoking and the use of smokeless tobacco products is prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds.

Academic Support

Basic Skills/Literacy Programs

Adult Basic Education (ABE): The ABE Program at BRCC is the cornerstone upon which the overall Basic Skills Program is built. ABE is a dynamic outreach program specifically targeting non-readers and other under-educated adults. A variety of traditional and non-traditional, innovative curricula have been implemented to upgrade the academic skills of this population. Special programs offered through formal partnerships with other agencies have promoted program accessibility. All classes are offered free-of-charge.

Compensatory Education (CED): The CED program is designed to provide remedial academic programs to adults who have been diagnosed as being intellectually disabled and who can provide documentation of intellectual disabilities. The program includes task-analyzed lessons in language arts, math, social sciences, consumer education, health, and community living skills. CED classes are offered at Vocational Solutions in Henderson County and Transylvania Vocational Services in Transylvania County. All classes are offered free-of-charge.

English as a Second Language (ESL): ESL classes are designed for adults who are not native English speakers. Because individual needs vary considerably, instruction in reading, writing, speaking, and listening is tailored to meet individual needs. Three distinct levels are offered to help students acquire functional English competence: Beginning, Intermediate, and Advanced. All classes are offered free-of-charge.

General Education Development (GED): GED courses are designed for adults who have not received a high school diploma. Courses prepare students for the five official GED tests: Language Arts-Writing, Social Studies, Science, Language Arts - Reading, and Mathematics. The GED diploma certifies that the graduate has achieved a level of general educational development equivalent to that of high school diploma recipients. All classes are offered free-of-charge. There is a one-time-only nominal administrative fee for GED testing as well as a graduation fee for students completing their GED. Graduation ceremonies are held each year.

Cooperative Education

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experience directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to practice skills they have learned in their programs of study while earning college credit.

Any student enrolled in a program offering Co-op for academic credit as a requirement or elective may apply. The Cooperative Education Office will make the final determination of a student's acceptance into the program based on

selection criteria. These criteria include, but are not limited to, the student's prior experience, academic status (minimum 2.0 grade point average) and position availability. After determination of Co-op status, the Director will be responsible for locating or approving an appropriate work assignment. Students accepted for Co-op must have completed nine (9) credit hours, three (3) of which are required to be in their prescribed program of study. Students who are approved for Co-op must register with the Co-op Office and attend an orientation before going to their assignments.

A student may earn up to four credit hours during any one semester, with the allowed maximum credit hours differing for each curriculum.

Co-op is an open enrollment program, which means students have the option of enrolling during the semester, not only at registration.

Benefits to the Student

- Gain work experience in one's chosen field of study
- Practice marketable skills
- Explore career interests
- Earn academic credit toward one's degree
- Enhance one's résumé
- Meet job placement and employment contacts
- Develop confidence, responsibility, and greater human relations skills
- Explore one's own abilities in relation to a real job
- Develop references
- Be considered for a full time job at one's Co-op site after Co-op is complete

Distance Education

In an effort to better meet the needs of its students, Blue Ridge Community College may offer courses through distance education. Such courses are offered to improve access and provide increased flexibility in scheduling. These courses may include telecourses, teleweb courses, online courses, or courses via the North Carolina Information Highway. Blue Ridge Community College strives to ensure that the quality and content of these courses are the same as for traditional, classroom courses. A qualified, competent instructor serves as facilitator for each course offered through one of these methods of delivery. The following guidelines will govern delivery of these courses:

- All academic policies, including, but not limited to, admissions, credits, degree completion, academic honesty, dropping and adding classes, repetition of courses, course withdrawal, grading, student conduct, computer usage, grievance procedure, and due process for distance education courses are the same as those for traditional classroom courses.
- In cases of student grievance or disciplinary matters, where it is impractical for a distance education student to appear in person to be heard, to afford the student due process and expedient resolution of issues, special

accommodation may be made (e.g., written statements, telephone conferences, electronic mail, video tape, live video, or similar means of communication).

- Beginning and ending dates for distance education courses are aligned with the College calendar.
- Blue Ridge Community College guidelines for tuition and materials will apply.
- The student must meet prerequisite requirements for distance education courses unless a Waiver of Prerequisites form is completed with the consent of the advisor and the instructor of the course.
- The student must be able to demonstrate appropriate computer skills or may be required to complete remediation.
- The student is required to have access to the appropriate technology (including software and hardware) for the distance education courses for which he/she registers
- Blue Ridge Community College faculty teaching distance education courses will attempt to contact students enrolling in these courses. It is suggested that the student contact the instructor at the time of registration for the course to provide necessary information (e.g., current mailing address, e-mail address, or phone number). Ultimate responsibility for contact rests with the student.
- A student enrolled in online classes is required to complete an online orientation. A link is provided to this orientation on the Distance Learning Home page of the College Web site at www.blueridge.edu. Use guest access.
- The student is required to attend any scheduled orientation sessions, review sessions, or test sessions.
- The student must communicate with the instructor at least once a week unless more communication is necessary to meet course requirements. A student who fails to maintain this communication may be dropped from the course for nonattendance.
- Materials will be faxed or mailed when necessary and feasible.

Before registering for a distance education course the student should access the Distance Learning Home page on the college Web site at www.blueridge.edu. This site provides a self-assessment to assist the student in determining whether this mode of learning is consistent with personal study habits and learning styles. Links are also provided to technology requirements, general information about distance education at Blue Ridge Community College, and a listing of distance education courses.

The student enrolled in distance education courses may access the Blue Ridge Community College Library and online resources through links provided on the College Web site at www.blueridge.edu. This Web page has links to Web sites that provide access to other libraries, resources, and services

such as NC LIVE. Use of some resources requires a Student ID Card which can be obtained in the College Bookstore.

Library

The Library's mission is to serve as a resource center for the College with books and other materials particularly adapted to the objectives and curricula of Blue Ridge Community College. Audiovisual materials, electronic resources, and other resource materials augment the instructional programs. Microfilm and microfiche readers, as well as photocopy services, are available for use. A variety of opportunities is provided for serious study and leisure reading by students, faculty, staff, and community patrons. The Library is located at the front entrance of the William D. Killian Building. The Library has approximately 34,000 volumes, and subscribes to 250 periodicals and 11 newspapers.

Library services at the Transylvania County Campus include online access to research materials and a direct link to the automated card catalog located on the Henderson County Campus. Students also have access to a collection of approximately 500 volumes. Other services include audiovisuals, interlibrary loans, and networking resources. Through a cooperative agreement, the James A. Jones Library of Brevard College provides additional library services for the Transylvania County Campus.

STAR Center

The Success Through Academic Readiness (STAR) Center, provides academic support to students in curriculum, developmental, and basic skills courses through the use of non-credit academic review classes, one-on-one instruction, peer and instructor tutoring, computerized and video instruction, workshops, and information sessions. A STAR Center instructor is always available, during STAR Center open hours, to provide assistance.

Classes: Non-credit academic review courses in basic grammar, literature, basic math, pre-algebra, and reading are offered in a classroom setting for skills brush-up.

GED Preparation: Adult Basic Education (ABE) and GED preparation classes are offered in the STAR Center. The five official GED tests leading to the award of the High School Diploma (Equivalency) are administered at the Henderson County Campus STAR Center and at the Transylvania County Campus. The High School Diploma (Equivalency) certifies that the graduate has achieved a level of general educational developmental equivalent to that of traditional high school diploma recipients.

Instructor Tutoring: The Writing Center and Math Lab are located in the STAR Center and are staffed by curriculum instructors to provide additional instruction, outside the classroom. Students can drop by for assistance or be referred by an instructor. Instructor tutoring in other subjects, such as computer information technology, is also offered in the

Center. Hours of assistance vary each semester according to instructor schedules. Contact the Center for more information.

Irlen Syndrome Screening: Scotopic Sensitivity (Irlen) Syndrome is a perceptual problem with reading that affects learning and academic performance. STAR Center faculty can evaluate a student to determine the problem and provide transparent overlays in the correct color combination to aid in more effective reading. Irlen Syndrome symptoms are common and range from mild to severe. Symptoms might include any of the following: sensitivity to light, eye strain, seeing moving lines or moving words when reading, print appearing to float above the page, skipping words or lines when reading, and recurrent headaches when reading.

Peer Tutoring Program: Students who need supplemental instruction in a particular course can receive free tutoring from an instructor recommended student who excels in the same subject. Tutors are paid by the hour, with College funds. Any student interested in receiving tutoring or becoming a tutor can contact the STAR Center or see an instructor. Peer tutors must have an instructor recommendation to tutor.

Remediation: Students who want to prepare for the Pre-enrollment Placement Test may contact the STAR Center. Students needing assistance with developmental courses or with making up a grade of incomplete in developmental reading, English, or math can come to the Center for assistance.

Test Proctoring: The Center offers test proctoring for make-up tests offered by BRCC adjunct instructors. Instructors and students can contact the Center to schedule a time for test taking.

Workshops: Workshops on a variety of topics including test taking strategies, note taking, time management, memory techniques, good study habits, learning styles, goal setting, stress reduction, and dealing with test anxiety are offered on a continual basis and are free to anyone at BRCC. Information sessions on program offerings, the application process, and financial aid are also offered periodically.

Academic Programs Offered During the 2012-2013 Academic Year

Accounting

Associate in Applied Science Degree	49
Certificate - Basic Accounting - Bookkeeping	49

Air Conditioning, Heating and Refrigeration Technology

Diploma	50
Certificate - Basic Technician	50
Certificate - Intermediate Technician.....	50

Associate Degree Nursing

Associate in Applied Science Degree	51
---	----

Automotive Systems Technology

Associate in Applied Science Degree	52
Diploma	52
Certificate - Electrical/Electronic	53
Certificate - Under Car	53

Business Administration

Associate in Applied Science Degree	54
Certificate - Basic.....	54

Business Administration/Banking and Finance

Associate in Applied Science Degree	55
---	----

Business Administration/Marketing and Retailing

Associate in Applied Science Degree	56
Diploma	56

Collision Repair and Refinishing Technology

Diploma	57
Certificate - Basic.....	57
Certificate - Insurance Estimating	57
Certificate - Intermediate.....	58

Community Spanish Interpreter

Associate in Applied Science Degree	59
---	----

Computer Information Technology

Associate in Applied Science Degree	60
Diploma	61

Computer-Integrated Machining

Associate in Applied Science Degree	62
Diploma	62

Computer Programming

Associate in Applied Science Degree	63
Diploma	63
Certificate	64

Cosmetology

Associate in Applied Science Degree	65
Diploma	65
Certificate	66

Cosmetology Instructor

Certificate	66
-------------------	----

Criminal Justice Technology

Associate in Applied Science Degree	67
Diploma	68

Criminal Justice Technology/Latent Evidence

Associate in Applied Science Degree	69
---	----

Education Programs

Early Childhood Education

Associate in Applied Science Degree.....	70
Certificate - Preschool.....	71
Certificate - Infant and Toddler	71
Certificate - School-Age Care.....	72
Certificate - Administration	72

School-Age Education

Associate in Applied Science Degree (Arts Track).....	73
Associate in Applied Science Degree (Science Track).....	75

Electronics Engineering Technology

Associate in Applied Science Degree	77
Certificate - Basic.....	78
Certificate - Advanced	78
Certificate - Industrial	78

Emergency Medical Science

Associate in Applied Science Degree	79
Bridge Program	79

Environmental Science Technology

Associate in Applied Science Degree	80
Diploma	80
Certificate	81
Certificate - Sustainability Technology	81

Esthetics Instructor

Certificate	82
-------------------	----

Esthetics Technology

Certificate	82
-------------------	----

Film and Video Production Technology

Associate in Applied Science Degree83

Fire Protection Technology

Associate in Applied Science Degree84

Diploma84

Certificate85

General Education

Associate in Applied Science Degree86

General Occupational Technology

Associate in Applied Science Degree87

High School Programs – Career and College Promise**College Transfer Pathways for High School Students**

Business and Economics Pathway88

Engineering and Mathematics Pathway88

Humanities and Social Science Pathway88

Life and Health Sciences Pathway88

Technical Careers**Certificates and Diplomas for High School Students**

A/C, Heating & Refrigeration Technology Diploma...89

Automotive Systems Technology Diploma89

Business Administration Certificate89

Collision Repair and Refinishing Diploma89

Computer Integrated Machining Diploma89

Cosmetology Certificate89

Criminal Justice Technology Diploma90

Electronics Engineering Technology Certificate90

Fire Protection Technology Diploma90

Infant and Toddler Certificate90

Interpreter Education Certificate90

Manicuring/Nail Technology Certificate90

Mechanical Engineering Technology Certificate90

Preschool Certificate90

School-Age Care Certificate90

Simulation and Game Development Certificate91

Web Technologies Certificate91

Welding Technology Diploma91

Horticulture Technology

Associate in Applied Science Degree92

Diploma92

Certificate - Landscape Design93

Certificate - Landscape Management93

Certificate - Ornamental Plant Production93

Certificate - Turfgrass Management93

Interpreter Education

Associate in Applied Science Degree94

Diploma95

Certificate95

Manicuring Instructor

Certificate96

Manicuring/Nail Technology

Certificate96

Mechanical Engineering Technology

Associate in Applied Science Degree97

Diploma98

Certificate - Basic98

Mechatronics Technology

Associate in Applied Science Degree99

Diploma99

Certificate100

Networking Technology

Associate in Applied Science Degree101

Diploma101

Office Administration

Associate in Applied Science Degree102

Diploma102

Diploma - Medical Office103

Certificate - Basic Office103

Certificate - Medical Office103

Office Administration/Virtual Office Assistance

Associate in Applied Science Degree104

Diploma104

Plumbing

Certificate105

Simulation and Game Development

Associate in Applied Science Degree106

Certificate106

Surgical Technology

Associate in Applied Science Degree107

Diploma107

Transfer Programs

Arts

Associate in Arts	108
Diploma-Transfer Core	110
Pre-Major Articulation Agreements	111

Fine Arts

Associate in Fine Arts—Art	112
Associate in Fine Arts—Drama	113
Associate in Fine Arts—Music	115

Science

Associate in Science	117
Diploma-Transfer Core	119
Pre-Major Articulation Agreements	121

Articulated Transfer Programs

Accounting	122
Dental Hygiene	123
Education	
Early Childhood Development	124
School-Age Education (Arts Track)	125
School-Age Education (Science Track)	126
School-Age Education (Arts or Science Track)	127
Occupational Therapy Assistant	128
Physical Therapist Assistant	129

Web Technologies

Associate in Applied Science Degree	130
Diploma	130
Certificate - Basic	131
Certificate - Graphics	131
Certificate - Programming	131

Welding Technology

Diploma	132
Certificate - Basic Technician	132
Certificate - Intermediate Technician	133
Certificate - Artist Blacksmith	133
Certificate - Level I Blacksmith - Basic	133
Certificate - Level II Blacksmith - Fabrication	133

Developmental Courses

Blue Ridge Community College provides an opportunity for students to strengthen their basic educational background. Through a series of courses, instruction is provided to help the student overcome educational deficiencies that would likely prevent him/her from succeeding in an associate degree or diploma program. Developmental courses are offered in the areas of reading and vocabulary development, grammar and composition, keyboarding, biology, chemistry, and mathematics.

Incoming students are given a series of pre-enrollment placement tests to determine if any of these courses will be prerequisites to their related coursework. Students should take prerequisites in their first semester of enrollment if possible. Certain programs require that prerequisite courses be completed prior to fall enrollment. In addition, OST 131 may be required if a student has little or no experience with the keyboard and cannot type at least 20 words per minute. For these students OST 131 is considered a developmental course notwithstanding the 100 level designation.

Developmental and prerequisite courses include:

BIO	090	Foundations of Biology
CHM	092	Fundamentals of Chemistry
CIS	070	Fundamentals of Computing
ENG	080	Writing Foundations
ENG	090	Composition Strategies
DMA	010	Operations with Integers
DMA	020	Fractions and Decimals
DMA	030	Proportion/Ratios/Rates/Percents
DMA	040	Expressions, Linear Equations, Linear Inequalities
DMA	050	Graphs and Equations of Lines
DMA	060	Polynomials and Quadratic Applications
DMA	070	Rational Expressions and Equations
DMA	080	Radical Expressions and Equations
OST	131	Keyboarding
RED	080	Introduction to College Reading
RED	090	Improved College Reading

A student must earn a "C" or better to progress to the next class.

Language Prerequisite Courses

Students desiring to take French, German, or Spanish in their program of study may be required to take one of the prerequisite courses listed below. This requirement is waived if the student has completed one unit of high school French, German, or Spanish.

FRE	110	Introduction to French
GER	110	Introduction to German
SPA	110	Introduction to Spanish

Electives

The Associate in Arts, Associate in Fine Arts, and Associate in Science elective listings are listed with the program description.

Associate in Applied Science: The following listings for Humanities Electives apply to Associate in Applied Science degree-seeking students. These electives should be carefully selected with the faculty advisor to ensure proper credit. Each program of study has specific courses that meet the humanities elective requirement. ASL, foreign language, and public speaking courses cannot count as the sole humanities course in an associate in applied science program.

Humanities Electives

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
ASL	111	Elementary ASL I*
ASL	181	ASL Lab 1*
ASL	112	Elementary ASL II*
ASL	182	ASL Lab 2*
ASL	211	Intermediate ASL I*
ASL	281	ASL Lab 3*
COM	231	Public Speaking
DRA	111	Theatre Appreciation
DRA	112	Literature of the Theatre
DRA	115	Theatre Criticism
ENG	231	American Literature I
ENG	232	American Literature II
ENG	233	Major American Writers
ENG	241	British Literature I
ENG	242	British Literature II
ENG	252	Western World Literature
ENG	262	World Literature II
HUM	110	Technology and Society
HUM	123	Appalachian Culture
HUM	211	Humanities I
HUM	212	Humanities II
MUS	110	Music Appreciation
PHI	210	History of Philosophy
PHI	230	Introduction to Logic
PHI	240	Introduction to Ethics
REL	110	World Religions
REL	212	Intro to New Testament

The following humanities electives are suggested only if the student has had an international language in high school.

There is a prerequisite requirement to these courses.

Students who have had one or more units of an International Language in high school with a grade of "C" or better usually can advance place.

FRE	111	Elementary French I*
FRE	181	French Lab 1*
FRE	112	Elementary French II*
FRE	182	French Lab 2*
GER	111	Elementary German I*
GER	181	German Lab 1*
GER	112	Elementary German II*
GER	182	German Lab 2*
SPA	111	Elementary Spanish I*
SPA	181	Spanish Lab 1*
SPA	112	Elementary Spanish II*
SPA	182	Spanish Lab 2*
SPA	211	Intermediate Spanish I
SPA	212	Intermediate Spanish II

* Denotes a corequisite, course cannot be taken by itself.

Social/Behavioral Science Electives

The following listing for Social/Behavioral Science Electives applies to Associate in Applied Science degree-seeking students. These electives should be carefully selected with the faculty advisor to ensure proper credit. Each program of study has specific courses that meet the social/behavioral science elective requirement.

ANT	210	General Anthropology
ANT	220	Cultural Anthropology
ECO	151	Survey of Economics
ECO	251	Principles of Microeconomics
ECO	252	Principles of Macroeconomics
GEO	111	World Regional Geography
GEO	130	General Physical Geography
HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
POL	120	American Government
POL	130	State and Local Government
PSY	150	General Psychology
PSY	237	Social Psychology
PSY	241	Developmental Psychology
PSY	281	Abnormal Psychology
SOC	210	Introduction to Sociology
SOC	213	Sociology of the Family
SOC	215	Group Processes
SOC	220	Social Problems

Accounting

Associate in Applied Science Degree

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

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

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(15)
Spring Semester						
ACC 121	Prin of Managerial Accounting	3	2	0	0	4
ACC 140	Payroll Accounting	1	2	0	0	2
BUS 280	REAL Small Business	4	0	0	0	4
	Either					
ECO 151	Survey of Economics	3	0	0	0	3
	Or					
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(16)
Summer Term						
ACC 180	Practices in Bookkeeping	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Subtotal					(9)
Fall Semester						
ACC 129	Individual Income Taxes	2	2	0	0	3
ACC 220	Intermediate Accounting I	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
	Humanities Elective**					3
	Major Course Elective***					3
	Subtotal					(16)

Spring Semester

ACC 150	Accounting Software Applications	1	2	0	0	2
ACC 227	Practices in Accounting	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
	Social/Behavioral Science Elective**					3
	Subtotal					(12)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

BUS 116	Business Law II	3	0	0	0	3
BUS 125	Personal Finance	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 228	Business Statistics	2	2	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
RLS 112	Broker Prelicensing	5	0	0	0	5

Total Semester Credit Hours in Program68

Basic Accounting - Bookkeeping Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
	Subtotal					(7)
Spring Semester						
ACC 121	Prin of Managerial Accounting	3	2	0	0	4
ACC 140	Payroll Accounting	1	2	0	0	2
	Subtotal					(6)
Summer Term						
ACC 180	Practices in Bookkeeping	3	0	0	0	3
	Subtotal					(3)

Total Semester Credit Hours in Program 16

Air Conditioning, Heating, and Refrigeration Technology Diploma

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. Diploma graduates should be able to assist in the startup, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
AHR 110	Intro to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 112	Heating Technology	2	4	0	0	4
AHR 170	Heating Lab	0	3	0	0	1
MAT 101	Applied Mathematics I	2	2	0	0	3
	Subtotal					(17)

Spring Semester

AHR 113	Comfort Cooling	2	4	0	0	4
AHR 120	HVACR Maintenance	1	3	0	0	2
AHR 130	HVAC Controls	2	2	0	0	3
	Either					
AHR 171	Comfort Cooling Lab	0	3	0	0	1
	Or					
COE 111	Co-op Work Experience I	0	0	0	10	1
AHR 180	HVACR Customer Relations	1	0	0	0	1
BUS 280	REAL Small Business	4	0	0	0	4
	Subtotal					(15)

Summer Term

AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 160	Refrigerant Certification	1	0	0	0	1
AHR 172	Heat Pump Lab	0	3	0	0	1
AHR 210	Residential Building Code	1	2	0	0	2
ENG 102	Applied Communication II	3	0	0	0	3
	Subtotal					(11)

Total Semester Credit Hours in Program 43

Air Conditioning, Heating, and Refrigeration-Basic Technician Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

AHR 110	Intro to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 112	Heating Technology	2	4	0	0	4
AHR 170	Heating Lab	0	3	0	0	1

Total Semester Credit Hours in Program 13

Air Conditioning, Heating, and Refrigeration-Intermediate Technician Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

AHR 113	Comfort Cooling	2	4	0	0	4
AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 120	HVACR Maintenance	1	3	0	0	2
AHR 130	HVAC Controls	2	2	0	0	3
AHR 160	Refrigerant Certification	1	0	0	0	1

Total Semester Credit Hours in Program 14

Associate Degree Nursing

Associate in Applied Science Degree

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 which employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Special admission procedures for the Associate Degree Nursing program are outlined on page 10.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
ENG	111	Expository Writing	3	0	0	0	3
NUR	111	Intro To Health Concepts	4	6	6	0	8
		Subtotal					(16)

Spring Semester

BIO	166	Anatomy and Physiology II	3	3	0	0	4
NUR	112	Health Illness Concepts	3	0	6	0	5
NUR	211	Health Care Concepts	3	0	6	0	5
PSY	150	General Psychology	3	0	0	0	3
		Subtotal					(17)

Summer Term

BIO	175	General Microbiology	2	2	0	0	3
NUR	114	Holistic Health Concepts	3	0	6	0	5
PSY	241	Developmental Psychology	3	0	0	0	3
		Subtotal					(11)

Fall Semester

ENG	114	Profes Research and Reporting	3	0	0	0	3
NUR	113	Family Health Concepts	3	0	6	0	5
NUR	212	Health System Concepts	3	0	6	0	5
		Humanities Elective**					3
		Subtotal					(16)

Spring Semester

NUR	213	Complex Health Concepts	4	3	15	0	10
		Subtotal					(10)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Semester Credit Hours in Program 70

Automotive Systems Technology

Associate in Applied Science Degree

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains. Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
AUT 110	Intro to Auto Technology	2	2	0	0	3
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	1
AUT 161	Basic Auto Electricity	4	3	0	0	5
AUT 186	PC Skills for Auto Techs	2	2	0	0	3
	Subtotal					(16)

Spring Semester

AUT 141	Suspension and Steering Sys.	2	3	0	0	3
AUT 181	Engine Performance I	2	3	0	0	3
AUT 181A	Engine Performance I Lab*	0	3	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Major Course Elective***					1
	Subtotal					(14)

Summer Term

AUT 171	Auto Climate Control	2	4	0	0	4
AUT 183	Engine Performance 2	2	6	0	0	4
MAT 121	Algebra and Trigonometry I	2	2	0	0	3
	Subtotal					(11)

Fall Semester

AUT 116	Engine Repair	2	3	0	0	3
AUT 116A	Engine Repair Lab*	0	3	0	0	1
AUT 163	Adv. Auto Electricity	2	3	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Major Course Elective***					1
	Subtotal					(17)

Spring Semester

AUT 221	Auto Transm / Transaxles	2	3	0	0	3
AUT 231	Man Trans/Axles/Drtrains	2	3	0	0	3
AUT 231A	Man Trans/Axles/Drtrains Lab*	0	3	0	0	1
AUT 284	Emerging Auto Technologies	2	6	0	0	4
	Major Course Elective***					1
	Subtotal					(12)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

AUT 141A	Suspension and Steering Lab*	0	3	0	0	1
AUT 163A	Adv Auto Electricity Lab*	0	3	0	0	1
AUT 221A	Auto Transm / Transax Lab*	0	3	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 131	Co-op Work Experience III	0	0	0	10	1

Total Semester Credit Hours in Program 70

Automotive Systems Technology

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
AUT 110	Intro to Auto Technology	2	2	0	0	3
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	1
AUT 161	Basic Auto Electricity	4	3	0	0	5
AUT 186	PC Skills for Auto Techs	2	2	0	0	3
	Subtotal					(16)

Spring Semester

AUT 141	Suspension and Steering Sys.	2	3	0	0	3
AUT 181	Engine Performance I	2	3	0	0	3
AUT 181A	Engine Performance I Lab*	0	3	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Major Course Elective***					1
	Subtotal					(14)

Summer Term

AUT 163	Adv. Auto Electricity	2	3	0	0	3
AUT 163A	Adv Auto Electricity Lab*	0	3	0	0	1
AUT 183	Engine Performance 2	2	6	0	0	4
MAT 121	Algebra and Trigonometry I	2	2	0	0	3
	Subtotal					(11)

*Denotes a corequisite, course cannot be taken by itself.

***Major Course Electives are to be selected from the following:

AUT 141A	Suspension and Steering Lab*	0	3	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

Total Semester Credit Hours in Program41

**Automotive Systems Technology -
Electrical/Electronic
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

AUT 110	Intro to Auto Technology	2	2	0	0	3
AUT 161	Basic Auto Electricity	4	3	0	0	5
AUT 163	Adv. Auto Electricity	2	3	0	0	3
AUT 163A	Adv Auto Electricity Lab*	0	3	0	0	1
AUT 186	PC Skills for Auto Techs	2	2	0	0	3

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 15

**Automotive Systems Technology -
Under Car
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

AUT 110	Intro to Auto Technology	2	2	0	0	3
AUT 141	Suspension and Steering Sys.	2	3	0	0	3
AUT 141A	Suspension and Steering Lab*	0	3	0	0	1
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	1
AUT 186	PC Skills for Auto Techs	2	2	0	0	3

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 14

Business Administration

Associate in Applied Science Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

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

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(15)

Spring Semester

ACC 121	Prin of Managerial Accounting	3	2	0	0	4
BUS 137	Principles of Management	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Major Course Elective***					3
	Humanities Elective**					3
	Subtotal					(16)

Summer Term

BUS 240	Business Ethics	3	0	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Social/Behavioral Science Elective**					3
	Subtotal					(9)

Fall Semester

BUS 115	Business Law I	3	0	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
ECO 251	Principles of Microeconomics	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(13)

Spring Semester

ACC 140	Payroll Accounting	1	2	0	0	2
BUS 116	Business Law II	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
BUS 239	Business Applications Seminar	1	2	0	0	2
ECO 252	Principles of Macroeconomics	3	0	0	0	3
	Subtotal					(13)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

ACC 131	Federal Income Taxes	2	2	0	0	3
ACC 150	Acct Software Appl	1	2	0	0	2
BUS 125	Personal Finance	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 228	Business Statistics	2	2	0	0	3
BUS 270	Professional Development	3	0	0	0	3
BUS 280	REAL Small Business	4	0	0	0	4
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
COE 124	Co-op Work Experience II	0	0	0	40	4
COE 131	Co-op Work Experience III	0	0	0	10	1
COE 132	Co-op Work Experience III	0	0	0	20	2
COE 212	Co-op Work Experience IV	0	0	0	20	2
CTS 130	Spreadsheet	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
ECM 210	Introduction to E-Commerce	2	2	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	0	3
RLS 112	Broker Prelicensing	5	0	0	0	5
WEB 110	Internet/Web Fundamentals	2	2	0	0	3

Total Semester Credit Hours in Program 66

Business Administration - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

BUS 110	Introduction to Business	3	0	0	0	3
MKT 120	Introduction to Marketing	3	0	0	0	3
	Subtotal					(6)

Spring Semester

BUS 137	Principles of Management	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 251	Prin. of Microeconomics	3	0	0	0	3
	Subtotal					(9)

Total Semester Credit Hours in Program 15

Business Administration/ Banking and Finance

(Pending Approval by the State Board of Community Colleges)
Associate in Applied Science Degree

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses. Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting, and economics. Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
BAF 110	Principles of Banking	3	0	0	0	3
	Subtotal					(14)

Spring Semester

BAF 131	Fund of Bank Lending	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(15)

Summer Term

BUS 240	Business Ethics	3	0	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Social/Behavioral Science Elective**					3
	Subtotal					(13)

Fall Semester

BUS 115	Business Law I	3	0	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
ECO 251	Principles of Microeconomics	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(13)

Spring Semester

BAF 141	Law & Banking Principles	3	0	0	0	3
BAF 222	Money and Banking	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
BUS 239	Business Applications Seminar	1	2	0	0	2
ECO 252	Principles of Macroeconomics	3	0	0	0	3
	Subtotal					(14)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

ACC 130	Business Income Taxes	2	2	0	0	3
ACC 180	Practices in Bookkeeping	3	0	0	0	3
BUS 116	Business Law II	3	0	0	0	3
BUS 125	Personal Finance	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 228	Business Statistics	2	2	0	0	3
BUS 270	Professional Development	3	0	0	0	3
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
COE 124	Co-op Work Experience II	0	0	0	40	4
CTS 130	Spreadsheet	2	2	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	0	3

Total Semester Credit Hours in Program69

Business Administration/ Marketing and Retailing

Associate in Applied Science Degree

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing. Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
Fall Semester					
ACA	115	Success and Study Skills	0	2	0 0 1
BUS	110	Introduction to Business	3	0	0 0 3
CIS	110	Introduction to Computers	2	2	0 0 3
ENG	111	Expository Writing	3	0	0 0 3
MKT	120	Principles of Marketing	3	0	0 0 3
		Subtotal			(13)
Spring Semester					
ACC	120	Princip of Financial Accounting	3	2	0 0 4
ENG	114	Prof. Research and Reporting	3	0	0 0 3
MAT	140	Survey of Mathematics	3	0	0 0 3
MAT	140A	Survey of Mathematics Lab*	0	2	0 0 1
MKT	123	Fundamentals of Selling	3	0	0 0 3
		Subtotal			(14)
Summer Term					
MKT	122	Visual Merchandising	3	0	0 0 3
		Humanities Elective**			3
		Social/Behavioral Science Elective**			3
		Major Course Elective***			3
		Subtotal			(12)
Fall Semester					
BUS	115	Business Law I	3	0	0 0 3
ECO	251	Principles of Microeconomics	3	0	0 0 3
MKT	220	Advertising and Sales Promotion	3	0	0 0 3
MKT	222	Credit Procedures	3	0	0 0 3
WEB	115	Web Markup and Scripting	2	2	0 0 3
		Subtotal			(15)
Spring Semester					
ACC	150	Acct Software Application	1	2	0 0 2
COE	111	Co-op Work Experience	0	0	0 10 1
BUS	137	Principles of Management	3	0	0 0 3
MKT	223	Customer Service	3	0	0 0 3
MKT	225	Marketing Research	3	0	0 0 3
MKT	226	Retail Applications	3	0	0 0 3
		Subtotal			(15)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

BUS	153	Human Resource Management	3	0	0 0 3
BUS	228	Business Statistics	2	2	0 0 3
BUS	270	Professional Development	3	0	0 0 3
COE	112	Co-op Work Experience I	0	0	0 20 2
COE	113	Co-op Work Experience I	0	0	0 30 3
COE	114	Co-op Work Experience I	0	0	0 40 4
COE	121	Co-op Work Experience II	0	0	0 10 1
COE	122	Co-op Work Experience II	0	0	0 20 2
COE	123	Co-op Work Experience II	0	0	0 30 3
COE	124	Co-op Work Experience II	0	0	0 40 4
COE	131	Co-op Work Experience III	0	0	0 10 1
COE	132	Co-op Work Experience III	0	0	0 20 2
DBA	110	Database Concepts	2	3	0 0 3
ECM	210	Introduction to E-Commerce	2	2	0 0 3

Total Semester Credit Hours in Program 69

Business Administration/ Marketing and Retailing

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
Fall Semester					
ACA	115	Success and Study Skills	0	2	0 0 1
BUS	115	Business Law I	3	0	0 0 3
BUS	137	Principles of Management	3	0	0 0 3
CIS	110	Introduction to Computers	2	2	0 0 3
ENG	111	Expository Writing	3	0	0 0 3
MKT	120	Principles of Marketing	3	0	0 0 3
		Subtotal			(16)
Spring Semester					
ACC	120	Prin of Financial Accounting	3	2	0 0 4
ECO	252	Principles of Macroeconomics	3	0	0 0 3
MAT	140	Survey of Mathematics	3	0	0 0 3
MAT	140A	Survey of Mathematics Lab*	0	2	0 0 1
MKT	225	Marketing Research	3	0	0 0 3
		Subtotal			(14)
Summer Term					
MKT	122	Visual Merchandising	3	0	0 0 3
MKT	220	Advertising and Sales Promotion	3	0	0 0 3
MKT	226	Retail Applications	3	0	0 0 3
		Subtotal			(9)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 39

Collision Repair and Refinishing Technology Diploma

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, minor structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
AUB	111	Painting and Refinishing I	2	6	0	0	4	
AUB	121	Non-Structural Damage I	1	4	0	0	3	
AUB	134	Autobody MIG Welding	1	4	0	0	3	
AUB	160	Body Shop Operations	1	0	0	0	1	
AUB	162	Autobody Estimating	1	2	0	0	2	
MAT	101	Applied Mathematics I	2	2	0	0	3	
		Subtotal						(17)
Spring Semester								
AUB	112	Painting and Refinishing II	2	6	0	0	4	
AUB	114	Special Finishes	1	2	0	0	2	
AUB	131	Structural Damage I	2	4	0	0	4	
AUB	136	Plastics and Adhesives	1	4	0	0	3	
CIS	110	Introduction to Computers	2	2	0	0	3	
		Subtotal						(16)
Summer Term								
AUB	122	Non-Structural Damage II	2	6	0	0	4	
AUB	132	Structural Damage II	2	6	0	0	4	
ENG	102	Applied Communications II	3	0	0	0	3	
		Subtotal						(11)
Total Semester Credit Hours in Program			44					

Collision Repair and Refinishing - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Required Courses								
AUB	111	Painting and Refinishing I	2	6	0	0	4	
AUB	112	Painting and Refinishing II	2	6	0	0	4	
AUB	121	Non-Structural Damage I	1	4	0	0	3	
AUB	122	Non-Structural Damage II	2	6	0	0	4	
AUB	136	Plastics and Adhesives	1	4	0	0	3	

Total Semester Credit Hours in Program 18

Collision Repair and Refinishing - Insurance Estimating Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Required Courses								
AUB	121	Non-Structural Damage I	1	4	0	0	3	
AUB	131	Structural Damage I	2	4	0	0	4	
AUB	160	Body Shop Operations	1	0	0	0	1	
AUB	162	Autobody Estimating	1	2	0	0	2	
CIS	110	Introduction to Computers	2	2	0	0	3	

Total Semester Credit Hours in Program 13

Collision Repair and Refinishing - Intermediate Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

AUB 114	Special Finishes	1	2	0	0	2
AUB 131	Structural Damage I	2	4	0	0	4
AUB 132	Structural Damage II	2	6	0	0	4
AUB 134	Autobody MIG Welding	1	4	0	0	3

Total Semester Credit Hours in Program 13

Community Spanish Interpreter Associate in Applied Science Degree

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

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

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish 1 Lab	0	2	0	0	1
SPI 113	Introduction to Spanish Interp.	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(17)

Spring Semester

ENG 114	Profes Research and Reporting	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 141	Culture and Civilization	3	0	0	0	3
SPA 182	Spanish Lab 2	0	2	0	0	1
	Subtotal					(14)

Summer Term

SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 281	Spanish Lab 3	0	2	0	0	1
SPI 213	Review of Grammar	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(10)

Fall Semester

SPA 120	Spanish for the Workplace	3	0	0	0	3
SPA 161	Cultural Immersion	2	3	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
SPA 282	Spanish Lab 4	0	2	0	0	1
SPI 114	Analytical Skills for Spanish Int.	3	0	0	0	3
	Social/Behavioral Science Elective**					3
	Subtotal					(16)

Spring Semester

COE 111	Co-op Work Experience I	0	0	0	10	1
COE 115	Co-op Work Exp Seminar I	1	0	0	0	1
SPI 214	Introduction to Translation	3	0	0	0	3
SPA 215	Spanish Phonetics/Structure	3	0	0	0	3
SPA 221	Spanish Conversation	3	0	0	0	3
SPA 231	Reading and Composition	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(17)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

**Major Course Elective hours are to be selected from the following:

BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
COE 112	Co-op Work Experience I	0	0	0	20	2
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 132	Co-op Work Experience III	0	0	0	20	2
EDU 131	Children, Family, and Comm.	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3

Total Semester Credit Hours in Program74

Computer Information Technology

Associate in Applied Science Degree

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

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

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	3	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(14)

Spring Semester

CTS 155	Tech Support Function	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
NOS 110	Operating Systems Concepts	2	3	0	0	3
	Major Course Elective***					3
	Subtotal					(15)

Summer Term

NOS 130	Windows Single User	2	2	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
	Social/Behavioral Sciences Elective**					3
	Subtotal					(9)

Fall Semester

BUS 110	Introduction to Business	3	0	0	0	3
CTS 217	Computer Training Support	2	2	0	0	3
CTS 285	Systems Analysis and Design	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 230	Windows Administration I	2	2	0	0	3
	Subtotal					(15)

Spring Semester

COE 111	Co-op Work Experience	0	0	0	10	1
CTS 120	Hardware/Software Support	2	3	0	0	3
CTS 289	System Support Project	1	4	0	0	3
	Humanities Elective**					3
	Major Course Elective***					3
	Subtotal					(13)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 153	Human Resource Management	3	0	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
COE 122	Co-op Work Experience II	0	0	0	20	2
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
CSC 153	C# Programming	2	3	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
WEB 250	Database Driven Web sites	2	2	0	0	3

Total Semester Credit Hours in Program66

Computer Information Technology Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	115	Intro to Programming and Logic	2	3	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab*	0	2	0	0	1
NET	125	Networking Basics	1	4	0	0	3
		Subtotal					(17)
Spring Semester							
CTS	155	Tech Support Function	2	2	0	0	3
CTS	120	Hardware/Software Support	2	3	0	0	3
DBA	110	Database Concepts	2	3	0	0	3
NOS	110	Operating Systems Concepts	2	3	0	0	3
		Major Course Elective***					3
		Subtotal					(15)
Summer Term							
COE	111	Co-op Work Experience I	0	0	0	10	1
NOS	130	Windows Single User	2	2	0	0	3
SEC	110	Security Concepts	3	0	0	0	3
		Major Course Elective***					3
		Subtotal					(10)

*Denotes a corequisite, course cannot be taken by itself.

***Major Course Electives are to be selected from the following:

COE	122	Co-op Work Experience II	0	0	0	20	2
CSC	134	C++ Programming	2	3	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3
CSC	153	C# Programming	2	3	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	0	3
WEB	140	Web Development Tools	2	2	0	0	3
WEB	250	Database Driven Web sites	2	2	0	0	3

Total Semester Credit Hours in Program 42

Computer-Integrated Machining

Associate in Applied Science Degree

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
ENG	111	Expository Writing	3	0	0	0	3	
MAC	111	Machining Technology I	2	12	0	0	6	
MAC	121	Intro to CNC	2	0	0	0	2	
MAC	131	Blueprint Reading/Mach. I	1	2	0	0	2	
MAC	151	Machining Calculations	1	2	0	0	2	
MAT	121	Algebra and Trigonometry I	2	2	0	0	3	
		Subtotal						(19)

Spring Semester								
CIS	110	Introduction to Computers	2	2	0	0	3	
MAC	112	Machining Technology II	2	12	0	0	6	
MAC	122	CNC Turning	1	3	0	0	2	
MAC	124	CNC Milling	1	3	0	0	2	
MAC	132	Blueprint Reading/Mach. II	1	2	0	0	2	
MAC	152	Adv Machining Calculations	1	2	0	0	2	
		Subtotal						(17)

Summer Term								
MAC	113	Machining Technology III	2	12	0	0	6	
		Subtotal						(6)

Fall Semester								
MAC	214	Machining Tech IV	2	12	0	0	6	
MEC	110	Intro to CAD/CAM	1	2	0	0	2	
		Humanities Elective**					3	
		Social/Behavioral Science Elective**					3	
		Subtotal						(14)

Spring Semester								
ENG	114	Profess Research/Reporting	3	0	0	0	3	
ISC	132	Mfg Quality Control	2	3	0	0	3	
MAC	215	Machining Tech V	2	12	0	0	6	
		Either						
MAC	222	Advanced CNC Turning	1	3	0	0	2	
		Or						
COE	112	Co-op Work Experience I	0	0	0	20	2	
MAC	224	Advanced CNC Milling	1	3	0	0	2	
		Subtotal						(16)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Semester Credit Hours in Program72

Computer-Integrated Machining

Diploma

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
ENG	111	Expository Writing	3	0	0	0	3	
MAC	111	Machining Technology I	2	12	0	0	6	
MAC	121	Intro to CNC	2	0	0	0	2	
MAC	131	Blueprint Reading/Mach I	1	2	0	0	2	
MAC	151	Machining Calculations	1	2	0	0	2	
		Either						
MAT	121	Algebra and Trigonometry I	2	2	0	0	3	
		Or						
SOC	215	Group Processes	3	0	0	0	3	
		Subtotal						(19)

Spring Semester								
CIS	110	Introduction to Computers	2	2	0	0	3	
MAC	112	Machining Tech II	2	12	0	0	6	
MAC	122	CNC Turning	1	3	0	0	2	
MAC	124	CNC Milling	1	3	0	0	2	
MAC	132	Blueprint Reading/Mach II	1	2	0	0	2	
MAC	152	Adv Machining Calculations	1	2	0	0	2	
		Subtotal						(17)

Summer Term								
MAC	113	Machining Technology III	2	12	0	0	6	
		Subtotal						(6)

Total Semester Credit Hours in Program42

Computer Programming

Associate in Applied Science Degree

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	3	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(17)

Spring Semester

CSC 134	C++ Programming	2	3	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
	Social/Behavioral Science Elective**					3
	Subtotal					(12)

Summer Term

CSC 234	Advanced C++ Programming	2	3	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
	Subtotal					(9)

Fall Semester

CSC 151	JAVA Programming	2	3	0	0	3
CTS 285	Systems Analysis and Design	3	0	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
	Major Course Elective***					3
	Subtotal					(15)

Spring Semester

COE 111	Co-op Work Experience I	0	0	0	10	1
CSC 251	Adv JAVA Programming	2	3	0	0	3
CSC 289	Programming Capstone Project	1	4	0	0	3
	Humanities/Fine Arts Elective**					3
	Major Course Elective***					3
	Subtotal					(13)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

BUS 228	Business Statistics	2	2	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
BUS 280	REAL Small Business	4	0	0	0	4
COE 112	Co-op Work Experience I	0	0	0	20	2
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 131	Co-op Work Experience III	0	0	0	10	1
COE 132	Co-op Work Experience III	0	0	0	20	2
CSC 153	C# Programming	2	3	0	0	3
MAT 175	Pre-calculus	4	0	0	0	4
MAT 175A	Pre-calculus Lab*	0	2	0	0	1
NOS 120	Linux/UNIX Single User	2	2	0	0	3
SGD 113	SGD Programming	2	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
WEB 182	PHP Programming	2	2	0	0	3
WEB 250	Database Driven Web sites	2	2	0	0	3

Total Semester Credit Hours in Program66

Computer Programming

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	3	0	0	3
NET 125	Networking Basics	1	4	0	0	3
CSC 151	Java Programming	2	3	0	0	3
	Subtotal					(13)

Spring Semester

CSC 134	C++ Programming	2	3	0	0	3
CSC 251	Advance JAVA	2	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
NOS 110	Operating System Concepts	2	3	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
	Subtotal					(16)

Summer Term

ENG 111	Expository Writing	3	0	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
CSC 234	Advance C++	2	3	0	0	3
	Subtotal					(9)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program38

Computer Programming Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	2	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
	Subtotal					(9)

Spring Semester

CSC 134	C++ Programming	2	3	0	0	3
CSC 251	Adv Java Programming	2	3	0	0	3
	Subtotal					(6)

Total Semester Credit Hours in Program 15

Cosmetology

Associate in Applied Science Degree

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 that 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 as skin/nail specialists, platform artists, and related businesses.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

COS 111	Cosmetology Concepts I	4	2	0	0	4
COS 112	Salon I	0	24	0	0	8
	Subtotal					(12)

Spring Semester

ACA 115	Success and Study Skills	0	2	0	0	1
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(16)

Summer Term

COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 240	Contemporary Design	1	3	0	0	2
ENG 114	Profes Research and Reporting	3	0	0	0	3
	Subtotal					(13)

Fall Semester

COS 117	Cosmetology Concepts IV	2	0	0	0	2
COS 118	Salon IV	0	21	0	0	7
COS 250	Computerized Salon Operations	1	2	0	0	1
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(14)

Spring Semester

BUS 280	REAL Small Business	4	0	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Major Course Elective***					3
	Subtotal					(16)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

BUS 153	Human Resource Management	3	0	0	0	3
BUS 270	Professional Development	3	0	0	0	3
COS 121	Manicure/Nail Technology I	3	0	0	0	3

Total Semester Credit Hours in Program71

Cosmetology

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
	Subtotal					(12)

Spring Semester

ACA 115	Success and Study Skills	0	2	0	0	1
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(16)

Summer Term

COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 240	Contemporary Design	1	3	0	0	2
	Subtotal					(10)

Fall Semester

COS 117	Cosmetology Concepts IV	2	0	0	0	2
COS 118	Salon IV	0	21	0	0	7
ENG 114	Prof Research and Reporting	3	0	0	0	3
	Subtotal					(12)

Total Semester Credit Hours in Program50

Cosmetology Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
COS 111	Cosmetology Concepts I	4	0	0	0	0	4	
COS 112	Salon I	0	24	0	0	0	8	
	Subtotal							(12)
Spring Semester								
COS 113	Cosmetology Concepts II	4	0	0	0	0	4	
COS 114	Salon II	0	24	0	0	0	8	
	Subtotal							(12)
Summer Term								
COS 115	Cosmetology Concepts III	4	0	0	0	0	4	
COS 116	Salon III	0	12	0	0	0	4	
COS 240	Contemporary Design	1	3	0	0	0	2	
	Subtotal							(10)
Total Semester Credit Hours in Program								34

Cosmetology Instructor Certificate

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

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

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

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
COS 271	Instructor Concepts I	5	0	0	0	0	5	
COS 272	Instructor Practicum I	0	0	21	0	0	7	
	Subtotal							(12)
Spring Semester								
COS 273	Instructor Concepts II	5	0	0	0	0	5	
COS 274	Instructor Practicum II	0	0	21	0	0	7	
	Subtotal							(12)
Total Semester Credit Hours in Program								24

Criminal Justice Technology

Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Students who have successfully completed a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission and passed the Commission's comprehensive certificate examination will receive credit towards the Associate in Applied Science degree in Criminal Justice Technology.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skill	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CJC 111	Intro to Criminal Justice	3	0	0	0	3
CJC 231	Constitutional Law	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(13)

Spring Semester

CJC 112	Criminology	3	0	0	0	3
CJC 120	Interviews/Interrogations	1	2	0	0	2
CJC 131	Criminal Law	3	0	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(15)

Summer Semester

PSY 150	General Psychology	3	0	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Subtotal					(9)

Fall Semester

CJC 113	Juvenile Justice	3	0	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	0	3
CJC 151	Introduction to Loss Prevention	3	0	0	0	3
CJC 221	Investigative Principles	3	2	0	0	4
	Major Course Elective***					3
	Subtotal					(16)

Spring Semester

CJC 212	Ethics & Community Relations	3	0	0	0	3
CJC 255	Issue in Crim Justice App	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
POL 130	State and Local Government	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(15)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 122	Community Policing	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
CJC 170	Critical Incident Management for Public Safety	3	0	0	0	3
CJC 213	Substance Abuse	3	0	0	0	3
CJC 215	Organization & Administration	3	0	0	0	3
CJC 244	Footwear and Tire Imprints	2	3	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
COE 112	Co-op Work Experience I	0	0	0	20	2
COE 113	Co-op Work Experience I	0	0	0	30	3
COE 114	Co-op Work Experience I	0	0	0	40	4
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
COE 124	Co-op Work Experience II	0	0	0	40	4
PSY 237	Social Psychology	3	0	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	0	3

Total Semester Credit Hours in Program68

Criminal Justice Technology Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skill	0	2	0	0	1
CJC 111	Intro to Criminal Justice	3	0	0	0	3
CJC 113	Juvenile Justice	3	0	0	0	3
CJC 221	Investigative Principles	3	2	0	0	4
CJC 231	Constitutional Law	3	0	0	0	3
	Subtotal					(14)

Spring Semester

CJC 112	Criminology	3	0	0	0	3
CJC 120	Interviews/Interrogations	1	2	0	0	2
CJC 131	Criminal Law	3	0	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	0	3
CJC 244	Footwear and Tire Imprints	3	2	0	0	3
	Subtotal					(14)

Summer Semester

CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Subtotal					(9)

Total Semester Credit Hours in Program37

Criminal Justice Technology/ Latent Evidence

(Pending Approval by the State Board of Community Colleges)
Associate in Applied Science Degree

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. 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.

Students who have successfully completed a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission and passed the Commission's comprehensive certificate examination will receive credit towards the Associate in Applied Science degree in Criminal Justice Technology.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skill	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CJC 111	Intro to Criminal Justice	3	0	0	0	3
CJC 144	Crime Scene Processing	2	3	0	0	3
CJC 231	Constitutional Law	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
Subtotal						(16)

Spring Semester

CJC 112	Criminology	3	0	0	0	3
CJC 131	Criminal Law	3	0	0	0	3
CJC 146	Trace Evidence	2	3	0	0	3
CJC 120	Interviews/Interrogation	1	2	0	0	2
COM 231	Public Speaking	3	0	0	0	3
Subtotal						(14)

Summer Term

PSY 150	General Psychology	3	0	0	0	3
Humanities Elective**						3
Social/Behavioral Science Elective**						3
Subtotal						(9)

Fall Semester

CJC 113	Juvenile Justice	3	0	0	0	3
CJC 221	Investigative Principles	3	2	0	0	4
CJC 245	Friction Ridge Analysis	2	3	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
Subtotal						(17)

Spring Semester

CJC 246	Adv Friction Ridge Analysis	2	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	0	3
CJC 255	Issue in Crim Justice App	3	0	0	0	3
CJC 244	Footwear and Tire Imprints	2	3	0	0	3
Major Course Elective***						3
Subtotal						(15)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 122	Community Policing	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
CJC 170	Critical Incident Management for Public Safety	3	0	0	0	3
CJC 213	Substance Abuse	3	0	0	0	3
CJC 215	Organization and Administration	3	0	0	0	3
CJC 244	Footwear and Tire Imprints	2	3	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
COE 112	Co-op Work Experience I	0	0	0	20	2
COE 113	Co-op Work Experience I	0	0	0	30	3
COE 114	Co-op Work Experience I	0	0	0	40	4
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
COE 124	Co-op Work Experience II	0	0	0	40	4
PSY 237	Social Psychology	3	0	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	0	3

Total Semester Credit Hours in Program 71

Early Childhood Education

Associate in Applied Science Degree

Class Lab Clinic Work Credit
Exp.

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood 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 parents 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.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream

www.taskstream.com to show competence in the National Association for the Education of Young Children (NAYEC) Standards. Student will receive additional information about Task Stream when they enroll in the degree program.

This curriculum complies with the standard approved by the State Board of Community Colleges. Please see the list of practicum requirements for the Early Childhood and School-Age programs on page 12.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include:

DMA 010-030
DMA 010-040 (if taking MAT 140/140A)
BIO 090 (if taking BIO 111 as science requirement)
CHM 092 and MAT 080 (if taking CHM as science requirement)
CIS 070 or test out (prerequisite for EDU 271)
ENG 080, RED 080 (prerequisite for all 100 level EDU courses except EDU 119)
ENG 090, RED 090 (prerequisite for all 200 level EDU courses)
Students must meet all prerequisites for courses in the program or elective courses they choose to take.

If a student plans to transfer to a four-year institution, students must earn acceptable scores on PRAXIS I before enrolling in a bachelor's degree program. Students should work closely with their advisor to make appropriate course choices.

Fall Semester

ACA	115	Success and Study Skills	0	2	0	0	1
EDU	119	Intro Early Childhood Education	4	0	0	0	4
EDU	144	Child Development I	3	0	0	0	3
EDU	173	Becoming an Early Child Profes	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
Subtotal							(14)

Spring Semester

EDU	145	Child Development II	3	0	0	0	3
EDU	151	Creative Activities	3	0	0	0	3
Either							
ENG	113	Literature Based Research	3	0	0	0	3
Or							
ENG	114	Prof. Research and Reporting	3	0	0	0	3
Major Course Elective***							3
Major Course Elective***							3
Subtotal							(15)

Summer Term

Either							
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab*	0	2	0	0	1
Or							
Natural Science Requirement							4
Social/Behavioral Science Elective**							3
Humanities Elective**							3
Subtotal							(10)

Fall Semester

EDU	131	Child, Family and Community	3	0	0	0	3
EDU	146	Child Guidance	3	0	0	0	3
EDU	153	Health, Safety, Nutrition	3	0	0	0	3
EDU	221	Children with Exceptionalities	2	2	0	0	3
Major Course Elective***							3
Subtotal							(15)

Spring Semester

EDU	284	Early Child Capstone Practicum	1	9	0	0	4
EDU	280	Literacy Experiences	3	0	0	0	3
EDU	271	Educational Technology	2	2	0	0	3
Major Course Elective***							3
Subtotal							(13)

*Denotes a corequisite, course cannot be taken by itself.

**Natural Science requirement is to be selected from the courses listed below:

AST	111	Descriptive Astronomy	3	0	0	0	3
AST	111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	3
BIO	140A	Environmental Biology Lab*	0	3	0	0	1
BIO	163	Basic Anatomy and physiology	4	2	0	0	5
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM	131A	Introduction to Chemistry Lab*	0	3	0	0	1
CHM	151	General Chemistry I	3	3	0	0	4
GEL	120	Physical Geology	3	2	0	0	4
PHS	130	Earth Science	3	2	0	0	4
PHY	110	Conceptual Physics	3	0	0	0	3
PHY	110A	Conceptual Physics Lab*	0	2	0	0	1

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses approved by the state. Several articulation agreements are in place with four-year universities. Students who wish to transfer should work closely with their advisor to choose the appropriate major course, humanities, social/behavior science and math/natural science electives.

***Major Course Electives are to be selected from the following to total 12 credit hours:

ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab I	0	2	0	0	
BUS 137	Principles of Management	3	0	0	0	3
BUS 280	REAL Small Business	4	0	0	0	4
CIS 110	Introduction to Computers	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	0	0	3
EDU 161	Intro to Exceptional Children	3	0	0	0	3
EDU 163	Classroom Manage and Instruct	3	0	0	0	3
EDU 184	Early Child Intro Practicum	1	3	0	0	2
EDU 216	Foundations of Education	3	2	0	0	4
EDU 220	Prog Pol in Early Interv	3	0	0	0	3
EDU 222	Learners with Behavior Disorders	3	0	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	0	3
EDU 234	Infants, Toddlers and Twos	3	0	0	0	3
EDU 234A	Infants, Toddlers & Twos Lab*	0	2	0	0	1
EDU 235	School-Age Programs	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	0	3
EDU 263	School-Age Program Admin	2	0	0	0	2
EDU 275	Effective Teacher Training	2	0	0	0	2
EDU 289	Advanced School-Age Issues	2	0	0	0	2
PED 110	Fit and Well for Life	1	2	0	0	1

Total Semester Credit Hours in Program 67

Early Childhood Education - Preschool Certificate

The Early Childhood Certificate is a concentration under the Early Childhood Associate. The certificate prepares individuals to work with children birth through middle childhood (age eight) in diverse learning environments. Course work includes child growth and development, physical/nutritional needs of young children, physical/motor skills, social/emotional, and creative development.

Certificate graduates are prepared to plan and implement developmentally appropriate programs for infants and children through age eight. Employment opportunities include childcare programs, preschools, public and private schools. Head Start programs, developmental day programs, and school-age programs. Students who complete this certificate may apply for the National Preschool Child Development Associate (CDA Credential: NC Community College Track).

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

EDU 119	Intro Early Childhood Education	4	0	0	0	4
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety, Nutrition	3	0	0	0	3
	Subtotal					(10)

Spring Semester

EDU 145	Child Development II	3	0	0	0	3
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 184	Early Child Intrad Practicum	1	0	0	3	2
	Subtotal					(8)

Total Semester Credit Hours in Program 18

Early Childhood Education - Infant and Toddler Certificate

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 and 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 positions in child development and child care programs, early intervention programs, preschools, public and private schools, recreational centers, Early Head Start programs, Nannies, and other infant/toddler programs, including home-childcare.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Students who complete this certificate may apply for the National Infant-Toddler Child Development Associate (CDA Credential: NC Community College Track).

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

EDU 119	Intro Early Childhood Education	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	0	3
	Subtotal					(10)

Spring Semester

EDU 131	Child, Family and Community	3	0	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	0	3
EDU 234A	Infants, Toddlers, and Twos Lab*	0	2	0	0	1
	Subtotal					(7)

Total Semester Credit Hours in Program 17

School-Age Care Certificate

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

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

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

EDU 163	Classroom Mgt. and Instruction	3	0	0	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	0	0	3
EDU 263	School-Age Program Admin	2	0	0	0	2
	Subtotal					(8)

Spring Semester

EDU 131	Child, Family and Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 235	School-Age Dev and Programs	3	0	0	0	3
	Subtotal					(9)

Total Semester Credit Hours in Program(17)

Early Childhood Education - Administration Certificate

The Early Childhood Administration Certificate program prepares graduates for positions in child care settings. All courses taken for the certificate can be transferred into the Associate of Applied Science degree.

Individuals completing this certificate with a C average or better will be eligible to apply for the North Carolina Division of Child Development Early Childhood Administration Credential.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Summer Term

EDU 119	Intro Early Childhood Education	4	0	0	0	4
	Subtotal					(4)

Fall Semester

BUS 280	REAL Small Business	4	0	0	0	4
EDU 261	Early Childhood Admin I	3	0	0	0	3
	Subtotal					(7)

Spring Semester

BUS 137	Principles of Management	3	0	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	0	3
	Subtotal					(6)

Total Semester Credit Hours in Program 17

Education - School-Age Education (Arts Track)

Associate in Applied Science

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

This curriculum contains the 44 semester-hour general education college-transfer core and is designed for students to transfer to four-year higher education institutions.

This curriculum complies with the standard approved by the State Board of Community Colleges. Please see the list of practicum requirements for the Early Childhood and School-Age programs on page 12.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream

www.taskstream.com to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

If a student plans to transfer to a four year institution, students must earn acceptable scores on PRAXIS I before enrolling in a Bachelor degree in Education. Students should work closely with their advisor to make appropriate course choices.

		Class	Lab	Clinic	Work	Credit	
					Exp.		
Fall Semester							
ACA 115	Success and Study Skills	0	2	0	0	1	
EDU 144	Child Development I	3	0	0	0	3	
EDU 163	Classroom Manage and Instruct	3	0	0	0	3	
EDU 173	Becoming an Early Child Prof	3	0	0	0	3	
ENG 111	Expository Writing	3	0	0	0	3	
	Humanities Elective**					3	
	Subtotal						(16)

Spring Semester

ENG 113	Literature Based Research	3	0	0	0	3	
EDU 131	Child, Family and Community	3	0	0	0	3	
EDU 145	Child Development II	3	0	0	0	3	
EDU 271	Educational Technology	3	0	0	0	3	
	Humanities Elective**					3	
	Social/Behavioral Science Elective**					3	
	Subtotal						(18)

Summer Term

	Math Elective**					3	
	Math Elective Lab**					1	
	Humanities Elective**					3	
	Social/Behavioral Science Elective**					3	
	Subtotal						(10)

Fall Semester

EDU 216	Foundations of Education	3	2	0	0	4	
EDU 221	Children with Exceptionalities	3	0	0	0	3	
	Math Elective**					3	
	Math Elective Lab**					1	
	Science Elective**					4	
	Social/Behavioral Science Elective**					3	
	Subtotal						(18)

Spring Semester

EDU 285	Internship Exp-School-Age	1	9	0	0	4	
EDU 289	Adv Issues for School-Age Pop	2	0	0	0	2	
	Social/Behavioral Science Elective**					3	
	Humanities Elective**					3	
	Science Elective**					4	
	Subtotal						(16)

**This program works in conjunction with the 44-semester hour general education core. Electives listed in the above program of study must be selected from below. Students should work closely with an advisor to make appropriate course choices.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3	
ENG 113	Literature Based Research	3	0	0	0	3	
	Or						
EDU 114	Prof Research and Report	3	0	0	0	3	
	Subtotal						(6)

Humanities/Fine Arts (12 semester hours required)

(Four courses from at least three different discipline areas must be selected. One literature course and one foreign language course are required)

Art

ART 111	Art Appreciation	3	0	0	0	3	
ART 114	Art History Survey I	3	0	0	0	3	
ART 115	Art History Survey II	3	0	0	0	3	

Drama

DRA 111	Theatre Appreciation	3	0	0	0	3	
DRA 112	Literature of the Theatre	3	0	0	0	3	
DRA 115	Theatre Criticism	3	0	0	0	3	

Humanities

HUM 110	Technology and Society	3	0	0	0	3	
HUM 123	Appalachian Culture	3	0	0	0	3	
HUM 211	Humanities I	3	0	0	0	3	
HUM 212	Humanities II	3	0	0	0	3	

Literature

ENG 231	American Literature I	3	0	0	0	3	
ENG 232	American Literature II	3	0	0	0	3	
ENG 233	Major American Writers	3	0	0	0	3	
ENG 241	British Literature I	3	0	0	0	3	
ENG 242	British Literature II	3	0	0	0	3	
ENG 262	World Literature II	3	0	0	0	3	

Music							
MUS	110	Music Appreciation	3	0	0	0	3
Philosophy							
PHI	210	History of Philosophy	3	0	0	0	3
PHI	230	Introduction to Logic	3	0	0	0	3
PHI	240	Introduction to Ethics	3	0	0	0	3
Religion							
REL	110	World Religions	3	0	0	0	3
REL	212	Intro to New Testament	3	0	0	0	3
REL	221	Religion in America	3	0	0	0	3
International Languages							
ASL	111	Elementary ASL I	3	0	0	0	3
ASL	181	ASL Lab 1*	0	2	0	0	1
ASL	112	Elementary ASL II	3	0	0	0	3
ASL	182	ASL Lab 2*	0	2	0	0	1
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL	281	ASL Lab 3*	0	2	0	0	1
FRE	111	Elementary French I	3	0	0	0	3
FRE	181	French Lab 1*	0	2	0	0	1
FRE	112	Elementary French II	3	0	0	0	3
FRE	182	French Lab 2*	0	2	0	0	1
FRE	211	Intermediate French I	3	0	0	0	3
FRE	281	French Lab 3*	0	2	0	0	1
GER	111	Elementary German I	3	0	0	0	3
GER	181	German Lab I*	0	2	0	0	1
GER	112	Elementary German II	3	0	0	0	3
GER	182	German Lab II*	0	2	0	0	1
GER	211	Intermediate German I	3	0	0	0	3
GER	281	German Lab 3*	0	2	0	0	1
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA	181	Spanish Lab I*	0	2	0	0	1
SPA	112	Elementary Spanish II	3	0	0	0	3
SPA	182	Spanish Lab II*	0	2	0	0	1
SPA	211	Intermediate Spanish I	3	0	0	0	3
SPA	281	Spanish Lab 3*	0	2	0	0	1
		Subtotal					(12)
Social/Behavioral Science							
(12 semester hours required. Four courses from at least three different discipline areas must be selected. Note: History 111 or 112 is required.)							
Anthropology							
ANT	210	General Anthropology	3	0	0	0	3
ANT	220	Cultural Anthropology	3	0	0	0	3
Economics							
ECO	151	Survey of Economics	3	0	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	0	3
Geography							
GEO	111	World Regional Geography	3	0	0	0	3
GEO	130	General Physical Geography	3	0	0	0	3
History							
HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3
Political Science							
POL	120	American Government	3	0	0	0	3
Psychology							
PSY	150	General Psychology	3	0	0	0	3
PSY	237	Social Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3

Sociology							
SOC	210	Introduction to Sociology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SOC	220	Social Problems	3	0	0	0	3
		Subtotal					(12)
Science (8 semester credit hours required from the following)							
AST	111	Descriptive Astronomy	3	0	0	0	3
AST	111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
BIO	112	General Biology II	3	3	0	0	4
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	4
BIO	140A	Environmental Biology Lab*	0	3	0	0	1
CHM	131	Introduction to Chemistry	3	0	0	0	3
CHM	131A	Introduction to Chemistry Lab*	0	3	0	0	1
CHM	132	Organic and Biochemistry	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
CHM	152	General Chemistry II	3	3	0	0	4
PHY	110	Conceptual Physics	3	0	0	0	3
PHY	110A	Conceptual Physics Lab*	0	2	0	0	1
PHY	151	College Physics I	3	2	0	0	4
PHY	152	College Physics II	3	2	0	0	4
PHY	251	General Physics I	3	3	0	0	4
PHY	252	General Physics II	3	3	0	0	4
		Subtotal					(8)
Mathematics (6 semester hours required from the following.)							
CIS	110	Introduction to Computers	3	0	0	0	3
CIS	115	Intro to Program and Logic	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
MAT	140A	Survey of Mathematics Lab*	0	2	0	0	1
MAT	151	Statistics I	3	0	0	0	3
MAT	151A	Statistics Lab*	0	2	0	0	1
MAT	161	College Algebra	3	0	0	0	3
MAT	161A	College Algebra Lab*	0	2	0	0	1
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
MAT	171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT	172A	Pre-Calculus Trig Lab*	0	2	0	0	1
MAT	175	Pre-Calculus	4	0	0	0	4
MAT	175A	Pre-Calculus Lab*	0	2	0	0	1
MAT	271	Calculus I	3	2	0	0	4
MAT	272	Calculus II	3	2	0	0	4
		Subtotal					(6)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 76

School-Age Education (Science Track)

Associate in Applied Science Degree

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

This curriculum contains the 44 semester-hour general education college-transfer core and is designed for students to transfer to four-year higher education institutions.

This curriculum complies with the standard approved by the State Board of Community Colleges. Please see the list of practicum requirements for the Early Childhood and School-Age programs on page 12.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream www.taskstream.com to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

If a student plans to transfer to a four year institution, students must earn acceptable scores on PRAXIS I before enrolling in a Bachelor degree in Education. Students should work closely with their advisor to make appropriate course choices.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
EDU 144	Child Development I	3	0	0	0	3
EDU 163	Classroom Manage and Instruct	3	0	0	0	3
EDU 173	Becoming Early Childhood Prof	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Math Elective**					3
	Math Elective Lab**					1
	Subtotal					(17)

Spring Semester

ENG 113	Literature Based Research	3	0	0	0	3
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 271	Educational Technology	3	0	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Subtotal					(18)

Summer Term

	Math Elective**					3
	Math Elective Lab**					1
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Subtotal					(10)

Fall Semester

EDU 216	Foundations of Education	3	2	0	0	4
EDU 221	Child with Exceptionalities	3	0	0	0	3
	Humanities Elective**					3
	Science or Math Elective**					3
	Natural/Physical Science Elective**					4
	Subtotal					(17)

Spring Semester

EDU 285	Intern Experience-School-Age	1	9	0	0	4
EDU 289	Adv Issues School-Age Populat	2	0	0	0	2
	Social/Behavioral Science Elective**					3
	Science or Math Elective**					3
	Science Elective**					4
	Subtotal					(16)

**This program works in conjunction with the 44-semester hour general education core. Electives listed in the above program of study must be selected from below. Students should work closely with an advisor to make appropriate course choices.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
	Subtotal					(6)

Humanities/Fine Arts

(9 semester hours required. Three courses from three different discipline areas are required. One course must be literature.)

Art

ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3

Drama

DRA 111	Theater Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
DRA 115	Theatre Criticism	3	0	0	0	3

Humanities

HUM 110	Technology and Society	3	0	0	0	3
HUM 123	Appalachian Culture	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3

Literature

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3

Music

MUS 110	Music Appreciation	3	0	0	0	3
---------	--------------------	---	---	---	---	---

Electronics Engineering Technology

Associate in Applied Science Degree

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communications systems, and power electronics systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Fall Semester

			Class	Lab	Clinic	Work	Credit
						Exp.	
ACA	115	Success and Study Skills	0	2	0	0	1
		Either					
DFT	170	Engineering Graphics	2	2	0	0	3
		Or					
EGR	120	Eng and Design Graphics	2	2	0	0	3
EGR	131	Intro to Electronics Tech	1	2	0	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab*	0	3	0	0	1
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		And					
MAT	171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
		Subtotal					(15-16)

Spring Semester

CIS	110	Introduction to Computers	2	2	0	0	3
ELC	117	Motors and Controls	2	6	0	0	4
ELC	127	Software for Technicians	1	3	0	0	2
ELN	131	Semiconductor Applications	3	3	0	0	4
		Either					
MAT	122	Algebra and Trigonometry II	2	2	0	0	3
		Or					
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3
		And					
MAT	172A	Pre-Calculus Trigonometry Lab*	0	2	0	0	1
		Subtotal					(16-17)

Summer Term

ELC	128	Introduction to PLC	2	3	0	0	3
ELN	229	Industrial Electronics	3	3	0	0	4
		Humanities Elective**					3
		Subtotal					(10)

Fall Semester

ENG	111	Expository Writing	3	0	0	0	3
ELN	132	Linear IC Applications	3	3	0	0	4
ELN	133	Digital Electronics	3	3	0	0	4
		Social/Behavioral Science Elective**					3
		Subtotal					(14)

Spring Semester

ENG	114	Prof Research and Reporting	3	0	0	0	3
ELN	232	Intro to Microprocessors	3	3	0	0	4
		Either					
PHY	131	Physics - Mechanics	3	2	0	0	4
		Or					
PHY	151	College Physics I	3	2	0	0	4
		Major Course Elective***					5
		Subtotal					(16)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

CIS	115	Introduction to Prog/Logic	3	3	0	0	4
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1
DFT	154	Intro Solid Modeling	2	3	0	0	3
EGR	285	Design Project	0	4	0	0	2
ELN	234	Communication Systems	3	3	0	0	4
HYD	110	Hydraulics/Pneumatics	2	3	0	0	3
ISC	112	Industrial Safety	2	0	0	0	2
MEC	111	Machine Processes I	1	4	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3

Total Semester Credit Hours in Program71-73

Electronics Engineering Technology - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

EGR	131	Intro to Electronics Tech	1	2	0	0	2
ELC	127	Software for Technicians	1	3	0	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab*	0	3	0	0	1
ELN	131	Semiconductor Applications	3	3	0	0	4
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		And					
MAT	171A	Pre-Calculus Algebra Lab*	0	2	0	0	1

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 17-18

Electronics Engineering Technology - Advanced Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

An Electronics Engineering Technology - Basic Certificate is required for enrollment in the Electronics Engineering - Advanced Certificate program.

Class Lab Clinic Work Credit
Exp.

Required Courses

ELN	132	Linear IC Applications	3	3	0	0	4
ELN	133	Digital Electronics	3	3	0	0	4
ELN	232	Intro to Microprocessors	3	3	0	0	4

Total Semester Credit Hours in Program 12

Electronics Engineering Technology - Industrial Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

An Electronics Engineering Technology - Basic Certificate is required for enrollment in the Electronics Engineering Technology - Industrial Certificate program.

Class Lab Clinic Work Credit
Exp.

Required Courses

ELC	117	Motors and Controls	2	6	0	0	4
ELC	128	Introduction to PLC	2	3	0	0	3
ELN	229	Industrial Electronics	3	3	0	0	4
ISC	112	Industrial Safety	2	0	0	0	2

Total Semester Credit Hours in Program 13

Emergency Medical Science Associate in Applied Science Degree

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement. The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies. Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 165	Anatomy and Physiology I	3	3	0	0	4
EMS 110	EMT Basic	5	6	0	0	7
EMS 150	Emergency Vehicle & Com	1	3	0	0	2
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(17)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Spring Semester						
BIO 166	Anatomy and Physiology II	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
EMS 120	Intermediate Interventions	2	3	0	0	3
EMS 121	EMS Clinical Practicum I	0	0	6	0	2
EMS 130	Pharmacology I for EMS	3	0	0	0	2
EMS 131	Adv Airway Management	1	3	0	0	2
	Subtotal					(16)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Summer Term						
EMS 140	Rescue Scene Lab	1	3	0	0	2
EMS 140A	Rescue Scene Lab*	0	3	0	0	1
EMS 221	EMS Clinical Practicum II	0	0	9	0	3
EMS 260	Adv Trauma Emergencies	1	3	0	0	2
PSY 150	General Psychology	3	0	0	0	3
	Subtotal					(11)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
EMS 210	Adv Patient Assessment	1	3	0	0	2
EMS 220	Cardiology	2	5	0	0	4
EMS 231	EMS Clinical Practicum III	0	0	9	0	3
EMS 250	Adv Medical Emergency	2	3	0	0	3
EMS 270	Life Span Emergencies	2	2	0	0	3
	Subtotal					(15)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Spring Semester						
EMS 235	EMS Management	2	0	0	0	2
EMS 240	Special Needs Patient	1	2	0	0	2
EMS 241	EMS Clinical Practicum IV	0	0	9	0	3
EMS 285	EMS Capstone	1	3	0	0	2
ENG 114	Prof Research & Reporting	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(15)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Semester Credit Hours in Program74

Emergency Medical Science Bridge Program

The EMS bridge program has been established for students that have completed portions of their EMS requirements through a North Carolina community college Continuing Education program. In order to receive curriculum credit for EMS Continuing Education courses students must hold a current North Carolina EMT/PARAMEDIC credential. Students must also successfully complete a comprehensive EMS entrance examination scoring a grade of "C" or better on the examination. Individuals successfully meeting the EMS entrance requirements will need to take the following classes to complete their EMS Associate of Applied Science Degree with Blue Ridge Community College.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 165	Anatomy and Physiology I	3	3	0	0	4
EMS 280	Bridging Course	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Subtotal					(14)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Spring Semester						
BIO 166	Anatomy and Physiology II	3	3	0	0	4
EMS 235	EMS Management	2	0	0	0	2
EMS 285	EMS Capstone	1	3	0	0	2
ENG 114	Prof Research & Reporting	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(14)

Total Semester Credit Hours in Program28

Environmental Science Technology

Associate in Applied Science Degree

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA	115	Success and Study Skills	0	2	0	1
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab*	0	3	0	1
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra and Trigonometry I	2	2	0	3
EHS	114	OSHA Regulations	3	2	0	4
		Subtotal				(15)
Spring Semester						
ENG	114	Professional Research/Report	3	0	0	3
BIO	111	General Biology	3	3	0	4
PHS	130	Earth Science	3	2	0	4
		Social/Behavioral Science Elective**				3
		Subtotal				(14)
Summer Term						
CIS	110	Introduction to Computers	2	2	0	3
BIO	175	General Microbiology	2	2	0	3
		Major Course Elective***				6
		Subtotal				(12)
Fall Semester						
BIO	240	Management of Waste	3	0	0	3
ENV	218	Environmental Health	3	0	0	3
CHM	131	Introduction to chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
		Humanities Elective**				3
		Major Course Elective***				3
		Subtotal				(16)
Spring Semester						
ENV	214	Water Quality	3	2	0	4
ENV	222	Air Quality	3	2	0	4
ENV	226	Environmental Law	3	0	0	3
ENV	228	Environmental Issues	1	0	0	1
		Major Course Elective***				3
		Subtotal				(15)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following (12): 9 SHC if student does COE

ALT	120	Renewable Energy Tech	2	2	0	0	3
ALT	220	Photovoltaic Sys Tech	2	3	0	0	3
BIO	112	General Biology II	3	3	0	0	4
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	145	Ecology	3	3	0	0	4
BIO	163	Basic Anatomy and Physiology	4	2	0	0	5
BIO	242	Natural Resource Conserv.	3	0	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
CHM	132	Organic/Biochemistry	3	3	0	0	4
EHS	215	Incident Management	3	2	0	0	4
GIS	111	Introduction to GIS	2	2	0	0	3
LID	111	LID Design Principles	2	3	0	0	3
SST	110	Intro to Sustainability	3	0	0	0	3
SST	120	Energy Use Analysis	2	2	0	0	3
SST	140	Green Building Concepts	1	3	0	0	2
WAT	110	Basic Wastewater Trmt	2	3	0	0	3

Total Semester Credit Hours in Program74-76

Environmental Science Technology

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA	115	Success and Study Skills	0	2	0	1
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab*	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab*	0	3	0	1
EHS	114	OSHA Regulations	4	0	0	4
MAT	121	Algebra and Trigonometry I	2	2	0	3
		Subtotal				(16)
Spring Semester						
BIO	111	General Biology	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
PHS	130	Earth Science	3	2	0	4
ENV	226	Environmental Law	3	0	0	3
		Subtotal				(14)
Summer Term						
CIS	110	Introduction to Computers	2	2	0	3
		Major Course Electives***				7
		Subtotal				(10)

*Denotes a corequisite, course cannot be taken by itself.

***Major Course Electives are to be selected from the following:

ALT	120	Renewable Energy Tech	2	2	0	0	3
ALT	220	Photovoltaic Sys Tech	2	3	0	0	3
BIO	112	General Biology II	3	3	0	0	4
BIO	120	Introductory Botany	3	3	0	0	4
BIO	130	Introductory Zoology	3	3	0	0	4
BIO	145	Ecology	3	3	0	0	4
BIO	163	Basic Anatomy and Physiology	4	2	0	0	5
BIO	175	General Microbiology	2	2	0	0	3
BIO	240	Management of Waste	3	0	0	0	3
CHM	132	Organic/Biochemistry	3	3	0	0	4
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
ENV	214	Water Quality	3	2	0	0	4
EHS	215	Incident Management	3	2	0	0	4
ENV	218	Environmental Health	3	0	0	0	3
ENV	222	Air Quality	3	2	0	0	4
ENV	226	Environmental Law	3	0	0	0	3
GIS	111	Introduction to GIS	2	2	0	0	3
LID	111	LID Design Principles	2	3	0	0	3
SST	110	Intro to Sustainability	3	0	0	0	3
SST	120	Energy Use Analysis	2	2	0	0	3
SST	140	Green Building Concepts	1	3	0	0	2
WAT	110	Basic Wastewater Trmt	2	3	0	0	3

Total Semester Credit Hours in Program40

Environmental Science Technology Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

BIO	140	Environmental Biology	3	0	0	0	3
BIO	140A	Environmental Biology Lab*	0	3	0	0	1
EHS	114	OSHA Regulations	4	0	0	0	4
BIO	240	Management of Waste	3	0	0	0	3
EHS	215	Incident Management	3	2	0	0	4
ENV	226	Environmental Law	3	0	0	0	3

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 18

Sustainability Technology Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

BIO	140	Environmental Biology	3	0	0	0	3
BIO	140A	Environmental Biology Lab*	0	3	0	0	1
ENV	228	Environmental Issues	1	0	0	0	1
SST	110	Intro to Sustainability	3	0	0	0	3
		Major Course Electives***					(8-9)

*Denotes a corequisite, course cannot be taken by itself.

***Major Course Electives are to be selected from the following:

ALT	120	Renewable Energy Tech	2	2	0	0	3
ALT	220	Photovoltaic Sys Tech	2	3	0	0	3
LID	111	LID Design Principles	2	3	0	0	3
SST	120	Energy Use Analysis	2	2	0	0	3
SST	140	Green Building Concepts	1	3	0	0	2

Total Semester Credit Hours in Program16-17

Esthetics Instructor Certificate

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology. Course work includes all phases of esthetics theory laboratory instruction. Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

COS 253	Esthetics Instructor Concepts I	6	15	0	0	11
	Subtotal					(11)

Spring Semester

COS 254	Esthetics Instructor Concepts II	6	15	0	0	11
	Subtotal					(11)

Total Semester Credit Hours in Program22

Esthetics Technology Certificate

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, 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 cosmetic/skin care salons, as a platform artist, and in related businesses.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
COS 119	Esthetics Concepts I	2	0	0	0	2
COS 120	Esthetics Salon I	0	18	0	0	6
	Subtotal					(9)

Spring Semester

COS 125	Esthetics Concepts II	2	0	0	0	2
COS 126	Esthetics Salon II	0	18	0	0	6
	Subtotal					(8)

Total Semester Credit Hours in Program 17

Film and Video Production Technology

Associate in Applied Science Degree

The Film and Video Production Technology curriculum prepares students in entry-level employment in film, video, and associated media. Instruction provides training in all aspects of film and video production from pre- to post-production, preparing students for careers in the film industry or independent/artistic production.

The first year content includes extensive hands-on exposure to the entire production process. In the second year, students design and create independent short films and videos in a range of styles, genres, and formats.

Graduates may find employment as entry-level crew members in feature or short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas of film and video. Graduates are also encouraged to explore careers as independent filmmakers and film/video artists.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success and Study Skills	2	0	0	0	1
FVP 111	Intro to Film and Video	2	3	0	0	3
FVP 112	Art Dept. Operations I	1	4	0	0	3
FVP 114	Camera and Lighting I	2	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
	Or					
MAT 161	College Algebra	3	0	0	0	3
	Or					
MAT 171	Precalculus Algebra	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Or					
MAT 161A	College Algebra Lab*	0	2	0	0	1
	Or					
MAT 171A	Precalculus Algebra Lab*	2	0	0	0	1
	Subtotal					(17)

Spring Semester

ENG 114	Profess Research and Report	3	0	0	0	3
FVP 115	Camera and Lighting II	2	3	0	0	3
FVP 116	Sound Operations	2	3	0	0	3
FVP 220	Editing I	2	3	0	0	3
	Social/Behavioral Science Elective**					3
	Subtotal					(15)

Summer Term

CIS 110	Introduction to Computers	2	2	0	0	3
FVP 113	Grip and Electrical I	1	4	0	0	3
FVP 120	Art Dept. Operations II	1	4	0	0	3
	Subtotal					(9)

Fall Semester

FVP 130	Grip and Electrical II	1	4	0	0	3
FVP 212	Production Techniques I	1	12	0	0	5
FVP 221	Editing II	2	3	0	0	3
	Humanities Elective**					3
	Subtotal					(14)

Spring Semester

FVP 213	Production Techniques II	1	12	0	0	5
FVP 223	Postproduction Sound Design	1	4	0	0	3
FVP 215	Production Management	0	2	3	0	3
FVP 227	Multimedia Production	2	3	0	0	3
FVP 238	Software Apps for FVP	3	0	0	0	3
	Subtotal					(17)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Hours in the Program 72

Fire Protection Technology

Associate in Applied Science Degree

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skill	0	2	0	0	1	
CIS	110	Introduction to Computers	2	2	0	0	3	
ENG	111	Expository Writing	3	0	0	0	3	
FIP	120	Intro to Fire Protection	3	0	0	0	3	
FIP	124	Fire Prevention and Public Edu	3	0	0	0	3	
FIP	128	Detection and Investigation	3	0	0	0	3	
		Subtotal						(16)

Spring Semester								
ENG	114	Prof Research and Reporting	3	0	0	0	3	
FIP	132	Building Construction	3	0	0	0	3	
FIP	152	Fire Protection Law	3	0	0	0	3	
FIP	220	Firefighting Strategies	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT	140A	Survey of Mathematics Lab*	0	2	0	0	1	
		Subtotal						(16)

Summer Term								
FIP	228	Local Government Finance	3	0	0	0	3	
FIP	248	Fire Service Personnel Admin	3	0	0	0	3	
		Humanities/Fine Arts					3	
		Subtotal						(9)

Fall Semester								
FIP	164	OSHA Standards	3	0	0	0	3	
FIP	230	Chem of Hazardous Mat. I	5	0	0	0	5	
FIP	256	Municipal Public Relations	3	0	0	0	3	
FIP	276	Managing Fire Services	3	0	0	0	3	
		Subtotal						(14)

Spring Semester

FIP	221	Adv Firefighting Strategies	3	0	0	0	3	
FIP	224	Fire Instructor 1 & 2	4	0	0	0	4	
FIP	240	Fire Service Supervision	3	0	0	0	3	
PSY	150	General Psychology	3	0	0	0	3	
		Major Course Elective***						(3-4)
		Subtotal						(16-17)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

FIP	136	Inspections and Codes	3	0	0	0	3	
FIP	144	Sprinklers and Auto Alarms	2	2	0	0	3	
FIP	260	Fire Protect Planning	3	0	0	0	3	
FIP	277	Fire and Social Behavior	3	0	0	0	3	
FIP	226	Fire Officer 1 & 2	4	0	0	0	4	
FIP	232	Hydraulics and Water	2	2	0	0	3	

Total Semester Credit Hours in Program71-72

Fire Protection Technology

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skill	0	2	0	0	1	
FIP	120	Intro to Fire Protection	3	0	0	0	3	
FIP	124	Fire Prevention and Public Edu	3	0	0	0	3	
FIP	128	Detection and Investigation	3	0	0	0	3	
FIP	220	Firefighting Strategies	3	0	0	0	3	
FIP	276	Managing Fire Services	3	0	0	0	3	
		Subtotal						(16)

Spring Semester								
FIP	132	Building Construction	3	0	0	0	3	
FIP	152	Fire Protection Law	3	0	0	0	3	
FIP	221	Adv Firefighting Strategies	3	0	0	0	3	
FIP	224	Instructional Methodology	4	0	0	0	4	
FIP	240	Fire Service Supervision	3	0	0	0	3	
		Subtotal						(16)

Summer Term								
ENG	111	Expository Writing	3	0	0	0	3	
CIS	110	Introduction to Computers	2	2	0	0	3	
		Subtotal						(6)

Total Semester Credit Hours in Program38

Fire Protection Technology Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA	115	Success and Study Skill	0	2	0	0	1
FIP	120	Intro to Fire Protection	3	0	0	0	3
FIP	124	Fire Prevention and Public Edu	3	0	0	0	3
FIP	128	Detection and Investigation	3	0	0	0	3
		Subtotal					(10)

Spring Semester

FIP	132	Building Construction	3	0	0	0	3
FIP	220	Firefighting Strategies	3	0	0	0	3
		Subtotal					(6)

Total Semester Credit Hours in Program 16

General Education

Associate in General Education

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

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancement within their field of interest and become better qualified for a wide range of employment opportunities.

This program is designed for students who wish to complete two years of college and are not planning to transfer to four-year institutions. Many of the courses may, however, transfer depending on the senior institution and the degree major on a course-by-course basis.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
Required General Education Courses					
ENG 111 Expository Writing	3	0	0	0	3
Either					
ENG 113 Literature Based Research	3	0	0	0	3
Or					
ENG 114 Professional Research/Report	3	0	0	0	3
Subtotal					(6)

Humanities/Fine Arts

(Select 3 semester credit hours from the following)

ART 111 Art Appreciation	3	0	0	0	3
DRA 111 Theater Appreciation	3	0	0	0	3
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3
ENG 233 Major American Writers	3	0	0	0	3
ENG 241 British Literature I	3	0	0	0	3
ENG 242 British Literature II	3	0	0	0	3
FRE 111 Elementary French I	3	0	0	0	3
FRE 181 French Lab I*	0	2	0	0	1
FRE 112 Elementary French II	3	0	0	0	3
FRE 182 French Lab II*	0	2	0	0	1
GER 111 Elementary German I	3	0	0	0	3
GER 181 German Lab I*	0	2	0	0	1
GER 112 Elementary German II	3	0	0	0	3
GER 182 German Lab II*	0	2	0	0	1
PHI 210 History of Philosophy	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3
REL 110 World Religions	3	0	0	0	3
SPA 111 Elementary Spanish I	3	0	0	0	3
SPA 181 Spanish Lab I*	0	2	0	0	1
SPA 112 Elementary Spanish II	3	0	0	0	3
SPA 182 Spanish Lab II*	0	2	0	0	1
Subtotal					(3)

Social/Behavioral Sciences

(Select 3 semester credit hours from the following)

ECO 251 Principles of Microeconomics	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3
GEO 111 World Regional Geography	3	0	0	0	3
GEO 130 World Physical Geography	3	0	0	0	3
HIS 131 American History I	3	0	0	0	3
HIS 132 American History II	3	0	0	0	3
POL 120 American Government	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3
SOC 220 Social Problems	3	0	0	0	3
Subtotal					(3)

Mathematics/Natural Sciences

(Select at least 3 semester credit hours from the following)

AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab I*	0	2	0	0	1
BIO 111 General Biology I	3	3	0	0	4
CHM 131 Introduction to Chemistry	3	0	0	0	3
CHM 131A Introduction to Chemistry Lab I*	0	2	0	0	1
CIS 110 Intro to Computers	2	2	0	0	3
MAT 140 Survey of Mathematics	3	0	0	0	3
MAT 140A Survey of Mathematics Lab*	0	2	0	0	1
MAT 151 Statistics I	3	0	0	0	3
MAT 151A Statistics I Lab*	0	2	0	0	1
MAT 171 Pre-Calculus Algebra	3	2	0	0	4
MAT 171A Pre-Calculus Algebra Lab*	0	2	0	0	1
PHY 151 College Physics I	3	2	0	0	4
Subtotal					(3)

Oral Communication

COM 231 Public Speaking	3	0	0	0	3
Subtotal					(3)

Other Required Hours (46-47 semester credit hours)

ACA 115 Success and Study Skills 0 2 0 0 1

Note: ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Other required hours include additional general education and professional courses. Select courses from any associate degree program offered at Blue Ridge Community College. Prerequisites and Corequisites must be met.

A maximum of 7 semester credit hours from the following may be included:

HEA 112 First Aid and CPR	1	2	0	0	2
PED 110 Fit and Well for Life	1	2	0	0	2
PED 111 Physical Fitness I	0	3	0	0	1
PED 117 Weight Training I	0	2	0	0	1
PED 118 Weight Training II	0	2	0	0	1
PED 120 Walking for Fitness	0	3	0	0	1
PED 121 Walk, Jog, Run	0	3	0	0	1
PED 125 Self-Defense-Beginning	0	2	0	0	1
PED 128 Golf-Beginning	0	2	0	0	1
PED 130 Tennis-Beginning	0	2	0	0	1
PED 143 Volleyball-Beginning	0	2	0	0	1
PED 145 Basketball-Beginning	0	2	0	0	1
PED 147 Soccer	0	2	0	0	1
PED 148 Softball	0	2	0	0	1
PED 152 Swimming-Beginning	0	2	0	0	1
PED 160 Canoeing-Basic	0	2	0	0	1
PED 173 Rock Climbing	0	2	0	0	1
Subtotal					(46-47)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program64-65

General Occupational Technology

Associate in Applied Science Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required General Education Courses

ACA	115	Success and Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
ENG	114	Prof Research and Reporting	3	0	0	0	3
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Social/Behavioral Science Elective**					3
		Humanities Elective**					3
		Subtotal					(16)

Required Courses

18 credit hours from a combination of core courses for curriculums offered by Blue Ridge Community College.

Other Courses

(Choose one of the following for at least 3 credit hours)

BUS	280	REAL Small Business	4	0	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3

Twenty-nine additional credit hours must be chosen from courses required by curriculums offered by the college. Co-op is not an approved course for the General Occupational Technology Degree.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Semester Credit Hours in Program 66-67

High School Programs

Career and College Promise

Success in today's global economy may require a two-or four-year degree, a certificate, or diploma. Through Career & College Promise (CCP), qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation.

Blue Ridge Community College offers the Career and College Promise options listed below to help advance eligible students' post-high school success:

College Transfer – College transfer pathways provide up to 34 hours of tuition-free course credits toward the Core 44, an agreed-upon 44 hours of college credits that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four-year degrees. All students must be juniors or seniors, be “college-ready”, and have a weighted high school GPA of 3.0. BRCC offers four different pathways, shown below.

Technical Careers – Technical careers programs provide a means for high school students to earn tuition-free course credits at an NC Community College toward a job credential, certificate or diploma in a technical career. BRCC offers a number of programs leading to certificates or diplomas as shown below.

Henderson County Early College High School (HCECHS) – HCECHS allows high school students to begin earning tuition-free college credits in the ninth grade. HCECHS is housed at BRCC on the Flat Rock campus. All offices and classrooms for the high school are located in the Industrial Skills Center building. Admittance to HCECHS is through an application and selection process. For additional information, contact HCECHS at 120 Alumni Way, Flat Rock, NC 28731, phone (828) 697-4561, or on the web at <http://www.hendersoncountypublicschoolsnc.org/>.

Special admission procedures for the High School programs are outlined on page 12.

*Denotes a corequisite, course cannot be taken by itself.

College Transfer Pathways for High School Students

Business and Economics Pathway

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 122	College Transfer Success	1	0	0	0	1
BIO 140	Environmental Biology	3	0	0	0	3
BIO 140A	Environmental Biology Lab*	0	3	0	0	1
CIS 110	Introduction to Computers	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
MAT 161	College Algebra (or higher)	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
SOC 210	Introduction to Sociology	3	0	0	0	3

Total Semester Credit Hours in Pathway33

Engineering and Mathematics Pathway

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 122	College Transfer Success	1	0	0	0	1
CHM 151	General Chemistry I	3	3	0	0	4
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
MAT 171	Pre-Calculus Algebra (or higher)	3	0	0	0	3
MAT 171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
MAT 172	Pre-Calculus Trig (or higher)	3	0	0	0	3
MAT 172A	Pre-Calculus Trig Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4

Total Semester Credit Hours in Pathway32

Humanities and Social Science Pathway

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 122	College Transfer Success	1	0	0	0	1
ART 111	Art Appreciation	3	0	0	0	3
BIO 111	General Biology I	3	3	0	0	4
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
MAT 155	Statistical Analysis (or higher)	3	0	0	0	3
MAT 155A	Statistical Analysis Lab*	0	2	0	0	1
PSY 150	General Psychology	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab 1	0	2	0	0	1

Total Semester Credit Hours in Pathway34

Life and Health Sciences Pathway

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 122	College Transfer Success	1	0	0	0	1
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
ENG 111	Expository Writing	3	0	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
MAT 171	Pre-Calculus Algebra	3	0	0	0	3
MAT 171A	Pre-Calculus Lab*	0	2	0	0	1

Total Semester Credit Hours in Pathway33

**Technical Careers
Certificates and Diplomas for High School Students**

A/C, Heating & Refrigeration Technology Diploma – CCP

			Class	Lab	Clinic	Work Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	0	1
AHR 110	Introduction to Refrigeration	2	6	0	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	0	3
AHR 112	Heating Technology	2	4	0	0	0	4
AHR 113	Comfort Cooling	2	4	0	0	0	4
AHR 114	Heat Pump Technology	2	4	0	0	0	4
AHR 120	HVACR Maintenance	1	3	0	0	0	2
AHR 130	HVAC Controls	2	2	0	0	0	3
AHR 160	Refrigerant Certification	1	0	0	0	0	1
AHR 170	Heating Lab	0	3	0	0	0	1
AHR 171	Comfort Cooling Lab	0	3	0	0	0	1
AHR 172	Heat Pump Lab	0	3	0	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	0	0	1
AHR 210	Residential Building Code	1	2	0	0	0	2
BUS 280	REAL Small Business	4	0	0	0	0	4
ENG 102	Applied Communications II	3	0	0	0	0	3
MAT 101	Applied Mathematics I	2	2	0	0	0	3

Total Semester Credit Hours in Diploma.....43

Automotive Systems Technology Diploma – CCP

			Class	Lab	Clinic	Work Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	0	1
AUT 110	Intro to Auto Technology	2	2	0	0	0	3
AUT 141	Suspension & Steering Systems	2	3	0	0	0	3
AUT 141A	Suspension & Steering Lab*	0	3	0	0	0	1
AUT 151	Brake Systems	2	3	0	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	0	1
AUT 161	Basic Auto Electricity	4	3	0	0	0	5
AUT 163	Adv. Electrical Systems	2	3	0	0	0	3
AUT 163A	Adv. Electrical Lab*	0	3	0	0	0	1
AUT 171	Auto Climate Control	2	4	0	0	0	4
AUT 181	Engine Performance I	2	3	0	0	0	3
AUT 181A	Engine Performance I Lab*	0	3	0	0	0	1
AUT 183	Engine Performance II	2	6	0	0	0	4
AUT 186	PC Skills for Auto Techs	2	2	0	0	0	3
CIS 110	Introduction to Computers	3	0	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	0	3
MAT 121	Algebra and Trigonometry I	2	2	0	0	0	3

Total Semester Credit Hours in Diploma.....45

Business Administration Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
BUS 110	Introduction to Business	3	0	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	0	3
CIS 110	Introduction to Computers	3	0	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	0	3

Total Semester Credit Hours in Certificate 15

Collision Repair and Refinishing Diploma – CCP

			Class	Lab	Clinic	Work Credit	Exp.
ACA 115	Success & Study Skills	0	2	0	0	0	1
AUB 111	Painting & Refinishing I	2	6	0	0	0	4
AUB 112	Painting & Refinishing II	2	6	0	0	0	4
AUB 114	Special Finishes	1	2	0	0	0	2
AUB 121	Non-Structural Damage I	1	4	0	0	0	3
AUB 122	Non-Structural Damage II	2	6	0	0	0	4
AUB 131	Structural Damage I	2	4	0	0	0	4
AUB 132	Structural Damage II	2	6	0	0	0	4
AUB 134	Autobody MIG Welding	1	4	0	0	0	3
AUB 136	Plastics & Adhesives	1	4	0	0	0	3
AUB 160	Body Shop Operations	1	0	0	0	0	1
AUB 162	Autobody Estimating	1	2	0	0	0	2
CIS 110	Introduction to Computers	3	0	0	0	0	3
ENG 102	Applied Communications II	3	0	0	0	0	3
MAT 101	Applied Mathematics I	2	2	0	0	0	3

Total Semester Credit Hours in Diploma.....44

Computer Integrated Machining Diploma – CCP

(Pending Approval by the State Board of Community Colleges)

			Class	Lab	Clinic	Work Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	0	3
MAC 111	Machining Technology I	2	12	0	0	0	6
MAC 112	Machining Technology II	2	12	0	0	0	6
MAC 113	Machining Technology III	2	12	0	0	0	6
MAC 121	Intro to CNC	2	0	0	0	0	2
MAC 122	CNC Turning	1	3	0	0	0	2
MAC 124	CNC Milling	1	3	0	0	0	2
MAC 131	Blueprint Reading/Mach I	1	2	0	0	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	0	0	2
MAC 151	Machining Calculations	1	2	0	0	0	2
MAC 152	Adv Machining Calculations	1	2	0	0	0	2
MAT 121	Algebra and Trigonometry I	2	2	0	0	0	3

Total Semester Credit Hours in Diploma.....42

Cosmetology Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
COS 111	Cosmetology Concepts I	4	0	0	0	0	4
COS 112	Salon I	0	24	0	0	0	8
COS 113	Cosmetology Concepts II	4	0	0	0	0	4
COS 114	Salon II	0	24	0	0	0	8
COS 115	Cosmetology Concepts III	4	0	0	0	0	4
COS 116	Salon III	0	12	0	0	0	4
COS 240	Contemporary Design	1	3	0	0	0	2

Total Semester Credit Hours in Certificate34

Criminal Justice Technology Diploma – CCP

			Class	Lab	Clinic	Work Credit	Exp.
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Intro to Computers	3	0	0	0	3
CJC	111	Intro to Criminal Justice	3	0	0	0	3
CJC	112	Criminology	3	0	0	0	3
CJC	113	Juvenile Justice	3	0	0	0	3
CJC	120	Interviews/Interrogations	1	2	0	0	2
CJC	131	Criminal Law	3	0	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	0	3
CJC	221	Investigative Principles	3	2	0	0	4
CJC	231	Constitutional Law	3	0	0	0	3
CJC	244	Footwear and Tire Imprints	2	3	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3

Total Semester Credit Hours in Diploma 37

Electronics Engineering Technology Certificate – CCP

(Pending Approval by the State Board of Community Colleges)

			Class	Lab	Clinic	Work Credit	Exp.
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
ELC	131A	DC/AC Circuit Analysis Lab*	0	3	0	0	1
ELN	131	Semiconductor Applications	3	3	0	0	4
ELN	133	Digital Electronics	3	3	0	0	4
MAT	121	Algebra and Trigonometry I	2	2	0	0	3

Total Semester Credit Hours in Certificate 17

Fire Protection Technology Diploma – CCP

			Class	Lab	Clinic	Work Credit	Exp.
ACA	115	Success & Study Skills	0	2	0	0	1
CIS	110	Intro to Computers	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
FIP	120	Intro to Fire Protection	3	0	0	0	3
FIP	124	Fire Protection and Public Educ	3	0	0	0	3
FIP	128	Detection and Investigation	3	0	0	0	3
FIP	132	Building Construction	3	0	0	0	3
FIP	144	Sprinklers and Auto Alarms	2	2	0	0	3
FIP	152	Fire Protection Law	3	0	0	0	3
FIP	220	Fire-Fighting Strategies	3	0	0	0	3
FIP	221	Adv Fire Fighting Strategies	3	0	0	0	3
FIP	240	Fire Service Supervision	3	0	0	0	3
FIP	277	Fire and Social Behavior	3	0	0	0	3

Total Semester Credit Hours in Diploma 37

Infant and Toddler Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
EDU	119	Intro to Early Child Education	4	0	0	0	4
EDU	131	Child, Family, & Community	3	0	0	0	3
EDU	144	Child Development I	3	0	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	0	3
EDU	234A	Infants, Toddlers, & Twos Lab*	0	2	0	0	1

Total Semester Credit Hours in Certificate 17

Interpreter Education Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
ASL	111	Elementary ASL I	3	0	0	0	3
ASL	112	Elementary ASL II	3	0	0	0	3
ASL	181	ASL Lab 1	0	2	0	0	1
ASL	182	ASL Lab 2	0	2	0	0	1
ASL	211	Intermediate ASL I	3	0	0	0	3
ASL	250	Linguistics of ASL	3	0	0	0	3
ASL	281	ASL Lab 3	0	2	0	0	1
IPP	111	Intro to Interpretation	3	0	0	0	3

Total Semester Credit Hours in Certificate 18

Manicuring/Nail Technology Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
BUS	110	Introduction to Business	3	0	0	0	3
CIS	110	Introduction to Computers	3	0	0	0	3
COS	121	Manicure/Nail Technology I	4	6	0	0	6
COS	222	Manicure/Nail Technology II	4	6	0	0	6

Total Semester Credit Hours in Certificate 18

Mechanical Engineering Technology Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
DFT	154	Solid Modeling	2	3	0	0	3
DFT	170	Engineering Graphics	2	2	0	0	3
EGR	150	Introduction to Engineering	1	2	0	0	2
MEC	111	Machine Processes I	1	4	0	0	3
MEC	180	Engineering Materials	2	3	0	0	3
WLD	212	Inert Gas Welding	1	3	0	0	2

Total Semester Credit Hours in Certificate 16

Preschool Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
EDU	119	Intro to Early Child Education	4	0	0	0	4
EDU	131	Child, Family, & Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
EDU	146	Child Guidance	3	0	0	0	3
EDU	153	Health, Safety and Nutrition	3	0	0	0	3
EDU	184	Early Childhood Intro Practicum	1	3	0	0	2

Total Semester Credit Hours in Certificate 18

School-Age Care Certificate – CCP

			Class	Lab	Clinic	Work Credit	Exp.
EDU	131	Child, Family, & Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
EDU	158	Healthy Lifestyles – Youth	3	0	0	0	3
EDU	163	Classroom Mgt and Instruction	3	0	0	0	3
EDU	235	School-Age Dev and Programs	3	0	0	0	3
EDU	263	School-Age Program Admin	2	0	0	0	2

Total Semester Credit Hours in Certificate 17

Simulation and Game Development Certificate – CCP

			Class	Lab	Clinic	Work	Credit	
						Exp.		
SGD	111	Introduction to SGD	2	3	0	0	3	
SGD	112	SGD Design	2	3	0	0	3	
SGD	113	SGD Programming	2	3	0	0	3	
SGD	114	3D Modeling	2	2	0	0	3	
SGD	212	SGD Design II	2	3	0	0	3	
WEB	120	Intro to Internet Multimedia	2	2	0	0	3	

Total Semester Credit Hours in Certificate 18

Web Technologies Certificate - CCP

			Class	Lab	Clinic	Work	Credit	
						Exp.		
WEB	110	Internet/Web Fundamentals	2	2	0	0	3	
WEB	120	Intro to Internet Multimedia	2	2	0	0	3	
WEB	111	Intro to Web Graphics	2	2	0	0	3	
WEB	115	Web Markup and Scripting	2	2	0	0	3	
WEB	140	Web Development Tools	2	2	0	0	3	

Total Semester Credit Hours in Certificate 15

Welding Technology Diploma – CCP

			Class	Lab	Clinic	Work	Credit	
						Exp.		
ACA	115	Success and Study Skills	0	2	0	0	1	
BUS	280	REAL Small Business	4	0	0	0	4	
ENG	102	Applied Communications II	3	0	0	0	3	
MAT	101	Applied Mathematics I	2	2	0	0	3	
PCS	112	Beg. Welding for Artists	1	4	0	0	3	
WLD	110	Cutting Processes	1	3	0	0	2	
WLD	115	SMAW (Stick) Plate	2	9	0	0	5	
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	0	4	
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	0	4	
WLD	131	GTAW (TIG) Plate	2	6	0	0	4	
WLD	141	Symbols and Specifications	2	2	0	0	3	
WLD	262	Inspection and Testing	2	2	0	0	3	

Total Semester Credit Hours in Diploma..... 39

Horticulture Technology

Associate of Applied Science Degree

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the certified plant professional and licensed pesticide applicators examinations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Fall Semester

			Class	Lab	Clinic	Work	Credit	
						Exp.		
ACA	115	Success and Study Skills	0	2	0	0	1	
HOR	112	Landscape Design I	2	3	0	0	3	
HOR	134	Greenhouse Operations	2	2	0	0	3	
HOR	160	Plant Materials I	2	2	0	0	3	
HOR	162	Applied Plant Science	2	2	0	0	3	
MAT	121	Algebra and Trigonometry I	2	2	0	0	3	
		Subtotal						(16)

Spring Semester

CIS	110	Introduction to Computers	2	2	0	0	3	
HOR	166	Soils and Fertilizers	2	2	0	0	3	
HOR	213	Landscape Design II	2	2	0	0	3	
HOR	235	Greenhouse Production	2	2	0	0	3	
HOR	260	Plant Materials II	2	2	0	0	3	
		Subtotal						(15)

Summer Term

HOR	164	Horticulture Pest Mgt	2	2	0	0	3	
HOR	265	Advanced Plant Materials	1	2	0	0	2	
		Either						
COE	112	Co-op Work Experience I	0	0	0	20	2	
		Or						
LSG	123	Summer Gardening Lab	0	6	0	0	2	
		Subtotal						(7)

Fall Semester

ENG	111	Expository Writing	3	0	0	0	3	
HOR	114	Landscape Construction	2	2	0	0	3	
HOR	168	Plant Propagation	2	2	0	0	3	
HOR	253	Horticulture Turfgrass	2	2	0	0	3	
		Social/Behavioral Science Elective**					3	
		Subtotal						(15)

Spring Semester

ENG	114	Prof Research and Reporting	3	0	0	0	3	
HOR	116	Landscape Management	2	2	0	0	3	
HOR	124	Nursery Operations	2	3	0	0	3	
HOR	273	Horticulture Mgmt/Marketing	3	0	0	0	3	
		Humanities Elective**					3	
		Subtotal						(15)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Hours Required in Program 68

Horticulture Technology

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

ACA	115	Success and Study Skills	0	2	0	0	1	
ENG	111	Expository Writing	3	0	0	0	3	
HOR	160	Plant Materials I	2	2	0	0	3	
HOR	162	Applied Plant Science	2	2	0	0	3	
HOR	168	Plant Propagation	2	2	0	0	3	
		Major Course Elective***					3	
		Subtotal						(16)

Spring Semester

HOR	166	Soils and Fertilizers	2	2	0	0	3	
HOR	260	Plant Material II	2	2	0	0	3	
		Major Course Electives***					6	
		Social/Behavioral Science Elective**					3	
		Subtotal						(15)

Summer Term

HOR	164	Horticulture Pest Mgt	2	2	0	0	3	
HOR	265	Adv Plant Materials	1	2	0	0	2	
		Major Course Elective***					2	
		Subtotal						(7)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

COE	112	Co-op Work Experience II	0	0	0	20	2	
HOR	112	Landscape Design I	2	3	0	0	3	
HOR	114	Landscape Construction	2	2	0	0	3	
HOR	116	Landscape Management I	2	2	0	0	3	
HOR	124	Nursery Operations	2	3	0	0	3	
HOR	134	Greenhouse Operations	2	2	0	0	3	
HOR	213	Landscape Design II	2	2	0	0	3	
HOR	235	Greenhouse Production	2	2	0	0	3	
HOR	253	Horticulture Turfgrass	2	2	0	0	3	
HOR	273	Horticulture Mgmt and Marketing	3	0	0	0	3	
LSG	123	Summer Gardening Lab	0	6	0	0	2	

Total Semester Credit Hours in Program 38

Horticulture - Landscape Design Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Required Courses						
HOR 112	Landscape Design I	2	3	0	0	3
HOR 160	Plant Materials I	2	2	0	0	3
HOR 213	Landscape Design II	2	2	0	0	3
Either						
HOR 114	Landscape Construction	2	2	0	0	3
Or						
HOR 116	Landscape Management	2	2	0	0	3
Or						
HOR 260	Plant Material II	2	2	0	0	3

Total Semester Credit Hours in Program 12

Horticulture - Landscape Management Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Required Courses						
HOR 116	Landscape Management I	2	2	0	0	3
HOR 160	Plant Materials I	2	2	0	0	3
HOR 164	Horticulture Pest Mgt	2	2	0	0	3
Either						
HOR 166	Soils and Fertilizers	2	2	0	0	3
Or						
HOR 253	Horticulture Turfgrass	2	2	0	0	3

Total Semester Credit Hours in Program 12

Horticulture - Ornamental Plant Production Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Required Courses						
Either						
HOR 124	Nursery Operations	2	3	0	0	3
Or						
HOR 134	Greenhouse Operations	2	2	0	0	3
HOR 168	Plant Propagation	2	2	0	0	3
HOR 235	Greenhouse Production	2	2	0	0	3
HOR 273	Hort Mgmt/Marketing	3	0	0	0	3

Total Semester Credit Hours in Program 12

Horticulture - Turfgrass Management Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Required Courses						
HOR 162	Applied Plant Science	2	2	0	0	3
HOR 164	Horticulture Pest Mgt	2	2	0	0	3
HOR 166	Soils and Fertilizers	2	2	0	0	3
HOR 253	Horticulture Turfgrass	2	2	0	0	3

Total Semester Credit Hours in Program 12

Interpreter Education

Associate in Applied Science Degree

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 182	ASL Lab 2*	0	2	0	0	1
ASL 225	Global Deaf Community	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(15)

Spring Semester

ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 212	Intermediate ASL II	3	0	0	0	3
ASL 250	Linguistics of ASL	3	0	0	0	3
ASL 281	ASL Lab 3*	0	2	0	0	1
ASL 282	ASL Lab 4*	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
	Subtotal					(14)

Summer Semester

ASL 221	Advanced ASL I	3	0	0	0	3
IPP 112	Comparative Cultures	3	0	0	0	3
IPP 152	ASL/English Translation	3	0	0	0	3
	Social/Behavioral Science Elective**					3
	Subtotal					(12)

Fall Semester

ASL 222	Advanced ASL II	3	0	0	0	3
IPP 111	Introduction to Interpretation	3	0	0	0	3
IPP 161	Consecutive Interpreting	2	6	0	0	5
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Humanities Elective**					3
	Subtotal					(18)

Spring Semester

COE 111	Co-op Work Experience I	0	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	0	1
IPP 221	Simultaneous Interpreting I	2	6	0	0	5
IPP 240	Ethical Standards and Practice I	3	0	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(16)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
EDU 119	Intro to Early Childhood Edu	4	0	0	0	4
IPP 193	Selected Topics/Interpreter Edu	3	0	0	0	3
IPP 243	Religious Interpreting	2	2	0	0	3
IPP 245	Educational Interpreting Issues	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
MED 121	Medical Terminology I	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3

Total Semester Credit Hours in Program 75

Interpreter Education Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ASL	111	Elementary ASL I	3	0	0	0	3	
ASL	112	Elementary ASL II	3	0	0	0	3	
ASL	181	ASL Lab 1*	0	2	0	0	1	
ASL	182	ASL Lab 2*	0	2	0	0	1	
ASL	225	Global Deaf Community	3	0	0	0	3	
CIS	110	Introduction to Computers	2	2	0	0	3	
IPP	111	Introduction to Interpretation	3	0	0	0	3	
		Subtotal						(17)
Spring Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
ASL	211	Intermediate ASL I	3	0	0	0	3	
ASL	212	Intermediate ASL II	3	0	0	0	3	
ASL	250	Linguistics of ASL	3	0	0	0	3	
ASL	281	ASL Lab 3*	0	2	0	0	1	
ASL	282	ASL Lab 4*	0	2	0	0	1	
ENG	111	Expository Writing	3	0	0	0	3	
		Subtotal						(15)
Summer Semester								
IPP	112	Comparative Cultures	3	0	0	0	3	
IPP	152	ASL/English Translation	3	0	0	0	3	
MAT	140	Survey of Mathematics	3	0	0	0	3	
MAT	140A	Survey of Mathematics Lab*	0	2	0	0	1	
		Subtotal						(10)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program42

Interpreter Education Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ASL	111	Elementary ASL I	3	0	0	0	3	
ASL	112	Elementary ASL II	3	0	0	0	3	
ASL	181	ASL Lab 1*	0	2	0	0	1	
ASL	182	ASL Lab 2*	0	2	0	0	1	
IPP	111	Introduction to Interpretation	3	0	0	0	3	
		Subtotal						(11)
Spring Semester								
ASL	211	Intermediate ASL I	3	0	0	0	3	
ASL	281	ASL Lab 3*	0	2	0	0	1	
ASL	250	Linguistics of ASL	3	0	0	0	3	
		Subtotal						(7)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program18

Manicuring Instructor Certificate

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Fall Semester						
COS	251	Manicure Instructor Concepts	8	0	0	8

Spring Semester						
COS	252	Manicure Instructor Practicum	0	15	0	5

Total Semester Credit Hours in Program 13

Manicuring/Nail Technology Certificate

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.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	

Fall Semester						
CIS	110	Introduction to Computers	2	2	0	3
COS	121	Manicure/Nail Technology I	4	6	0	6
						(9)

Spring Semester						
BUS	110	Intro to Business	3	0	0	3
COS	222	Manicure/Nail Technology II	4	6	0	6
						(9)

Total Semester Credit Hours in Program 18

Mechanical Engineering Technology

Associate in Applied Science Degree

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, troubleshooting and repair of engineering systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles. In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning, and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as American Society for Quality Control (ASQC), National Institute for Certification in Engineering Technologies (NICET), and Society of Manufacturing Engineers (SME).

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
Fall Semester								
ACA	115	Success and Study Skills	0	2	0	0	1	
		Either						
DFT	170	Engineering Graphics	2	2	0	0	3	
		Or						
EGR	120	Eng and Design Graphics	2	2	0	0	3	
EGR	150	Introduction to Engineering	1	2	0	0	2	
ENG	111	Expository Writing	3	0	0	0	3	
		Either						
MAT	121	Algebra and Trigonometry I	2	2	0	0	3	
		Or						
MAT	171	Pre-Calculus Algebra	3	0	0	0	3	
		And						
MAT	171A	Pre-Calculus Algebra Lab*	0	2	0	0	1	
MEC	111	Machine Processes I	2	3	0	0	3	
		Subtotal					(15-16)	

Spring Semester								
DFT	154	Intro Solid Modeling	2	3	0	0	3	
ELC	127	Software for Technicians	1	3	0	0	2	
		Either						
MAT	122	Algebra and Trigonometry II	2	2	0	0	3	
		Or						
MAT	172	Pre-Calculus Trigonometry	3	0	0	0	3	
		And						
MAT	172A	Pre-Calculus Trigonometry Lab*	0	2	0	0	1	
MEC	180	Engineering Materials	2	3	0	0	3	
		Either						
PHY	131	Physics – Mechanics	3	2	0	0	4	
		Or						
PHY	151	College Physics I	3	2	0	0	4	
		Subtotal					(15-16)	

Summer Term

ELC	111	Introduction to Electricity	2	3	0	0	3	
ENG	114	Professional Research/Reporting	3	0	0	0	3	
		Social/Behavioral Science Elective**					3	
		Subtotal					(9)	

Fall Semester

HYD	110	Hydraulics/Pneumatics	2	3	0	0	3	
MEC	250	Statics and Strength of Materials	4	3	0	0	5	
		Major Course Electives***					6	
		Subtotal					(14)	

Spring Semester

EGR	130	Engineering Cost Control	2	2	0	0	3	
MEC	260	Fund of Machine Design	2	3	0	0	3	
MEC	276	Capstone Design Project	0	3	0	0	1	
		Humanities Elective**					3	
		Major Course Elective***					3	
		Subtotal					(13)	

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

BUS	110	Introduction to Business	3	0	0	0	3	
COE	111	Co-op Work Experience I	0	0	0	10	1	
COE	112	Co-op Work Experience I	0	0	0	20	2	
COE	113	Co-op Work Experience I	0	0	0	30	3	
COE	114	Co-op Work Experience I	0	0	0	40	4	
COE	121	Co-op Work Experience II	0	0	0	10	1	
COE	122	Co-op Work Experience II	0	0	0	20	2	
COE	123	Co-op Work Experience II	0	0	0	30	3	
COE	131	Co-op Work Experience III	0	0	0	10	1	
COE	132	Co-op Work Experience III	0	0	0	20	2	
COE	211	Co-op Work Experience IV	0	0	0	10	1	
COE	212	Co-op Work Experience IV	0	0	0	20	2	
DFT	151	CAD I	2	3	0	0	3	
DFT	254	Interme Solid Model/Render	2	3	0	0	3	
ELC	128	Introduction to PLC	2	3	0	0	3	
ISC	112	Industrial Safety	2	0	0	0	2	
ISC	132	Mfg Quality Control	2	3	0	0	3	
MAC	121	Intro to CNC	2	0	0	0	2	
MAT	151	Statistics I	3	0	0	0	3	
MAT	271	Calculus I	3	2	0	0	4	
MEC	110	Introduction to CAD/CAM	1	2	0	0	2	
WLD	212	Intert Gas Welding	1	3	0	0	2	
WLD	262	Inspection and Testing	2	2	0	0	3	

Total Semester Credit Hours in Program66-68

Mechanical Engineering Technology Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Fall Semester							
ACA	115	Success and Study Skills	0	2	0	0	1
		Either					
DFT	170	Engineering Graphics	2	2	0	0	3
		Or					
EGR	120	Eng and Design Graphics	2	2	0	0	3
EGR	150	Introduction to Engineering	1	2	0	0	2
		Either					
MAT	121	Algebra and Trigonometry I	2	2	0	0	3
		Or					
MAT	171	Pre-Calculus Algebra	3	0	0	0	3
		And					
MAT	171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
MEC	111	Machine Processes I	2	3	0	0	3
		Major Course Elective***					3
		Subtotal					(15-16)

Spring Semester							
DFT	154	Intro Solid Modeling	2	3	0	0	3
ELC	127	Software for Technicians	1	3	0	0	2
ENG	111	Expository Writing	3	0	0	0	3
MEC	180	Engineering Materials	2	3	0	0	3
		Major Course Elective***					3
		Subtotal					(14)

Summer Term							
ELC	111	Introduction to Electricity	2	3	0	0	3
ENG	114	Prof Research and Reporting	3	0	0	0	3
		Major Course Elective***					3
		Subtotal					(9)

*Denotes a corequisite, course cannot be taken by itself.

***Major Course Electives are to be selected from the following:

(Not more than 4 semester credit hours of COE classes.)

BUS	110	Introduction to Business	3	0	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	132	Co-op Work Experience III	0	0	0	20	2
COE	211	Co-op Work Experience IV	0	0	0	10	1
COE	212	Co-op Work Experience IV	0	0	0	20	2
DFT	151	CAD I	2	3	0	0	3
DFT	254	Interme Solid Model/Render	2	3	0	0	3
ELC	128	Introduction to PLC	2	3	0	0	3
ISC	112	Industrial Safety	2	0	0	0	2
ISC	132	Mfg Quality Control	2	3	0	0	3
MAC	121	Intro to CNC	2	0	0	0	2
MAT	151	Statistics I	3	0	0	0	3
MAT	271	Calculus I	3	2	0	0	4
MEC	110	Introduction to CAD/CAM	1	2	0	0	2
WLD	212	Inert Gas Welding	1	3	0	0	2
WLD	262	Inspection and Testing	2	2	0	0	3

Total Semester Credit Hours in Program38-39

Mechanical Engineering Technology - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Courses							
DFT	154	Intro Solid Modeling	2	3	0	0	3
DFT	170	Engineering Graphics	2	2	0	0	3
EGR	150	Introduction to Engineering	1	2	0	0	2
ELC	127	Software for Technicians	1	3	0	0	2
MEC	111	Machine Processes I	2	3	0	0	3
ISC	132	Mfg Quality Control	2	3	0	0	3

Total Semester Credit Hours in Program 16

Mechatronics Engineering Technology

(Pending Approval by the State Board of Community Colleges)
Associate in Applied Science Degree

The Mechatronics Engineering Technology curriculum is designed to prepare individuals for jobs requiring electrical, mechanical, and computer skills necessary to work on computer controlled electro-mechanical systems with embedded electronics, sensors and actuators, found in manufacturing environments.

Course work includes basic electricity, fluid mechanics, mechanical drives, instrumentation, motor control, and courses specific to electrical, mechanical, or controls specialties.

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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit	
					Exp.		
Fall Semester							
ACA 115	Success and Study Skills	0	2	0	0	1	
DFT 170	Engineering Graphics	2	2	0	0	3	
ELC 111	Intro to Electricity	2	2	0	0	3	
MAT 121	Algebra and Trigonometry I	2	2	0	0	3	
MEC 111	Machine Processes I	1	4	0	0	3	
MNT 110	Intro to Maint Procedures	1	3	0	0	2	
	Subtotal					(15)	
Spring Semester							
EGR 125	Appl Software for Tech	1	2	0	0	2	
ELC 117	Motors and Controls	2	6	0	0	4	
MAT 122	Algebra and Trigonometry II	2	2	0	0	3	
MNT 160	Industrial Fabrication	1	3	0	0	2	
PHY 131	Physics - Mechanics	3	2	0	0	4	
	Subtotal					(15)	
Summer Term							
ELC 128	Introduction to PLC	2	3	0	0	3	
ENG 111	Expository Writing	3	0	0	0	3	
	Humanities Elective**	3	0	0	0	3	
	Subtotal					(9)	
Fall Semester							
ATR 112	Intro to Automation	2	3	0	0	3	
ELC 213	Instrumentation	3	2	0	0	4	
ELC 228	PLC Applications	2	6	0	0	4	
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3	
MAC 121	Intro to CNC	2	0	0	0	2	
	Subtotal					(16)	

Spring Semester

ATR 219	Auto Sys Troubleshooting	1	3	0	0	2	
COM 231	Public Speaking	3	0	0	0	3	
ISC 112	Industrial Safety	2	0	0	0	2	
MEC 130	Mechanisms	2	2	0	0	3	
	Social/Behavioral Science Elective**					3	
	Subtotal					(13)	

**Humanities Elective – Select one course from the following:

HUM 110	Technology and Society	3	0	0	0	3	
PHI 230	Introduction to Logic	3	0	0	0	3	
PHI 240	Introduction to Ethics	3	0	0	0	3	

** Social/Behavioral Science Elective – Select one course from the following:

ECO 151	Survey of Economics	3	0	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	0	3	
PSY 135	Group Processes	3	0	0	0	3	
PSY 150	General Psychology	3	0	0	0	3	
SOC 210	Introduction to Sociology	3	0	0	0	3	
SOC 215	Group Processes	3	0	0	0	3	

Total Semester Credit Hours in Program68

Mechatronics Engineering Technology Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit	
					Exp.		
Fall Semester							
ACA 115	Success and Study Skills	0	2	0	0	1	
ELC 111	Intro to Electricity	2	2	0	0	3	
ELC 213	Instrumentation	3	2	0	0	4	
MAT 121	Algebra and Trigonometry I	2	2	0	0	3	
MEC 111	Machine Processes I	2	3	0	0	3	
MNT 110	Intro to Maint Procedures	1	3	0	0	2	
	Subtotal					(16)	
Spring Semester							
ATR 112	Intro to Automation	2	3	0	0	3	
EGR 125	Appl Software for Tech	1	2	0	0	2	
ELC 117	Motors and Controls	2	6	0	0	4	
ISC 112	Industrial Safety	2	0	0	0	2	
MNT 160	Industrial Fabrication	1	3	0	0	2	
PHY 131	Physics - Mechanics	3	2	0	0	4	
	Subtotal					(17)	
Summer Term							
ELC 128	Introduction to PLC	2	3	0	0	3	
ENG 111	Expository Writing	3	0	0	0	3	
	Subtotal					(6)	

Total Semester Credit Hours in Program39

Mechatronics Engineering Technology - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

MAC 121	Intro to CNC	2	0	0	0	2
MEC 111	Machine Processes I	2	3	0	0	3
MNT 110	Intro to Maint Procedures	1	3	0	0	2
	Subtotal					(7)

Spring Semester

ATR 112	Intro to Automation	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MNT 160	Industrial Fabrication	1	3	0	0	2
	Subtotal					(9)

Total Semester Credit Hours in Program 16

Networking Technology Associate in Applied Science Degree Program

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers. Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work Exp.	Credit
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
NET 125	Networking Basics	1	4	0	0	3
	Subtotal					(17)
Spring Semester						
DBA 110	Database Concepts	2	3	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
	Humanities Elective**					3
	Social/Behavioral Elective**					3
	Subtotal					(15)
Summer Term						
ENG 114	Prof. Research and Reporting	3	0	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
	Subtotal					(9)
Fall Semester						
BUS 110	Introduction to Business	3	0	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
NET 225	Routing and Switching I	1	4	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
	Subtotal					(12)
Spring Semester						
COE 111	Co-op Work Experience	0	0	0	10	1
NET 226	Routing and Switching II	1	4	0	0	3
NET 240	Network Design	3	0	0	0	3
NOS 220	Linux/UNIX Administration I	2	2	0	0	3
	Major Course Elective***					3
	Subtotal					(13)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
NET 175	Wireless Technology	2	2	0	0	3
NOS 221	Linux/UNIX Administration II	2	2	0	0	3
NOS 230	Windows Administration	2	2	0	0	3
SEC 160	Secure Administration I	2	2	0	0	3
WEB 110	Internet/ Web Fundamentals	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3

Total Semester Credit Hours in Program66

Networking Technology Diploma Program

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work Exp.	Credit
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	2	0	0	3
NET 125	Networking Basics	2	2	0	0	3
WEB 110	Internet/ Web Fundamentals	2	2	0	0	3
	Subtotal					(13)
Spring Semester						
CSC 134	C++ Programming	2	3	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
	Subtotal					(15)
Summer Term						
NOS 130	Windows Single User	2	2	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Subtotal					(10)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program38

Office Administration Associate in Applied Science Degree

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
OST 136	Word Processing	2	2	0	0	3
Subtotal						(14)

Spring Semester

ACC 120	Prin of Financial Accounting	3	2	0	0	4
CTS 125	Graphics Presentations	2	2	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
OST 134	Text Entry and Formatting	2	2	0	0	3
OST 236	Advanced Word/Info. Process	2	2	0	0	3
Subtotal						(16)

Summer Term

OST 223	Admin Office Transcript I	2	2	0	0	3
OST 284	Emerging Technologies	1	2	0	0	2
OST 233	Office Publications Design	2	2	0	0	3
	Humanities Elective**					3
	Major Course Elective***					3
Subtotal						(14)

Fall Semester

CTS 130	Spreadsheet I	2	2	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Social/Behavioral Science Elective**					3
	Major Course Elective***					3
Subtotal						(15)

Spring Semester

ACC 140	Payroll Accounting	1	2	0	0	2
BUS 270	Professional Development	3	0	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
OST 137	Office Software Applications	2	2	0	0	3
OST 289	Administrative Office Mgt	2	2	0	0	3
COM 231	Public Speaking	3	0	0	0	3
Subtotal						(15)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

ACC 150	Acct Software Application	1	2	0	0	2
BUS 110	Introduction to Business	3	0	0	0	3
BUS 125	Personal Finance	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 228	Business Statistics	2	2	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
BUS 261	Diversity in Management	3	0	0	0	3
BUS 280	REAL Small Business	4	0	0	0	4
COE 113	Co-op Work Experience I	0	0	0	30	3
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience III	0	0	0	30	3
COE 131	Co-op Work Experience III	0	0	0	10	1
COE 132	Co-op Work Experience III	0	0	0	20	2
ECM 210	Introduction to E-Commerce	2	2	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
OST 141	Med Terms I—Med Office	3	0	0	0	3
OST 148	Med Coding Billing and Insu	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 241	Med Office Transcriptions I	1	2	0	0	2
OST 243	Med Office Simulation	2	2	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	0	3

Total Semester Credit Hours in Program 74

Office Administration Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(13)

Spring Semester

BUS 270	Professional Development	3	0	0	0	3
COE 111	Co-op Work Experience	0	0	0	10	1
COM 231	Public Speaking	3	0	0	0	3
OST 134	Text Entry and Formatting	2	2	0	0	3
OST 236	Advanced Word/Info. Process	2	2	0	0	3
OST 289	Administrative Office Mgt	2	2	0	0	3
Subtotal						(16)

Summer Term

CTS 125	Graphics Presentations	2	2	0	0	3
CTS 130	Spreadsheet I	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
OST 284	Emerging Technologies	1	2	0	0	2
Subtotal						(11)

Total Semester Credit Hours in Program 40

Office Administration - Medical Office Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit		
						Exp.			
Fall Semester									
ACA	115	Success and Study Skills	0	2	0	0	1		
OST	131	Keyboarding	1	2	0	0	2		
OST	136	Word Processing	2	2	0	0	3		
OST	141	Medical Term I –Med Office	3	0	0	0	3		
OST	164	Text Editing Applications	3	0	0	0	3		
OST	184	Records Management	2	2	0	0	3		
Subtotal							(15)		
Spring Semester									
BUS	270	Professional Development	3	0	0	0	3		
COE	111	Co-op Work Experience I	0	0	0	10	1		
COM	231	Public Speaking	3	0	0	0	3		
OST	148	Med Coding Bill and Insurance	3	0	0	0	3		
OST	241	Med Office Transcription I	1	2	0	0	2		
OST	289	Administrative Office Mgt	2	2	0	0	3		
Subtotal							(15)		
Summer Term									
CIS	110	Introduction to Computers	2	2	0	0	3		
ENG	111	Expository Writing	3	0	0	0	3		
OST	149	Medical Legal Issues	3	0	0	0	3		
OST	243	Medical Office Simulation	2	2	0	0	3		
Subtotal							(12)		
Total Semester Credit Hours in Program							42		

Office Administration - Basic Office Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit		
						Exp.			
Fall Semester									
CIS	110	Introduction to Computers	2	2	0	0	3		
OST	131	Keyboarding	1	2	0	0	2		
OST	164	Text Editing Applications	3	0	0	0	3		
OST	184	Records Management	2	2	0	0	3		
Subtotal							(11)		
Spring Semester									
COE	111	Co-op Work Experience I	0	0	0	10	1		
CTS	130	Spreadsheet I	2	2	0	0	3		
OST	136	Word Processing	2	2	0	0	3		
Subtotal							(7)		
Total Semester Credit Hours in Program							18		

Office Administration - Medical Office Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit		
						Exp.			
Fall Semester									
OST	136	Word Processing	2	2	0	0	3		
OST	141	Medical Term I - Med Office	3	0	0	0	3		
OST	164	Text Editing Applications	3	0	0	0	3		
OST	184	Records Management	2	2	0	0	3		
Subtotal							(12)		
Spring Semester									
COE	111	Co-op Work Experience I	0	0	0	10	1		
OST	148	Med Coding Bill and Insurance	3	0	0	0	3		
OST	241	Med Office Transcription I	1	2	0	0	2		
Subtotal							(6)		
Total Semester Credit Hours in Program							18		

**Office Administration/
Virtual Office Assistance**
Associate in Applied Science Degree

Virtual Office Assistance is a concentration under the curriculum title of Office Administration. The curriculum is designed to prepare individuals to become independent contractors who possess the ability to offer administrative support services via e-mail, courier, fax, and telephone.

Students will acquire office skills required in today's business environment including utilization of word processing, spreadsheets, desktop publishing, and presentation graphics software. Coursework includes an introduction to the implementation of electronic commerce via the Internet and an introduction to telecommunications.

Graduates are prepared to pass examinations for Microsoft Office Specialist Certification and are able to become self-employed contractors or work for an established virtual office service. Some graduates will prefer to gain experience working in a traditional office environment.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit	
					Exp.		
Fall Semester							
ACA 115	Success and Study Skills	0	2	0	0	1	
MAT 140	Survey of Mathematics	3	0	0	0	3	
MAT 140A	Survey of Mathematics Lab*	0	2	2	0	1	
OST 136	Word Processing	2	2	0	0	3	
OST 164	Text Editing and Applications	3	0	0	0	3	
OST 171	Intro to Virtual Office	2	2	0	0	3	
	Subtotal						(14)

Spring Semester							
CIS 110	Intro to Computers	2	2	0	0	3	
ENG 111	Expository Writing	3	0	0	0	3	
OST 134	Text Entry and Formatting	2	2	0	0	3	
OST 236	Adv. Info/Word Processing	2	2	0	0	3	
	Social/Behavioral Science Elective**					3	
	Subtotal						(15)

Summer Term							
ECM 210	Introduction to E-Commerce	2	2	0	0	3	
OST 153	Office Finance Solutions	1	2	0	0	2	
OST 223	Admin Office Transcript I	2	2	0	0	3	
OST 233	Office Publications Design	2	2	0	0	3	
CTS 125	Presentation Graphics	2	2	0	0	3	
	Subtotal						(14)

Fall Semester							
CTS 130	Spreadsheet I	2	2	0	0	3	
ENG 114	Prof Research and Reporting	3	0	0	0	3	
OST 184	Records Management	2	2	0	0	3	
OST 271	Office Web Technologies	2	2	0	0	3	
COE 111	Co-Op Education	1	0	0	0	1	
	Subtotal						(13)

Spring Semester							
COM 231	Public Speaking	3	0	0	0	3	
OST 289	Administrative Office Mgt	2	2	0	0	3	
OST 272	Virtual Office Capstone	1	2	0	0	2	
	Humanities Elective**					3	
	Major Course Elective***					3	
	Subtotal						(14)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

ACC 120	Prin of Financial Accounting	3	2	0	0	4	
ACC 150	Acct Software Application	1	2	0	0	2	
BUS 110	Introduction to Business	3	0	0	0	3	
BUS 153	Human Resource Management	3	0	0	0	3	
BUS 228	Business Statistics	2	2	0	0	3	
BUS 240	Business Ethics	3	0	0	0	3	
BUS 280	REAL Small Business	4	0	0	0	4	
OST 141	Med Terms I-Med Office	3	0	0	0	3	
OST 148	Med Coding Bill and Insurance	3	0	0	0	3	
OST 149	Med Legal Issues	3	0	0	0	3	
OST 241	Med Office Transcriptions I	1	2	0	0	2	

Total Semester Credit Hours in Program 70

**Virtual Office Assistance
Diploma**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit	
					Exp.		
Fall Semester							
ACA 115	Success and Study Skills	0	2	0	0	1	
CIS 110	Introduction to Computers	2	2	0	0	3	
OST 164	Text Editing and Applications	3	0	0	0	3	
OST 171	Intro to Virtual Office	2	2	0	0	3	
OST 184	Records Management	2	2	0	0	3	
	Subtotal						(13)

Spring Semester							
OST 136	Word Processing	2	2	0	0	3	
COE 111	Co-Op Education	1	0	0	0	1	
COM 231	Public Speaking	3	0	0	0	3	
OST 289	Administrative Office Mgt	2	2	0	0	3	
OST 271	Office Web Technologies	2	2	0	0	3	
OST 272	Virtual Office Capstone	1	2	0	0	2	
	Subtotal						(15)

Summer Term							
ECM 210	Introduction to E-Commerce	2	2	0	0	3	
ENG 111	Expository Writing	3	0	0	0	3	
OST 153	Office Finance Solutions	1	2	0	0	2	
OST 223	Admin. Office Transcript I	2	2	0	0	3	
CTS 130	Spreadsheet I	2	2	0	0	3	
	Subtotal						(15)

Total Semester Credit Hours in Program 42

Plumbing

Certificate

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit			
						Exp.				
Fall Semester										
BPR	130	Blueprint Reading - Const	1	2	0	0	2			
PLU	150	Plumbing Diagrams	1	2	0	0	2			
WLD	113	Soldering and Brazing	1	2	0	0	2			
Subtotal								(6)		
Spring Semester										
PLU	110	Modern Plumbing	4	15	0	0	9			
PLU	160	Plumbing Estimates	1	2	0	0	2			
Subtotal								(11)		
Total Semester Credit Hours in Program								17		

Simulation and Game Development Associate in Applied Science Degree

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
ART 121	Two Dimensional Design	0	6	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
SGD 111	Introduction to SGD	2	3	0	0	3
SGD 112	SGD Design I	2	3	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
	Subtotal					(16)

Spring Semester

SGD 113	SGD Programming	2	3	0	0	3
SGD 114	3D Modeling	2	3	0	0	3
SGD 117	Art for Games	2	3	0	0	3
SGD 171	Flash SG Programming	2	3	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
	Subtotal					(15)

Summer Term

ENG 114	Prof. Research and Reporting	2	3	0	0	3
	Either					
MAT 140	Survey of Mathematics	3	0	0	0	3
	And					
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
	Or					
MAT 171	Pre-Calculus Algebra	3	0	0	0	3
	And					
MAT 171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
	Social/Behavioral Science Elective					3
	Subtotal					(10)

Fall Semester

COM 231	Public Speaking	3	0	0	0	3
SGD 161	SG Animation	2	3	0	0	3
SGD 174	SG Level Design	2	3	0	0	3
SGD 212	SGD Design II	2	3	0	0	3
SGD 214	3D Modeling II	2	3	0	0	3
	Subtotal					(15)

Spring Semester

COE 111	Co-op Work Experience I	0	0	0	10	1
CIS 110	Introduction to Computers	2	2	0	0	3
SGD 274	SG Level Design II	2	3	0	0	3
SGD 289	SGD Project	2	3	0	0	3
	Major Course Elective					3
	Humanities Elective**					3
	Subtotal					(16)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Major Course Electives

***Major Course Electives are to be selected from the following:

BUS 110	Introduction to Business	3	0	0	0	3
COE 112	Co-op Wok Experience II	0	0	0	20	2
COE 113	Co-op Wok Experience III	0	0	0	30	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
CSC 153	C# Programming	2	3	0	0	3
SGD 135	Serious Games	3	0	0	0	3
SGD 165	SG Character Development	2	3	0	0	3
SGD 172	Virtual SG Environments	2	3	0	0	3
SGD 210	3D Data Capture	2	3	0	0	3
SGD 244	3D Modeling III	2	3	0	0	3
WEB 287	E-Portfolio	1	2	0	0	3

Total Semester Credit Hours in Program 72

Simulation and Game Development Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

SGD 111	Introduction to SGD	2	3	0	0	3
SGD 112	SGD Design I	2	3	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
	Subtotal					(9)

Spring Semester

SGD 113	SGD Programming	2	3	0	0	3
SGD 117	Art for Games	2	3	0	0	3
	Subtotal					(6)

Fall Semester

SGD 212	SGD Design II	2	3	0	0	3
	Subtotal					(3)

Total Semester Credit Hours in Program 18

Surgical Technology

Associate in Applied Science Degree

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of accredited programs will be eligible to apply to take the national certification exam for Surgical Technologist which is administered by the National Board of Surgical Technologist and Surgical Assisting. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physician offices, and central supply processing units.

This curriculum complies with the standard approved by the State Board of Community Colleges. Special admission procedures apply to this program. See page 13 for details.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Fall Semester

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 163	Basic Anatomy/Physiology	4	2	0	0	5
ENG 111	Expository Writing	3	0	0	0	3
SUR 110	Introduction to Surgical Tech	3	0	0	0	3
SUR 111	Periop Patient Care	5	6	0	0	7
	Subtotal					(19)

Spring Semester

BIO 175	General Microbiology	2	2	0	0	3
SUR 122	Surgical Procedures I	5	3	0	0	6
SUR 123	SUR Clinical Practice I	0	0	21	0	7
	Subtotal					(16)

Summer Semester

PSY 150	General Psychology	3	0	0	0	3
SUR 134	Surgical Procedures II	5	0	0	0	5
SUR 135	SUR Clinical Practice II	0	0	12	0	4
SUR 137	Prof Success Prep	1	0	0	0	1
	Subtotal					(13)

Fall Semester

CIS 110	Introduction to Computers	2	2	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
SUR 212	SUR Clinical Supplement	0	0	12	0	4
	Social /Behavioral Science Elective**					3
	Humanities Elective**					3
	Subtotal					(16)

Spring Semester

BUS 137	Principles of Management	3	0	0	0	3
SUR 210	Advanced SUR Clinical Practice	0	0	6	0	2
SUR 211	Advanced Theoretical Concepts	2	0	0	0	2
	Subtotal					(7)

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

Total Semester Credit Hours in Program71

Surgical Technology

Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	Exp.
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 163	Basic Anatomy/Physiology	4	2	0	0	5
ENG 111	Expository Writing	3	0	0	0	3
SUR 110	Introduction to Surgical Tech	3	0	0	0	3
SUR 111	Periop Patient Care	5	6	0	0	7
	Subtotal					(19)

Spring Semester

BIO 175	General Microbiology	2	2	0	0	3
SUR 122	Surgical Procedures I	5	3	0	0	6
SUR 123	SUR Clinical Practice I	0	0	21	0	7
	Subtotal					(16)

Summer Semester

PSY 150	General Psychology	3	0	0	0	3
SUR 134	Surgical Procedures II	5	0	0	0	5
SUR 135	SUR Clinical Practice II	0	0	12	0	4
SUR 137	Profess Success Preparation	1	0	0	0	1
	Subtotal					(13)

Total Semester Credit Hours in Program48

Transfer Program Associate in Arts

Associate in Arts degree program is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This curriculum complies with the standard approved by the State Board of Community Colleges. It meets the requirements for the Comprehensive Articulation Agreement between the North Carolina University System and the Community College System.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

GENERAL EDUCATION CORE

This 44 semester hour core of courses, with a grade of "C" or better, and including no more than 14 semester credit hours that do not originate at a NC community college, a UNC institution, or an independent college or university that is part of the North Carolina Comprehensive Articulation Agreement, meets the general education core requirements.

Class Lab Clinic Work Credit
Exp.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
	Subtotal					(6)

Humanities/Fine Arts (12 semester hours required)

(Four courses from at least three different discipline areas must be selected. One literature course and one foreign language course are required)

Art

ART 111	Art Appreciation	3	0	0	0	3
---------	------------------	---	---	---	---	---

Communications

COM 231	Public Speaking	3	0	0	0	3
---------	-----------------	---	---	---	---	---

Drama

DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
DRA 115	Theatre Criticism	3	0	0	0	3

Humanities

HUM 110	Technology and Society	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3

Literature

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 252	Western World Literature	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3

Music

MUS 110	Music Appreciation	3	0	0	0	3
---------	--------------------	---	---	---	---	---

Philosophy

PHI 210	History of Philosophy	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Religion

REL 110	World Religions	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3

International Languages

ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 182	ASL Lab 2*	0	2	0	0	1
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 281	ASL Lab 3*	0	2	0	0	1
ASL 212	Intermediate ASL II	3	0	0	0	3
ASL 282	ASL Lab 4*	0	2	0	0	1
FRE 111	Elementary French I	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
FRE 112	Elementary French II	3	0	0	0	3
FRE 182	French Lab 2*	0	2	0	0	1
FRE 211	Intermediate French I	3	0	0	0	3
FRE 281	French Lab 3*	0	2	0	0	1
FRE 212	Intermediate French II	3	0	0	0	3
FRE 282	French Lab 4*	0	2	0	0	1
GER 111	Elementary German I	3	0	0	0	3
GER 181	German Lab I*	0	2	0	0	1
GER 112	Elementary German II	3	0	0	0	3
GER 182	German Lab II*	0	2	0	0	1
GER 211	Intermediate German I	3	0	0	0	3
GER 281	German Lab 3*	0	2	0	0	1
GER 212	Intermediate German II	3	0	0	0	3
GER 282	German Lab 4*	0	2	0	0	1
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab I*	0	2	0	0	1
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 182	Spanish Lab II*	0	2	0	0	1
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 281	Spanish Lab 3*	0	2	0	0	1
SPA 212	Intermediate Spanish II	3	0	0	0	3
SPA 282	Spanish Lab 4*	0	2	0	0	1
	Subtotal					(12)

Social/Behavioral Science (12 semester hours required. Four courses from at least three different areas must be selected. Note: History 111 or 112 is required.)

Anthropology

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3

Economics

ECO 151	Survey of Economics	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3

Geography

GEO 111	World Regional Geography	3	0	0	0	3
GEO 130	General Physical Geography	3	0	0	0	3

History

HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3

Political Science

POL 120	American Government	3	0	0	0	3
---------	---------------------	---	---	---	---	---

HIS 233	History of Appalachia	3	0	0	0	3	
HIS 234	Cherokee History	3	0	0	0	3	
HIS 236	North Carolina History	3	0	0	0	3	
HUM 123	Appalachian Culture	3	0	0	0	3	
MAT 141	Mathematical Concepts I	3	0	0	0	3	
MAT 141A	Mathematical Concepts I Lab*	0	2	0	0	1	
MAT 142	Mathematical Concepts II	3	0	0	0	3	
MAT 142A	Mathematical Concepts II Lab*	0	2	0	0	1	
MAT 165	Finite Mathematics	3	0	0	0	3	
MAT 165	Finite Mathematics	0	2	0	0	1	
MAT 252	Statistics II	3	0	0	0	3	
MAT 252A	Statistics II Lab*	0	2	0	0	1	
MUS 151	Class Music I	0	2	0	0	1	
MUS 152	Class Music II	0	2	0	0	1	
MUS 251	Class Music III	0	2	0	0	1	
MUS 252	Class Music IV	0	2	0	0	1	
POL 130	State and Local Government	3	0	0	0	3	
SOC 215	Group Processes	3	0	0	0	3	
SPA 161	Cultural Immersion	2	3	0	0	3	
Subtotal							(20)

Class Lab Clinic Work Credit
Exp.

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program65

Transfer Program

Associate in Arts

Transfer Core Diploma

The Associate in Arts Transfer Core Diploma is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. This diploma is designed to allow students to complete their general education core requirements and then transfer to a four-year institution. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This diploma complies with the standard approved by the State Board of Community Colleges. The general education core is the first level of completion that allows transfer students to take advantage of the terms of the Comprehensive Articulation Agreement. Students must complete each course within the Transfer Core Diploma with a grade of "C" or better. Students with transfer credit can use up to 14 semester credit hours toward the Transfer Core Diploma that do not originate at a NC community college, a UNC institution, or an independent college or university that is part of the North Carolina Comprehensive Articulation Agreement.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

GENERAL EDUCATION CORE

This 44 semester hour core of courses, with a grade of "C" or better, and including no more than 14 semester credit hours that do not originate at a NC community college, a UNC institution, or an independent college or university that is part of the North Carolina Comprehensive Articulation Agreement, meets the general education core requirements.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
Subtotal						(6)

Humanities/Fine Arts (12 semester hours required)

(Four courses from at least three different discipline areas must be selected. One literature course and one foreign language course are required)

Art

ART 111	Art Appreciation	3	0	0	0	3
---------	------------------	---	---	---	---	---

Communications

COM 231	Public Speaking	3	0	0	0	3
---------	-----------------	---	---	---	---	---

Drama

DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
DRA 115	Theatre Criticism	3	0	0	0	3

Humanities

HUM 110	Technology and Society	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3

Literature

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 252	Western World Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3

Music

MUS 110	Music Appreciation	3	0	0	0	3
---------	--------------------	---	---	---	---	---

Philosophy

PHI 210	History of Philosophy	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Religion

REL 110	World Religions	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3

International Languages

ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 182	ASL Lab 2*	0	2	0	0	1
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 281	ASL Lab 3*	0	2	0	0	1
ASL 212	Intermediate ASL II	3	0	0	0	3
ASL 282	ASL Lab 4*	0	2	0	0	1
FRE 111	Elementary French I	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
FRE 112	Elementary French II	3	0	0	0	3
FRE 182	French Lab 2*	0	2	0	0	1
FRE 211	Intermediate French I	3	0	0	0	3
FRE 281	French Lab 3*	0	2	0	0	1
FRE 212	Intermediate French II	3	0	0	0	3
FRE 282	French Lab 4*	0	2	0	0	1
GER 111	Elementary German I	3	0	0	0	3
GER 181	German Lab I*	0	2	0	0	1
GER 112	Elementary German II	3	0	0	0	3
GER 182	German Lab II*	0	2	0	0	1
GER 211	Intermediate German I	3	0	0	0	3
GER 281	German Lab 3*	0	2	0	0	1

GER 212	Intermediate German II	3	0	0	0	3
GER 282	German Lab 4*	0	2	0	0	1
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab I*	0	2	0	0	1
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 182	Spanish Lab II*	0	2	0	0	1
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 281	Spanish Lab 3*	0	2	0	0	1
SPA 212	Intermediate Spanish II	3	0	0	0	3
SPA 282	Spanish Lab 4*	0	2	0	0	1
	Subtotal					(12)

Social/Behavioral Science (12 semester hours required. Four courses from at least three different discipline areas must be selected. Note: History 111 or 112 is required.)

Anthropology

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3

Economics

ECO 151	Survey of Economics	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3

Geography

GEO 111	World Regional Geography	3	0	0	0	3
GEO 130	General Physical Geography	3	0	0	0	3

History

HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3

Political Science

POL 120	American Government	3	0	0	0	3
---------	---------------------	---	---	---	---	---

Psychology

PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3

Sociology

SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
	Subtotal					(12)

Science (8 semester credit hours required from the following)

AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
BIO 120	Introductory Botany	3	3	0	0	4
BIO 130	Introductory Zoology	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	4
BIO 140A	Environmental Biology Lab*	0	3	0	0	1
CHM 131	Introduction to Chemistry	3	0	0	0	3
CHM 131A	Introduction to Chemistry Lab*	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
PHY 110	Conceptual Physics	3	0	0	0	3
PHY 110A	Conceptual Physics Lab*	0	2	0	0	1
PHY 151	College Physics I	3	2	0	0	4
PHY 152	College Physics II	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4
PHY 252	General Physics II	3	3	0	0	4
	Subtotal					(8)

Mathematics (6 semester hours required from the following. Note: MAT 161 or MAT 171 is required. Only one 100-level statistical course may be selected.)

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
MAT 151	Statistics I	3	0	0	0	3
MAT 151A	Statistics Lab*	0	2	0	0	1
MAT 155	Statistical Analysis	3	0	0	0	3
MAT 155A	Statistical Analysis Lab*	0	2	0	0	1
MAT 161	College Algebra	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
MAT 165	Finite Mathematics	3	0	0	0	3
MAT 165A	Finite Mathematics Lab*	0	2	0	0	1
MAT 171	Pre-Calculus Algebra	3	0	0	0	3
MAT 171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
MAT 172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT 172A	Pre-Calculus Trig Lab*	0	2	0	0	1
MAT 175	Pre-Calculus	4	0	0	0	4
MAT 175A	Pre-Calculus Lab*	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
	Subtotal					(6)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program44

Associate in Arts

Pre-Major Articulation Agreements

Pre-Major Articulation Agreements are agreements between the 16-member University of North Carolina System, certain private colleges and universities, and the 58 North Carolina Community Colleges. Pre-Major Agreements have been developed as blueprints for guiding community college students who intend to major in certain areas. Upon successful completion of the associate degree, students who meet the requirements outlined in one of the pre-major tracks below will be eligible to be considered for admissions to the universities offering that major. For more detailed information about Pre-Majors, please contact your Faculty Advisor, Dean for Arts and Sciences, College Transfer Coordinator in the Student Services Division, or on the Web at [http:// www.ga.unc.edu/student_info/caa](http://www.ga.unc.edu/student_info/caa).

- Business Administration, Accounting, Economics, Finance and Marketing
 - Business Education/Marketing Education
 - Criminal Justice
 - Elementary Education
 - English
 - English Education
 - History
 - Information Systems
 - Liberal Studies
 - Middle Grades Education
 - Middle Grades Education and Special Education
 - Nursing
 - Physical Education
 - Political Science
 - Psychology
 - Social Science Secondary Education
 - Social Work
 - Sociology
 - Special Education

Transfer Program Associate in Fine Arts—Art

The Associate in Fine Arts (Art) degree program is designed for students who plan to transfer to four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
Subtotal						(6)

Literature (3 semester hours required)

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Subtotal						(3)

Humanities/Fine Arts (3 semester hours required)

ART 111	Art Appreciation	3	0	0	0	3
ASL 111	Elementary ASL I	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
PHI 210	History of Philosophy	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3
Subtotal						(3)

Social/Behavioral Science (9 semester hours required)

Select three courses from three different discipline areas.
Note: HIS 111 or 112 is required.)

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ECO 251	Prin. of Microeconomics	3	0	0	0	3
ECO 252	Prin of Microeconomics	3	0	0	0	3
GEO 111	World Regional Geography	3	0	0	0	3
GEO 130	General Physical Geography	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3

PSY 241	Developmental Psych	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
Subtotal						(9)

Mathematics (3 semester hours required)

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics	0	2	0	0	1
MAT 161	College Algebra	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
MAT 171	Pre-Calculus Algebra	3	0	0	0	3
MAT 171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
Subtotal						(3)

*Denotes a corequisite, course cannot be taken by itself.

Sciences (4 semester hours required)

BIO 111	General Biology I	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
Subtotal						(4)

Other Required Hours

ACA 115	Success and Study Skills	0	2	0	0	1
---------	--------------------------	---	---	---	---	---

Note: ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Required Art Courses (15 semester hours required)

ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3
ART 121	Design I	0	6	0	0	3
ART 122	Design II	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
Subtotal						(15)

Art Electives (21 semester hours required)

ART 132	Drawing II	0	6	0	0	3
ART 135	Figure Drawing I	0	6	0	0	3
ART 171	Computer Art I	0	6	0	0	3
ART 231	Printmaking I	0	6	0	0	3
ART 232	Printmaking II	0	6	0	0	3
ART 235	Figure Drawing II	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 264	Digital Photography I	0	6	0	0	3
ART 265	Digital Photography II	0	6	0	0	3
ART 266	Videography I	0	6	0	0	3
ART 267	Videography II	0	6	0	0	3
ART 271	Computer Art II	0	6	0	0	3
ART 281	Sculpture I	0	6	0	0	3
ART 282	Sculpture II	0	6	0	0	3
ART 283	Ceramics I	0	6	0	0	3
ART 284	Ceramics II	0	6	0	0	3
Subtotal						(21)

Total Semester Credit Hours in Program 65

Transfer Program Associate in Fine Arts—Drama

The Associate in Fine Arts (Drama) degree program is designed for students who plan to transfer to a four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

English Composition (6 semester hours required)

Select 6 semester credit hours from the following:

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
Subtotal						(6)

History (3 semester hours required)

Select 3 semester credit hours from the following:

HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
Subtotal						(3)

Literature (3 semester hours required)

Select 3 semester credit hours from the following:

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 252	Western World Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Subtotal						(3)

Humanities/Fine Arts (3 semester hours required)

Select 3 semester credit hours from the following:

ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
Art 115	Art History Survey II	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
PHI 210	History of Philosophy	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3
Subtotal						(3)

Social/Behavioral Science (6 semester hours required)

Select two courses from two different discipline areas:

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ECO 251	Prin. of Microeconomics	3	0	0	0	3

ECO 252	Prin. of Macroeconomics	3	0	0	0	3
GEO 111	World Regional Geography	3	0	0	0	3
GEO 130	General Physical Geography	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 241	Developmental Psych	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
Subtotal						(6)

Mathematics (3 semester hours required) Select 3 semester credit hours from the following:

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
MAT 161	College Algebra	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
MAT 171	Pre-Calculus Algebra	3	0	0	0	3
MAT 171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
Subtotal						(3)

Sciences (4 semester hours required) Select 4 semester credit hours from the following:

BIO 111	General Biology I	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	3
BIO 140A	Environmental Biology Lab	0	3	3	3	1
CHM 151	General Chemistry I	3	3	0	0	4
Subtotal						(4)

Other Required Hours

ACA 115 Success and Study Skills 0 2 0 0 1

Note: ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Required Drama Courses (17 semester hours required)

DRA 120	Voice for Performance	3	0	0	0	3
DRA 130	Acting I	0	6	0	0	3
DRA 131	Acting II	0	6	0	0	3
DRA 140	Stagecraft I	0	6	0	0	3
DRA 145	Stage Make-up	1	2	0	0	2
Either						
DRA 211	Theatre History I	3	0	0	0	3
Or						
DRA 212	Theatre History II	3	0	0	0	3
Subtotal						(17)

Play Production Requirements (3 semester hours required) Select 3 semester credit hours from the following:

DRA 170	Play Production I	0	9	0	0	3
DRA 171	Play Production II	0	9	0	0	3
DRA 270	Play Production III	0	9	0	0	3
DRA 271	Play Production IV	0	9	0	0	3
Subtotal						(3)

Drama Electives (9 semester hours required) Select 9 semester credit hours from the following:

DRA 112	Literature of the Theatre	3	0	0	0	3
DRA 122	Oral Interpretation	3	0	0	0	3
DRA 128	Children's Theatre	3	0	0	0	3
DRA 141	Stagecraft II	0	6	0	0	3
DRA 142	Costuming	2	2	0	0	3
DRA 150	Stage Management	3	0	0	0	3
DRA 240	Lighting for the Theatre	2	2	0	0	3
DRA 250	Theatre Management	1	3	0	0	2
DRA 260	Directing	0	6	0	0	3
	Subtotal					(9)

Program Electives (7 semester hours required) Select 7 semester credit hours from the following:

ART 131	Drawing I	0	6	0	0	3
ART 132	Drawing II	0	6	0	0	3
ART 283	Ceramics I	0	6	0	0	3
ART 284	Ceramics II	0	6	0	0	3
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab I	0	2	0	0	1
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 182	ASL Lab 2	0	2	0	0	1
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 281	ASL Lab 3	0	2	0	0	1
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	2	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
DRA 115	Theatre Criticism	3	0	0	0	3
DRA 124	Readers Theatre	3	0	0	0	3
DRA 135	Acting for the Camera I	1	4	0	0	3
DRA 136	Acting for the Camera II	1	4	0	0	3
DRA 160	Box Office and Publicity	1	3	0	0	2
DRA 243	Scene Design	2	2	0	0	3
HEA 112	First Aid and CPR	1	2	0	0	2
HIS 151	Hispanic Civilization	3	0	0	0	3
HIS 162	Women and History	3	0	0	0	3
HIS 221	African-American History	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 231	Recent American History	3	0	0	0	3
HIS 233	History of Appalachia	3	0	0	0	3
HIS 234	Cherokee History	3	0	0	0	3
HUM 123	Appalachian Culture	3	0	0	0	3
MUS 151	Class Music I	0	2	0	0	1
MUS 152	Class Music II	0	2	0	0	1
MUS 251	Class Music III	0	2	0	0	1
MUS 252	Class Music IV	0	2	0	0	1
PED 110	Fit and Well for Life	1	2	0	0	2
PED 111	Physical Fitness I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 118	Weight Training II	0	3	0	0	1
PED 119	Circuit Training	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 132	Racquetball-Beginning	0	2	0	0	1
PED 137	Badminton	0	2	0	0	1
PED 139	Bowling-Beginning	0	2	0	0	1
PED 143	Volleyball-Beginning	0	2	0	0	1
PED 145	Basketball-Beginning	0	2	0	0	1
PED 148	Softball	0	2	0	0	1
PED 152	Swimming-Beginning	0	2	0	0	1
PED 160	Canoeing-Basic	0	2	0	0	1
PED 173	Rock Climbing	0	2	0	0	1
PED 181	Snow Skiing-Beginning	0	2	0	0	1
POL 130	State and Local Government	3	0	0	0	3
SOC 215	Group Processes	3	0	0	0	3
	Subtotal					(7)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 64

Transfer Program Associate in Fine Arts—Music

The Associate in Fine Arts (Music) degree program is designed for students who plan to transfer to a four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
	Subtotal					(6)

Humanities/Fine Arts (6 semester hours required. Select 6 semester credit hours, one course from each of the following groups)

Literature

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3

Humanities/Fine Arts

ART 111	Art Appreciation	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
FRE 182	French Lab 2*	0	2	0	0	1
GER 111	Elementary German I	3	0	0	0	3
GER 181	German Lab I*	0	2	0	0	1
GER 112	Elementary German II	3	0	0	0	3
GER 182	German Lab II*	0	2	0	0	1
HUM 110	Technology and Society	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3
PHI 210	History of Philosophy	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab I*	0	2	0	0	1
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 182	Spanish Lab II*	0	2	0	0	1
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 281	Spanish Lab 3*	0	2	0	0	1
SPA 212	Intermediate Spanish II	3	0	0	0	3
SPA 282	Spanish Lab 4*	0	2	0	0	1
	Subtotal					(6)

Social/Behavioral Sciences (9 semester hours required. Select 9 semester credit hours from three of the following discipline areas. Note: History 111 or 112 is required.)

Anthropology

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3

Economics

ECO 151	Survey of Economics	3	0	0	0	3
ECO 251	Prin. of Microeconomics	3	0	0	0	3

Geography

GEO 111	World Regional Geography	3	0	0	0	3
GEO 130	General Physical Geography	3	0	0	0	3

History

HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3

Political Science

POL 120	American Government	3	0	0	0	3
---------	---------------------	---	---	---	---	---

Psychology

PSY 150	General Psychology	3	0	0	0	3
---------	--------------------	---	---	---	---	---

Sociology

SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
	Subtotal					(9)

Mathematics (3 semester hours required) Select 3 semester credit hours from the following:

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
MAT 161	College Algebra	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
MAT 171	Pre-Calculus Algebra	3	0	0	0	3
MAT 171A	Pre-Calculus Algebra Lab*	0	2	0	0	1
	Subtotal					(3)

Sciences (4 semester hours required) Select 4 semester credit hours from the following:

BIO 111	General Biology I	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
PHY 151	College Physics I	3	2	0	0	4
	Subtotal					(4)

Other Required Hours

ACA 115 Success and Study Skills 0 2 0 0 1

Note: ACA 115 - Success and Study Skills is a required course for all degree and diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Other Required Courses (30 semester hours required)

MUS 121	Music Theory I	3	2	0	0	4
MUS 122	Music Theory II	3	2	0	0	4
MUS 141	Ensemble I	0	2	0	0	1
MUS 142	Ensemble II	0	2	0	0	1
MUS 151	Class Music I	0	2	0	0	1
MUS 152	Class Music II	0	2	0	0	1
MUS 161	Applied Music I	1	2	0	0	2
MUS 162	Applied Music II	1	2	0	0	2
MUS 221	Music Theory III	3	2	0	0	4
MUS 222	Music Theory IV	3	2	0	0	4
MUS 241	Ensemble III	0	2	0	0	1
MUS 242	Ensemble IV	0	2	0	0	1
MUS 261	Applied Music III	1	2	0	0	2
MUS 262	Applied Music IV	1	2	0	0	2
	Subtotal					(30)

Electives (6 semester hours required) Select from the above courses and the Electives listed below.

MUS 110	Music Appreciation	3	0	0	0	3
MUS 251	Class Music III	0	2	0	0	1
MUS 252	Class Music IV	0	2	0	0	1
MUS 270	Music Literature	3	0	0	0	3
MUS 271	Music History I	3	0	0	0	3
MUS 272	Music History II	3	0	0	0	3
	Subtotal					(6)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program65

Transfer Program Associate in Science

The Associate in Science degree program is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This curriculum complies with the standard approved by the State Board of Community Colleges. It meets the requirements for the Comprehensive Articulation Agreement between the North Carolina University System and the Community College System.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

GENERAL EDUCATION CORE

This 44 semester hour core of courses, with a grade of "C" or better, and including no more than 14 semester credit hours that do not originate at a NC community college, a UNC institution, or an independent college or university that is part of the North Carolina Comprehensive Articulation Agreement, meets the general education core requirements.

Class Lab Clinic Work Credit
Exp.

English Composition (6 semester hours required)

ENG 111	Expository Writing	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
	Subtotal					(6)

Humanities/Fine Arts (9 semester hours required.) Three courses from three different discipline areas are required. One course must be literature.)

Art

ART 111	Art Appreciation	3	0	0	0	3
---------	------------------	---	---	---	---	---

Communications

COM 231	Public Speaking	3	0	0	0	3
---------	-----------------	---	---	---	---	---

Drama

DRA 111	Theater Appreciation	3	0	0	0	3
---------	----------------------	---	---	---	---	---

Humanities

HUM 110	Technology and Society	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3

Literature

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3

Music

MUS 110	Music Appreciation	3	0	0	0	3
---------	--------------------	---	---	---	---	---

Philosophy

PHI 210	History of Philosophy	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Religion

REL 110	World Religions	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3

International Languages

ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 182	ASL Lab 2*	0	2	0	0	1
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 281	ASL Lab 3*	0	2	0	0	1
ASL 212	Intermediate ASL II	3	0	0	0	3
ASL 282	ASL Lab 4*	0	2	0	0	1
FRE 111	Elementary French I	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
FRE 112	Elementary French II	3	0	0	0	3
FRE 182	French Lab 2*	0	2	0	0	1
FRE 211	Intermediate French I	3	0	0	0	3
FRE 281	French Lab 3*	0	2	0	0	1
FRE 212	Intermediate French II	3	0	0	0	3
FRE 282	French Lab 4*	0	2	0	0	1
GER 111	Elementary German I	3	0	0	0	3
GER 112	Elementary German II	3	0	0	0	3
GER 181	German Lab I*	0	2	0	0	1
GER 182	German Lab II*	0	2	0	0	1
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab I*	0	2	0	0	1
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 182	Spanish Lab II*	0	2	0	0	1
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 281	Spanish Lab 3*	0	2	0	0	1
SPA 212	Intermediate Spanish II	3	0	0	0	3
SPA 282	Spanish Lab 4*	0	2	0	0	1
	Subtotal					(9)

Social/Behavioral Sciences (9 semester hours required.) Three courses must be selected from three different discipline areas. Note: HIS 111 or HIS 112 is required.

Anthropology

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3

Economics

ECO 151	Survey of Economics	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3

Geography

GEO 111	World Regional Geography	3	0	0	0	3
GEO 130	General Physical Geography	3	0	0	0	3

History

HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3

Political Science

POL 120	American Government	3	0	0	0	3
---------	---------------------	---	---	---	---	---

Psychology

PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3

PED 123	Yoga II	0	2	0	0	1
PED 125	Self-Defense-Beginning	0	2	0	0	1
PED 128	Golf-Beginning	0	2	0	0	1
PED 130	Tennis-Beginning	0	2	0	0	1
PED 132	Raquetball - Beginning	0	2	0	0	1
PED 137	Badminton	0	2	0	0	1
PED 139	Bowling-Beginning	0	2	0	0	1
PED 143	Volleyball-Beginning	0	2	0	0	1
PED 145	Basketball-Beginning	0	2	0	0	1
PED 147	Soccer	0	2	0	0	1
PED 148	Softball	0	2	0	0	1
PED 152	Swimming-Beginning	0	2	0	0	1
PED 160	Canoeing-Basic	0	2	0	0	1
PED 173	Rock Climbing	0	2	0	0	1
PED 181	Snow Skiing-Beginning	0	2	0	0	1

General Electives

ANT 210	General Anthropology	3	0	0	0	3
ANT 220	Cultural Anthropology	3	0	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 132	Drawing II	0	6	0	0	3
ART 264	Digital Photography I	1	4	0	0	3
ART 265	Digital Photography II	1	4	0	0	3
ART 283	Ceramics I	0	6	0	0	3
ART 284	Ceramics II	0	6	0	0	3
AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO 120	Introductory Botany	3	3	0	0	4
BIO 130	Introductory Zoology	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	3
BIO 140A	Environmental Biology Lab*	0	3	0	0	3
BIO 163	Basic Anat and Physiology	4	2	0	0	5
BIO 165	Anatomy and Physiology I	3	3	0	0	4
BIO 166	Anatomy and Physiology II	3	3	0	0	4
BIO 175	General Microbiology	2	2	0	0	3
BIO 176	Adv General Microbiology	1	2	0	0	2
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
CHM 131	Introduction to Chemistry	3	0	0	0	3
CHM 131A	Introduction to Chemistry Lab*	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	2	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
COM 140	Intro to Intercultural Comm	3	0	0	0	3
COM 160	Small Group Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
DRA 130	Acting I	0	6	0	0	3
DRA 131	Acting II	0	6	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 233	Major American Writers	3	0	0	0	3
ENG 235	Survey of Film as Literature	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
FRE 161	Cultural Immersion	2	3	0	0	3
GEL 120	Physical Geology	3	2	0	0	4
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 123	Appalachian Culture	3	0	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3

MAT 151	Statistics I	3	0	0	0	3
MAT 151A	Statistics I Lab*	0	2	0	0	1
MAT 161	College Algebra	3	0	0	0	3
MAT 161A	College Algebra Lab*	0	2	0	0	1
MAT 165	Finite Mathematics	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 151	Class Music I	0	2	0	0	1
MUS 152	Class Music II	0	2	0	0	1
MUS 251	Class Music III	0	2	0	0	1
MUS 252	Class Music IV	0	2	0	0	1
PHI 210	History of Philosophy	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
POL 130	State and Local Government	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 215	Group Processes	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
SPA 161	Cultural Immersion	2	3	0	0	3
	Subtotal					(6)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 65

**Transfer Program
Associate in Science
Transfer Core Diploma**

The Associate in Sciences Transfer Core Diploma is designed for students who plan to transfer to a four-year institution for their baccalaureate degree. This diploma is designed to allow students to complete their general education core requirements and then transfer to a four-year institution. It is flexible in design to meet the needs of students who will be majoring in different fields at the four-year level.

This diploma complies with the standard approved by the State Board of Community Colleges. The general education core is the first level of completion that allows transfer students to take advantage of the terms of the Comprehensive Articulation Agreement. Students must complete each course within the Transfer Core Diploma with a grade of "C" or better. Students with transfer credit can use up to 14 semester credit hours toward the Transfer Core Diploma that do not originate at a NC community college, a UNC institution, or an independent college or university that is part of the North Carolina Comprehensive Articulation Agreement.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor. Prerequisites for International Languages may include FRE 110, GER 110, or SPA 110.

Mathematics (6 semester hours required from the following) **One course at the pre-calculus level or above is required; the other course must be a higher level mathematics course or can be statistics: MAT 151/151A.**

Note: MAT 171/171A is required

MAT 171	Pre-Calculus Algebra or higher	3	0	0	0	3
MAT 171A	Precalculus Algebra Lab*	0	2	0	0	1
MAT 172	Pre-Calculus Trigonometry	3	0	0	0	3
MAT 172A	Precalculus Trig Lab*	0	2	0	0	1
MAT 175	Pre-Calculus	4	0	0	0	4
MAT 175A	Pre-Calculus Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
	Subtotal					(6)

Natural and Physical Sciences/Mathematics

(6 semester hours are required from the following courses. Science or Mathematics courses which have not been previously selected may be chosen here. Only one 100-level statistical course may be selected.)

Natural /Physical Sciences

AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO 120	Introductory Botany	3	3	0	0	4
BIO 130	Introductory Zoology	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	3
BIO 140A	Environmental Biology Lab*	0	3	0	0	3
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
GEL 120	Physical Geology	3	2	0	0	4
PHY 110	Conceptual Physics	3	0	0	0	3
PHY 110A	Conceptual Physics Lab*	0	2	0	0	1
PHY 151	College Physics I	3	2	0	0	4
PHY 152	College Physics II	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4
PHY 252	General Physics II	3	3	0	0	4

Mathematics

MAT 151	Statistics I	3	0	0	0	3
MAT 151A	Statistics I Lab*	0	2	0	0	1
MAT 155	Statistical Analysis	3	0	0	0	3
MAT 155A	Statistical Analysis Lab*	0	2	0	0	1
MAT 175	Pre-Calculus	4	0	0	0	4
MAT 175A	Pre-Calculus Lab*	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MAT 273	Calculus III	3	2	0	0	4
	Subtotal					(6)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 44

Associate in Science Pre-Major Articulation Agreements

Pre-Major Articulation Agreements are agreements between the 16-member University of North Carolina System, certain private colleges and universities, and the 58 North Carolina Community Colleges. Pre-Major Agreements have been developed as blueprints for guiding community college students who intend to major in certain areas. Upon successful completion of the associate degree, students who meet the requirements outlined in one of the pre-major tracks below will be eligible to be considered for admissions to the universities offering that major.

For more detailed information about Pre-Majors, please contact your Faculty Advisor, the Dean for Arts and Sciences, the College Transfer Coordinator in the Student Services Department, or on the Web at www.northcarolina.edu/aa/articulation/index.htm

Engineering
Mathematics
Chemistry and Chemistry Education
Biology and Biology Education

Transfer Program—Accounting

Articulation agreement with Western Carolina University's Accounting Program

This program is an articulated program with Western Carolina University. Students who plan to attend the accounting program at Western Carolina University should be enrolled in the Accounting Associates Degree program at Blue Ridge Community College (see page 49). Students must complete each course within the Accounting Degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
MAT 151	Statistics I	3	0	0	0	3
MAT 151A	Statistics I Lab*	0	2	0	0	1
	Subtotal					(15)

Spring Semester

ACC 121	Prin of Managerial Accounting	3	2	0	0	4
ACC 140	Payroll Accounting	1	2	0	0	2
BUS 280	REAL Small Business	4	0	0	0	4
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
	Subtotal					(16)

Summer Term

ACC 180	Practices in Bookkeeping	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Subtotal					(9)

Fall Semester

ACC 129	Individual Income Taxes	2	2	0	0	3
ACC 220	Intermediate Accounting I	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(16)

Spring Semester

ACC 150	Accounting Software Applications ¹	2	0	0	0	2
ACC 227	Practices in Accounting	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
ECO 282	Principles of Macroeconomics	3	0	0	0	3
	Subtotal					(12)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Elective must satisfy WCU's P3, P4, P5, or P6 requirement. These can be looked up here:
[http:// www.wcu.edu/24847.asp](http://www.wcu.edu/24847.asp)

Total Semester Credit Hours in Program68

Transfer Program—Dental Hygiene

Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in this program. To qualify for transfer, the student must earn a 2.5 cumulative technical grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school biology and chemistry.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

ACA	115	Success and Study Skills	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
BIO	175	General Microbiology	2	2	0	0	3
CHM	131	Introduction to Chemistry	3	3	0	0	4
CHM	131A	Introduction to Chemistry Lab	0	3	0	0	1
CHM	132	Organic and Biochemistry	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	151	Statistics I	3	0	0	0	3
MAT	151A	Statistics Lab I*	0	2	0	0	1
PHY	240	Introduction to Ethics	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3

(Head and neck anatomy course should be taken at Greenville Technical College)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours to be taken at BRCC.....44

Transfer Program—Early Childhood Development

Articulated Program with
East Tennessee State University

Bachelor of Science Degree
Early Childhood Development PreK-3

East Tennessee State offers a Bachelor of Science degree program on campus at Blue Ridge. Students in this program do not need to travel to ETSU to earn their degree. In this program, students will complete the first two years of education courses at BRCC. Then, while working on additional coursework (see bridge courses listed below), they will also begin their junior year at BRCC taking courses through ETSU. The first two years of coursework at BRCC are listed below. Students should speak to their advisor regarding ETSU coursework.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream www.taskstream.com to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
EDU 119	Intro Early Childhood Education	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 173	Becoming an Early Child Profes	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
Subtotal						(14)

Spring Semester

EDU 145	Child Development II	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
CIS 110	Introduction to Computers	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
EDU 234	Infant, Toddler and Twos	3	0	0	0	3
EDU 234a	Infant, Toddler and Twos Lab*	0	2	0	0	1
Subtotal						(16)

Summer Term

Select one: PHI 210 or 240		3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
PSY 150	General Psychology	3	0	0	0	3
Subtotal						(10)

Fall Semester

EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety, Nutrition	3	0	0	0	3
EDU 275	Effective Teacher Training	2	0	0	0	2
Subtotal						(14)

Spring Semester

EDU 284	Early Child Capstone Practicum	1	9	0	0	4
EDU 280	Literacy Experiences	3	0	0	0	3
EDU 271	Educational Technology	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
Subtotal						(13)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 67

BRIDGE PROGRAM: (Additional hours to be completed at Blue Ridge Community College)

Select one from:

ART 111, DRA 111, HUM 211, MUS 110	(3 hrs.)
BIO 111, 112	(8 hrs.)
HIS 131,132	(6 hrs.)

Select one from: ENG 231, 232, 241, 242, 262

COM 231	(3 hrs.)
MAT 151/151A	(4 hrs.)
PSY 241	(3 hrs.)

TOTAL HOURS 30

Transfer Program—School-Age Education (Arts Track)

**Articulated Program with
East Tennessee State University**

**Bachelor of Science Degree
Early Childhood Development PreK-3**

East Tennessee State offers a Bachelor of Science degree program on campus at Blue Ridge. Students in this program do not need to travel to ETSU to earn their degree. In this program, students will complete the first two years of education courses at BRCC. Then, while working on additional coursework (see bridge courses listed below), they will also begin their junior year at BRCC taking courses through ETSU. The first two years of coursework at BRCC are listed below. Students should speak to their advisor regarding ETSU coursework.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream www.taskstream.com to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
EDU 163	Classroom Management	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 173	Becoming an Early Child Profes	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Subtotal						(16)

Spring Semester

Foreign Language Requirement		3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 131	Child, Family & Community	3	0	0	0	3
EDU 271	Educational Technology	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
Subtotal						(18)

Summer Term

Select one from ART 111, DRA 111, HUM 211 or MUS 110						3
ENG 231	American Literature	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
Subtotal						(10)

Fall Semester

BIO 111	General Biology I	3	3	0	0	4
EDU 216	Foundations of Education	4	0	0	0	4
EDU 221	Children with Exceptionalities	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
MAT 151	Statistics	3	0	0	0	3
MAT 151a	Statistics Lab	0	2	0	0	1
Subtotal						(18)

Spring Semester

BIO 112	General Biology II	3	3	0	0	4
EDU 285	Internship- School Age	1	9	0	0	4
EDU 289	Advanced Issues	2	0	0	0	2
PSY 241	Developmental Psychology	3	0	0	0	3
PHI 210	History of Philosophy	3	0	0	0	3
Subtotal						(16)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 76

BRIDGE PROGRAM:

(To be completed at Blue Ridge Community College)

EDU 153	(3 hrs.)
EDU 119	(4 hrs.)
HIS 132	(3 hrs.)
EDU 151	(3 hrs.)
COM 231	(3 hrs.)
CIS 110	(3 hrs.)
EDU 280	(licensure students only) (3 hrs.)

TOTAL HOURS:..... 19 (non-licensure) 22 (licensure)

Transfer Program—School-Age Education (Science Track)

Articulated Program with
East Tennessee State University

Bachelor of Science Degree
Early Childhood Development PreK-3

East Tennessee State offers a Bachelor of Science degree program on campus at Blue Ridge. Students in this program do not need to travel to ETSU to earn their degree. In this program, students will complete the first two years of education courses at BRCC. Then, while working on additional coursework (see bridge courses listed below), they will also begin their junior year at BRCC taking courses through ETSU. The first two years of coursework at BRCC are listed below. Students should speak to their advisor regarding ETSU coursework.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream www.taskstream.com to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Cdit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
EDU 163	Classroom Management	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 173	Becoming an Early Child Profes	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Subtotal						(16)

Spring Semester

CHM 151	General Chemistry I	3	3	0	0	4
EDU 145	Child Development II	3	0	0	0	3
EDU 131	Child, Family & Community	3	0	0	0	3
EDU 271	Educational Technology	3	0	0	0	3
ENG 113	Literature Based Research	3	0	0	0	3
Subtotal						(16)

Summer Term

Select one from ART 111, DRA 111, HUM 211 or MUS 110						3
ENG 231	American Literature	3	0	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
Subtotal						(10)

Fall Semester

BIO 111	General Biology I	3	3	0	0	4
EDU 216	Foundations of Education	4	0	0	0	4
EDU 221	Children with Exceptionalities	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
MAT 151	Statistics	3	0	0	0	3
MAT 151a	Statistics Lab	0	2	0	0	1
Subtotal						(18)

Spring Semester

BIO 112	General Biology II	3	3	0	0	4
EDU 285	Internship-School Age	1	9	0	0	4
EDU 289	Advanced Issues	2	0	0	0	2
SOC 210	Introduction to Sociology	3	0	0	0	3
Select one from ART 111, DRA 111, HUM 211 or MUS 110						3
Subtotal						(16)

*Denotes a corequisite, course cannot be taken by itself.

Total Semester Credit Hours in Program 76

BRIDGE PROGRAM: (To be completed at Blue Ridge.)

EDU 153	(3 hrs.)
EDU 119	(4 hrs.)
HIS 132	(3 hrs.)
PSY 241	(3 hrs.)
EDU 151	(3 hrs.)
COM 231	(3 hrs.)
CIS 110	(3 hrs.)
EDU 280	(licensure students only) (3 hrs.)
PHI 210 or 240	(3hrs.)

TOTAL HOURS:25 (non-licensure) 28 (licensure)

Transfer Program—School-Age Education (Arts or Science track)

Articulation agreement with Mars Hill College

Teacher Education Programs:

This program is an articulated program with Mars Hill College. Students who plan to attend any of the Education programs at Mars Hill should be enrolled in the School-Age Education program at Blue Ridge Community College (see pages 73-75). Students must complete each course within the School-Age Education Degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Students must earn acceptable scores on PRAXIS I before enrolling in Mars Hill Teacher Education Programs. Students will need to refer to the School-Age Education programs for the course outline (see pages 73-75), however, please note when selecting the courses for the 44 semester hour core of courses, the following are the transferrable classes to Mars Hill:

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Social/Behavior Sciences						
GEO	111	World Regional Geography	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Humanities/Fine Arts

ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3

Note: Any two semesters of the same foreign language (including ASL, FRE, GER, SPA)

Math

MAT	140	Survey of Mathematics	3	0	0	3
MAT	140A	Survey of Mathematics Lab	0	2	0	1
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics Lab	0	2	0	1
MAT	271	Calculus I	3	2	0	4
*CIS	110	Introduction to Computers	3	0	0	3

*Students transferring from BRCC will notify Dr. Deb Morris at Mars Hill about the need for Live Text training, in order to complete Admission to Teacher Education Portfolio and other Live Text assignments. Dr. Morris will connect students with Anne Marie Walter, instructor for ED 200.

Natural/ Physical Science

BIO	111	General Biology I	3	3	0	4
BIO	140	Environmental Biology	3	0	0	4
BIO	140A	Environmental Biology Lab*	0	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	151	College Physics I	3	2	0	4

Transfer Program— Occupational Therapy Assistant Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in these programs. To qualify for transfer, the student must earn a 2.5 cumulative technical grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school biology and chemistry.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Required Courses

ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature Based Research	3	0	0	0	3
		Either					
MAT	151	Statistics I	3	0	0	0	3
		And					
MAT	151A	Statistics Lab I*	0	2	0	0	1
		Or					
MAT	161	College Algebra	3	0	0	0	3
		And					
MAT	161A	College Algebra Lab*	0	2	0	0	1
OST	141	Med Terms I-Med Office	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		Either					
PSY	241	Developmental Psychology	3	0	0	0	3
		Or					
PSY	281	Abnormal Psychology	3	0	0	0	3
		Humanities Elective**					3

*Denotes a corequisite, course cannot be taken by itself.

**Any college transferable humanities course will satisfy this requirement.

Total Semester Credit Hours to be taken at BRCC..... 40

Transfer Program— Physical Therapist Assistant Articulated Program with Greenville Technical College

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at Greenville Technical College in Greenville, South Carolina. The student will make separate application to Greenville Technical College during their first year to continue the program.

Limited spaces are available at Greenville Technical College in this program. To qualify for transfer, the student must earn a 2.5 cumulative technical grade point average and work closely with his/her faculty advisor. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at Greenville Technical College.

Students must have a unit of high school biology and chemistry.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
Required Courses							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	0	4
BIO	166	Anatomy and Physiology II	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
COM	231	Public Speaking	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	151	Statistics I	3	0	0	0	3
And							
MAT	151A	Statistics Lab I*	0	2	0	0	1
OST	141	Med Terms I-Med Office	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
PSY	241	Developmental Psychology	3	0	0	0	3
		Humanities Elective**					3

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives are to be selected from the following:

Either							
PHI	240	Introduction to Ethics	3	0	0	0	3
Or							
HIS	131	American History I	3	0	0	0	3
Or							
HIS	132	American History II	3	0	0	0	3

Total Semester Credit Hours to be taken at BRCC..... 34

Web (Internet) Technologies Associate in Applied Science Degree

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the Web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as Web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of Web applications, Web sites, Web services, and related areas of distributed computing.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming and Logic	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
Subtotal						(16)

Spring Semester

BUS 110	Introduction to Business	3	0	0	0	3
DBA 110	Database Concepts	2	2	0	0	3
WEB 111	Introduction to Web Graphics	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
Subtotal						(15)

Summer Term

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
SEC 110	Security Concepts	2	2	0	0	3
WEB 179	JAVA Web Programming	2	3	0	0	3
WEB 210	Web Design	2	2	0	0	3
Subtotal						(13)

Fall Semester

WEB 180	Active Server Pages	2	2	0	0	3
WEB 225	Content Management Sys	2	2	0	0	3
WEB 250	Database Driven Web sites	2	2	0	0	3
Humanities Elective**						3
Major Course Elective***						3
Subtotal						(15)

Spring Semester

ENG 114	Professional Research/Report	3	0	0	0	3
WEB 182	PHP Programming	2	2	0	0	3
WEB 287	Web E-Portfolio	1	2	0	0	3
COE 111	Co-op Work Experience I	0	0	0	10	1
Social/Behavioral Science Elective**						3
Subtotal						(13)

*Denotes a corequisite, course cannot be taken by itself.

**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on pages 47-48.

***Major Course Electives are to be selected from the following:

ACC 120	Principles of Accounting	2	3	0	0	4
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
DBA 120	Database Programming I	2	3	0	0	3
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
NET 125	Networking Basics	2	2	0	0	3
SEC 110	Security Concepts	2	2	0	0	3
WEB 187	Program for Mobile Devices	2	2	0	0	3
WEB 220	Advanced Internet Multimedia	2	2	0	0	3
WEB 230	Implementing Web Server	2	2	0	0	3
WEB 260	E-Commerce Infrastructure	2	2	0	0	3
WEB 285	Emerging Web Technologies	2	2	0	0	3

Total Semester Credit Hours in Program 75

Web (Internet) Technologies Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit
Exp.

Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
ENG 111	Expository Writing	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Programming/Logic	2	2	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
Subtotal						(16)

Spring Semester

COE 111	Co-op Work Experience	0	0	0	10	1
DBA 110	Database Concepts	2	2	0	0	3
WEB 111	Introduction Web Graphics	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
WEB 182	PHP Programming	2	2	0	0	3
Subtotal						(16)

Summer Term

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 140A	Survey of Mathematics Lab*	0	2	0	0	1
WEB 179	JAVA Web Programming	2	3	0	0	3
WEB 210	Web Design	2	2	0	0	3
Subtotal						(10)

*Denotes a corequisite, course cannot be taken by itself.

***Major Course Electives are to be selected from the following:

ACC 120	Principles of Accounting	2	3	0	0	4
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
DBA 120	Database Programming I	2	3	0	0	3
COE 121	Co-op Work Experience II	0	0	0	10	1
COE 122	Co-op Work Experience II	0	0	0	20	2
COE 123	Co-op Work Experience II	0	0	0	30	3
NET 125	Networking Basics	2	2	0	0	3
SEC 110	Security Concepts	2	2	0	0	3
WEB 215	Advanced markup and Scripting	2	2	0	0	3
WEB 187	Wireless/Internet Program	2	2	0	0	3
WEB 220	Advanced Internet Multimedia	2	2	0	0	3
WEB 225	Content Management Sys	2	2	0	0	3
WEB 285	Emerging Web Technologies	2	2	0	0	3

Total Semester Credit Hours in Program45

Web (Internet) Technologies - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

WEB 110	Internet/Web Fundamentals	2	2	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
Subtotal						(6)

Spring Semester

WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
Subtotal						(6)

Summer Term

WEB 210	Web Design	2	2	0	0	3
Subtotal						(3)

Total Semester Credit Hours in Program 15

Web (Internet) Technologies - Graphic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

WEB 110	Internet/Web Fundamentals	2	2	0	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	0	3
Subtotal						(6)

Spring Semester

WEB 111	Introduction Web Graphics	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 140	Web Development Tools	2	2	0	0	3
Subtotal						(9)

Summer Term

WEB 210	Web Design	2	2	0	0	3
Subtotal						(3)

Total Semester Credit Hours in Program 18

Web (Internet) Technologies - Programming Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

Class Lab Clinic Work Credit Exp.

Fall Semester

CIS 115	Intro to Programming and Logic	2	2	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	0	3
Subtotal						(6)

Spring Semester

CSC 134	C++ Programming	2	3	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 182	PHP Programming	2	2	0	0	3
Subtotal						(9)

Summer Term

WEB 179	JAVA Web Programming	2	3	0	0	3
Subtotal						(3)

Total Semester Credit Hours in Program 18

Welding Technology Diploma

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provide the student with industry-standard skills developed through classroom training and practical application.

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Fall Semester						
ACA 115	Success and Study Skills	0	2	0	0	1
MAT 101	Applied Mathematics I	2	2	0	0	3
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
WLD 141	Symbols and Specifications	2	2	0	0	3
	Subtotal					(18)
Spring Semester						
BUS 280	REAL Small Business	4	0	0	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
	Major Course Elective***					7
	Subtotal					(15)
Summer Term						
ENG 102	Applied Communications II	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(6)

***Major Course Electives are to be selected from the following:

COE 111	Co-op Work Exp I	0	0	0	10	1
COE 121	Co-op Work Exp II	0	0	0	10	1
PCJ 262	Hand Wrought Metals	1	3	0	0	2
PCJ 263	Advanced Wrought Metals	1	3	0	0	2
PCJ 264	Basic Knife Making	1	3	0	0	2
PCJ 266	Jewelry Tool Making	1	3	0	0	2
PCJ 267	Hand Wrought Joinery	1	3	0	0	2
PCS 112	Beg. Welding for Artists	1	4	0	0	3
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	0	4
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
WLD 151	Fabrication I	2	6	0	0	4
WLD 212	Inert Gas Welding	1	3	0	0	2
WLD 251	Fabrication II	1	6	0	0	3
WLD 261	Certification Practices	1	3	0	0	2
WLD 262	Inspection and Testing	2	2	0	0	3

Total Semester Credit Hours in Program 39

Welding Technology - Basic Technician Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
Required Courses						
WLD 110	Basic Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4

Total Semester Credit Hours in Program 15

Welding Technology - Intermediate Technician Certificate

A Welding Technology - Basic Certificate is required for enrollment in the Welding Technology - Intermediate Technician Certificate program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Required Courses						
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
WLD 141	Symbols and Specifications	2	2	0	0	3
WLD 212	Inert Gas Welding	1	3	0	0	2
WLD 262	Inspection and Testing	2	2	0	0	3

Total Semester Credit Hours in Program 15

Welding Technology - Artist Blacksmith Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Required Courses						
PCJ 262	Hand Wrought Metals	1	3	0	0	2
PCJ 263	Advanced Wrought Metals	1	3	0	0	2
PCJ 267	Hand Wrought Joinery	1	3	0	0	2
PCS 112	Beg. Welding for Artists	1	4	0	0	3
WLD 151	Fabrication I	2	6	0	0	4

Total Semester Credit Hours in Program 13

Welding Technology – Level I Blacksmith - Basic Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Required Courses						
PCJ 262	Hand Wrought Metals	1	3	0	0	2
PCJ 263	Advanced Wrought Metals	1	3	0	0	2
PCJ 266	Jewelry Tool Making	1	3	0	0	2
PCS 112	Beg. Welding for Artists	1	4	0	0	3
WLD 110	Cutting Processes	1	3	0	0	2
WLD 212	Inert Gas Welding	1	3	0	0	2

Total Semester Credit Hours in Program 13

Welding Technology – Level II Blacksmith - Fabrication Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 47 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
Required Courses						
PCJ 264	Basic Knife Making	1	3	0	0	2
PCJ 267	Hand Wrought Joinery	1	3	0	0	2
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 141	Symbols and Specifications	2	2	0	0	3
WLD 151	Fabrication I	2	6	0	0	4
WLD 251	Fabrication II	1	6	0	0	3

Total Semester Credit Hours in Program 17

Academic Programs Course Descriptions

ACADEMIC RELATED

ACA 115 Success and Study Skills 0 2 0 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. This course must be completed as a prerequisite or corequisite of ENG 111.

ACA 122 College Transfer Success 1 0 0 0 1

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college 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. Note: At this time ACA 122 is offered only to students enrolled in the College through Career and College promise.

ACCOUNTING

ACC 120 Principles of Financial Accounting 3 2 0 0 4

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ACC 121 Principles of Managerial Accounting 3 2 0 0 4 Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ACC 129 Individual Income Taxes 2 2 0 0 3

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. This course is also available through the Virtual Learning Community (VLC).

ACC 140 Payroll Accounting 1 2 0 0 2 Prerequisites: ACC 115 or 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. This course is also available through the Virtual Learning Community (VLC).

ACC 150 Acct Software Applications 1 2 0 0 2

Prerequisites: ACC 115 or 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. This course is also available through the Virtual Learning Community (VLC).

ACC 180 Practices in Bookkeeping 3 0 0 0 3

Prerequisites: ACC 120

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

ACC 220 Intermediate Accounting I 3 2 0 0 4

Prerequisites: ACC 120

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. This course is also available through the Virtual Learning Community (VLC).

ACC 227 Practices in Accounting 3 0 0 0 3

Prerequisites: ACC 220

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 110 Introduction to Refrigeration 2 6 0 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 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 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 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 psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2 4 0 0 4**Prerequisites: 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 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 130 HVAC Controls 2 2 0 0 3**Prerequisites: AHR 111 or ELC 111**

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 160 Refrigerant Certification 1 0 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 170 Heating Lab 0 3 0 0 1**Corequisites: AHR 112**

This course provides a laboratory experience in heating technology. Emphasis is placed on providing practical experience in the fundamentals of heating. Upon completion, students should be able to demonstrate an understanding of electric, oil, and gas fueled heating systems.

AHR 171 Comfort Cooling Lab 0 3 0 0 1**Corequisites: AHR 113**

This course provides a laboratory experience in comfort cooling. Emphasis is placed on providing practical experience in installation, operations, and maintenance of residential and light commercial comfort cooling systems. Upon completion, students should be able to demonstrate an understanding of comfort cooling systems.

AHR 172 Heat Pump Lab 0 3 0 0 1**Corequisites: AHR 114**

This course provides a laboratory experience in heat pump technology. Emphasis is placed on providing practical experience with air source and water source heat pumps. Upon completion, students should be able to demonstrate an understanding of heat pump year round comfort systems.

AHR 180 HVACR Customer Relations 1 0 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 210 Residential Building Code 1 2 0 0 2

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

ALTERNATIVE ENERGY TECHNOLOGY**ALT 120 Renewable Energy Tech 2 2 0 0 3**

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

ALT 220 Photovoltaic Sys Tech 2 3 0 0 3

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ANTHROPOLOGY**ANT 210 General Anthropology 3 0 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 220 Cultural Anthropology 3 0 0 0 3

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ART**ART 111 Art Appreciation 3 0 0 0 3**

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114 Art History Survey I 3 0 0 0 3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ART 115 Art History Survey II 3 0 0 0 3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ART 121 Two-Dimensional Design 0 6 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 122 Three-Dimensional Design 0 6 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 131 Drawing I 0 6 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 132 Drawing II 0 6 0 0 3**Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 135 Figure Drawing I 0 6 0 0 3**Prerequisites: ART 131**

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 171 Computer Art I 0 6 0 0 3

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 231 Printmaking I 0 6 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 232 Printmaking II 0 6 0 0 3**Prerequisites: ART 231**

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 235 Figure Drawing II 0 6 0 0 3**Prerequisites: ART 135**

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 240 Painting I 0 6 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 241 Painting II 0 6 0 0 3**Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 264 Digital Photography I 1 4 0 0 3

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 265 Digital Photography II 1 4 0 0 3**Prerequisites: ART 264**

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 266 Videography I 0 6 0 0 3

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 267 Videography II 0 6 0 0 3**Prerequisites: ART 266**

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 271 Computer Art II 0 6 0 0 3**Prerequisites: ART 171**

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command

of computer systems and applications to express their personal vision. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 281 Sculpture I 0 6 0 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 a variety of sculptural approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 282 Sculpture II 0 6 0 0 3

Prerequisites: ART 281

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ART 283 Ceramics I 0 6 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 284 Ceramics II 0 6 0 0 3

Prerequisites: ART 283

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to determine a high level of technical competence in forming and glazing with a development of three dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

AMERICAN SIGN LANGUAGE

ASL 111 Elementary ASL I 3 0 0 0 3

Corequisites: ASL 181

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, the students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

ASL 112 Elementary ASL II 3 0 0 0 3

Prerequisites: ASL 111

Corequisites: ASL 182

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness.

ASL 181 ASL Lab 1 0 2 0 0 1

Corequisites: ASL 111

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend

and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness.

ASL 182 ASL Lab 2 0 2 0 0 1

Prerequisites: ASL 181

Corequisites: ASL 112

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness.

ASL 211 Intermediate ASL I 3 0 0 0 3

Prerequisites: ASL 112

Corequisites: ASL 281

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future.

ASL 212 Intermediate ASL II 3 0 0 0 3

Prerequisites: ASL 211

Corequisites: ASL 282

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ASL 221 Advanced ASL I 3 0 0 0 3

Prerequisites: ASL 212 and ASL 282

This course provides an expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, and complex grammatical structures. Emphasis is placed on the advanced development of expressive, receptive and conversational skills, study of authentic and representative literacy and cultural texts. Upon completion, students will communicate more accurately with advanced complexity, and to present the topics in the various registers, pragmatics and genres of ASL.

ASL 222 Advanced ASL II 3 0 0 0 3

Prerequisites: ASL 221

This course provides more expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, story telling, and complex grammatical structures. Emphasis is placed on the more advanced development of expressive, receptive, conversational and presentational skills in a variety of discourse genres. Upon completion, students should be able to debate and lecture with advanced complexity, create story telling, and to present the complementary issues of Deaf community.

ASL 225 Global Deaf Community 3 0 0 0 3

This course provides an overview of issues related to D/deaf people focusing on Deaf history, causes of deafness, communication, and attitudes toward D/deaf people globally. Emphasis is placed on deaf history, causes of deafness, communication, and attitude toward D/deaf people. Upon completion, students should be able to discuss significant issues related to deafness.

ASL 250 Linguistics of ASL 3 0 0 0 3

Prerequisites: ASL 112

This course is designed to increase knowledge and skills necessary to linguistically analyze ASL. Emphasis is placed on applying phonology, morphology, syntax, semantics, discourse and socio-linguistics of ASL. Upon completion, students should be able to demonstrate knowledge and understanding of the basic linguistics of ASL through a variety of assessment methods.

ASL 281 ASL Lab 3 0 2 0 0 1

Prerequisites: ASL 182

Corequisites: ASL 211

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

ASL 282 ASL Lab 4 0 2 0 0 1

Prerequisites: ASL 281

Corequisites: ASL 212

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills and study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

ASTRONOMY

AST 111 Descriptive Astronomy 3 0 0 0 3

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 111A Descriptive Astronomy Lab 0 2 0 0 1

Corequisites: AST 111

This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AUTOMATION AND ROBOTICS

ATR 112 Intro to Automation 2 3 0 0 3

This course introduces the basic principles of automated manufacturing 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 219 Auto Sys Troubleshooting 1 3 0 0 2

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

AUTOMOTIVE BODY REPAIR

AUB 111 Painting and Refinishing I 2 6 0 0 4

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting and Refinishing II 2 6 0 0 4

Prerequisites: AUB 111

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes 1 2 0 0 2

Prerequisites: AUB 111

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I 1 4 0 0 3

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II 2 6 0 0 4

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I 2 4 0 0 4

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle that has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 0 0 4

Prerequisites: AUB 131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 1 4 0 0 3

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics and Adhesives 1 4 0 0 3

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141 Mech and Elec Components I 2 2 0 0 3

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components

and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 160 Body Shop Operations 1 0 0 0 1

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162 Autobody Estimating 1 2 0 0 2

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUTOMOTIVE

AUT 110 Intro to Auto Technology 2 2 0 0 3

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 116 Engine Repair 2 3 0 0 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab 0 3 0 0 1

Corequisites: AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension and Steering Sys 2 3 0 0 3

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension and Steering Lab 0 3 0 0 1

Corequisites: AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems 2 3 0 0 3

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab 0 3 0 0 1

Corequisites: AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 161 Basic Auto Electricity 4 3 0 0 5

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AUT 163 Adv Auto Electricity 2 3 0 0 3

Prerequisites: AUT 161

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Adv Auto Electricity Lab 0 3 0 0 1

Corequisites: AUT 163

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171 Auto Climate Control 2 4 0 0 4

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance 1 2 3 0 0 3

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A Engine Performance 1 Lab 0 3 0 0 1

Corequisites: AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2 2 6 0 0 4**Prerequisites:** AUT 181

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 186 PC Skills for Auto Techs 2 2 0 0 3

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the automotive service industry. Topics include service information systems, management systems, computer-based systems, and PC based diagnostic equipment. Upon completion, students should be able to access information pertaining to automotive technology and perform word processing.

AUT 221 Auto Transm/Transaxles 2 3 0 0 3

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A Auto Transm/Transax Lab 0 3 0 0 1**Corequisites:** AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains 2 3 0 0 3

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A Man Trans/Ax/Drtrains Lab 0 3 0 0 1**Corequisites:** AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 284 Emerging Auto Tech 2 6 0 0 4

This course covers emerging technologies in the automotive industry and the diagnostics associated with those technologies. Topics include exploring new technologies, diagnostic tools and methods, and repairs. Upon completion, students should be able to understand emerging automotive technologies.

BANKING AND FINANCE**BAF 110 Principles of Banking** 3 0 0 0 3**Prerequisites:** Registered in Banking Major

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 0 3**Prerequisites:** ACC 120**Prerequisites:** Registered in Banking Major

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 0 3**Prerequisites:** Registered in Banking Major

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 0 3**Prerequisites:** Registered in Banking Major

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 090 Foundations of Biology** 3 2 0 0 4**Corequisites:** RED 090

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses. A student must earn a "C" or better to progress to the next class. A lab fee is required.

BIO 111 General Biology I 3 3 0 0 4**Prerequisites:** High School biology or BIO 090

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics. A lab fee is required.

BIO 112 General Biology II 3 3 0 0 4**Prerequisites:** BIO 111

This course is a continuation of BIO 111. Emphasis is placed on organisms, 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

BIO 120 Introductory Botany 3 3 0 0 4**Prerequisites:** 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

BIO 130 Introductory Zoology 3 3 0 0 4**Prerequisites:** 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

BIO 140 Environmental Biology 3 0 0 0 3

Corequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics. A lab fee is required.

BIO 140A Environmental Biology Lab 0 3 0 0 1

Corequisites: 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 an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

BIO 145 Ecology 3 3 0 0 4

Prerequisites: BIO 111

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 163 Basic Anatomy and Physiology 4 2 0 0 5

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 165 Anatomy and Physiology I 3 3 0 0 4

Prerequisites: RED 090; CHM 092 or High School chemistry; and BIO 090 or High School biology

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 166 Anatomy and Physiology II 3 3 0 0 4

Prerequisites: BIO 165

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

BIO 175 General Microbiology 2 2 0 0 3

Prerequisites: BIO 111 or BIO 163 or BIO 165

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

BIO 176 Adv General Microbiology 1 2 0 0 2

Prerequisites: BIO 175

This course is a continuation of BIO 175. Emphasis is placed on microbial metabolism, genetics, and environmental and food microbiology. Upon completion, students should be able to identify unknown microbes and demonstrate an understanding of the fundamentals of molecular biology and microbial ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

BIO 240 Waste Management 3 0 0 0 3

Prerequisites: BIO 110 or BIO 111 or BIO 140/140A

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

BIO 242 Natural Resource Conserv. 3 0 0 0 3

Prerequisites: BIO 112 or BIO140/140A

This course describes the importance of natural resources and their role in our environment. Emphasis is placed on the physical, biological, and ecological principles underlying natural resource conservation with attention to the biological consequences of human impacts. Upon completion, students should be able to demonstrate an understanding of natural resource conservation. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BLUEPRINT READING

BPR 111 Blueprint Reading 1 2 0 0 2

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part

BPR 130 Blueprint Reading/Const 1 2 0 0 2

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BUSINESS

BUS 110 Introduction to Business 3 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BUS 115 Business Law I 3 0 0 0 3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon

completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BUS 116 Business Law II 3 0 0 0 3

Prerequisites: 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. This course is also available through the Virtual Learning Community (VLC).

BUS 125 Personal Finance 3 0 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 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 is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

BUS 153 Human Resource Management 3 0 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. This course is also available through the Virtual Learning Community (VLC).

BUS 225 Business Finance 2 2 0 0 3

Prerequisites: 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. This course is also available through the Virtual Learning Community (VLC).

BUS 228 Business Statistics 2 2 0 0 3

Prerequisites: MAT 115, MAT 140, or MAT 161

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

BUS 239 Bus Applications Seminar 1 2 0 0 2

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120
and either ECO 151, ECO 251 or ECO 252

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. This course is also available through the Virtual Learning Community (VLC).

BUS 240 Business Ethics 3 0 0 0 3

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning,

moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 261 Diversity in Mgmt 3 0 0 0 3

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

BUS 270 Professional Development 3 0 0 0 3

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 280 REAL Small Business 4 0 0 0 4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CHEMISTRY

CHM 092 Fundamentals of Chemistry 3 2 0 0 4

Prerequisites: DMA 010-060

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. A student must earn a "C" or better to progress to the next class; lab fee required.

CHM 131 Introduction to Chemistry 3 0 0 0 3

Prerequisites: High School chemistry or CHM 092;
DMA 010, DMA 070 and DMA 080

Corequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 131A Introduction to Chemistry Lab 0 3 0 0 1

Corequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry 3 3 0 0 4

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 151 General Chemistry I 3 3 0 0 4
Prerequisites: High school chemistry or CHM 092,
 DMA 010, DMA 070 and DMA 080

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

CHM 152 General Chemistry II 3 3 0 0 4
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. A lab fee is required.

COMPUTER INFORMATION SYSTEMS

CIS 070 Fundamentals of Computing 0 2 0 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 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CIS 115 Intro to Programming and Logic 2 3 0 0 3
Prerequisites: DMA 010-080, MAT 120, MAT 121,
 MAT 161, MAT 171 or MAT 175

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 is also available through the Virtual Learning Community (VLC).

CRIMINAL JUSTICE

CJC 111 Intro to Criminal Justice 3 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

This course is also available through the Virtual Learning Community (VLC).

CJC 112 Criminology 3 0 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. This course is also available through the Virtual Learning Community (VLC).

CJC 113 Juvenile Justice 3 0 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. This course is also available through the Virtual Learning Community (VLC).

CJC 120 Interviews/Interrogations 1 2 0 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 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CJC 122 Community Policing 3 0 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 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. This course is also available through the Virtual Learning Community (VLC).

CJC 132 Court Procedure and Evidence 3 0 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. This course is also available through the Virtual Learning Community (VLC).

CJC 141 Corrections 3 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CJC 144 Crime Scene Processing 2 3 0 0 3

Prerequisites: Registered Latent Evidence Major

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 0 3

Prerequisites: Registered Latent Evidence Major

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 151 Intro to Loss Prevention 3 0 0 0 3

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 170 Critical Incident Management for Public Safety 3 0 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 and Community Relations 3 0 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. This course is also available through the Virtual Learning Community (VLC).

CJC 213 Substance Abuse 3 0 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 215 Organization and Administration 3 0 0 0 3

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 0 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. This course is also available through the Virtual Learning Community (VLC).

CJC 231 Constitutional Law 3 0 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. This course is also available through the Virtual Learning Community (VLC).

CJC 244 Footwear and Tire Imprints 2 3 0 0 3

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.

CJC 245 Friction Ridge Analysis 2 3 0 0 3

Prerequisites: Registered Latent Evidence Major

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246 Adv Friction Ridge Analysis 2 3 0 0 3

Prerequisites: CJC 245 and Registered Latent Evidence Major

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.

CJC 255 Issue in Crim Justice App 3 0 0 0 3

Prerequisites: CJC 111, CJC 221 and CJC 231

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

COOPERATIVE EDUCATION

COE 111 Co-op Work Experience I 0 0 0 10 1

This course provides work 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.

COE 112 Co-op Work Experience I 0 0 0 20 2

This course provides work 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.

COE 113 Co-op Work Experience I 0 0 0 30 3

This course provides work 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.

COE 114 Co-op Work Experience I 0 0 0 40 4

This course provides work 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.

COE 115 Work Exp Seminar I 1 0 0 0 1
Corequisites: COE 111

This course must be taken in conjunction with COE 111 in Community Spanish Interpreter and Interpreter Education. It provides the opportunity to discuss work experiences with peers and faculty. Emphasis is placed on planning, integrating, and evaluating work experiences.

COE 121 Co-op Work Experience II 0 0 0 10 1

This course provides work 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.

COE 122 Co-op Work Experience II 0 0 0 20 2

This course provides work 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.

COE 123 Co-op Work Experience II 0 0 0 30 3

This course provides work 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.

COE 124 Co-op Work Experience II 0 0 0 40 4

This course provides work 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.

COE 131 Co-op Work Experience III 0 0 0 10 1

This course provides work 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.

COE 132 Co-op Work Experience III 0 0 0 20 2

This course provides work 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.

COE 211 Co-op Work Experience IV 0 0 0 10 1

This course provides work 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.

COE 212 Co-op Work Experience IV 0 0 0 20 2

This course provides work 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.

COMMUNICATION**COM 120 Intro Interpersonal Communication 3 0 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

COM 140 Intro Intercultural Communication 3 0 0 0 3

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

COM 160 Small Group Communication 3 0 0 0 3

This course provides an overview of the theory, practice, and critical analysis of communication in the small group setting. Emphasis is placed on group development, conflict, and conformity; leadership skills and styles; group roles and ranks; and decision making, problem solving, and conflict resolution. Upon completion, students should be able to apply topics of gender, culture, and social-emotional functions within group settings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

COM 231 Public Speaking 3 0 0 0 3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.

COSMETOLOGY**COS 111 Cosmetology Concepts I 4 0 0 0 4****Prerequisites: DMA 010-030****Corequisites: 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 0 8**Corequisites: 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 0 4**Corequisites: COS 114**

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 0 8

Corequisites: COS 113

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 0 4

Corequisites: COS 116

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 0 4

Corequisites: COS 115

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 0 2

Corequisites: COS 118

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 0 7

Prerequisites: COS 114 and COS 116

Corequisites: COS 117

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 119 Esthetics Concepts I 2 0 0 0 2

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I 0 18 0 0 6

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I 4 6 0 0 6

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 2 0 0 0 2

Prerequisites: COS 119

This course covers more comprehensive esthetics. Topics include nutrition, business management, makeup, and color analysis. Upon completion, students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II 0 18 0 0 6

Prerequisites: COS 120

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4 6 0 0 6

Prerequisites: COS 121

This course covers advanced techniques of nail technology, hand and arm massage. 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 240 Contemporary Design 1 3 0 0 2

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 250 Computerized Salon Ops 1 0 0 0 1

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 251 Manicure Instructor Concepts 8 0 0 0 8

This course introduces manicuring 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 supervision techniques, and assess student classroom performance.

COS 252 Manicure Instructor Practicum 0 15 0 0 5

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon

Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 253 Esthetics Instructor Concepts I 6 15 0 0 11

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetics Instructor Concepts II 6 15 0 0 11

Prerequisites: COS 253

This course covers advanced esthetic instructional concepts and skills. 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 demonstrate competencies in the areas

covered by the Esthetics Instructor Licensing examination and meet program requirements.

COS 271 Instructor Concepts I 5 0 0 0 5

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: 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 0 7

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: 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 0 5

Prerequisites: COS 271 and COS 272

Corequisites: 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 0 7

Prerequisites: COS 271 and COS 272

Corequisites: 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. This is a certificate-level course.

COMPUTER SCIENCE

CSC 134 C++ Programming 2 3 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CSC 151 JAVA Programming 2 3 0 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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

CSC 153 C# Programming 2 3 0 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, debug, and implement objects using the appropriate environment at the beginning level.

CSC 234 Advanced C++ 2 3 0 0 3

Prerequisites: 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.

CSC 251 Adv JAVA Programming 2 3 0 0 3

Prerequisites: CSC 151

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289 Programming Capstone Project 1 4 0 0 3

Prerequisites: CTS 285

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

COMPUTER INFORMATION TECHNOLOGY

CTS 120 Hardware/Software Support 2 3 0 0 3

Prerequisites: CIS 110 or CIS 111

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 125 Presentation Graphics 2 2 0 0 3

Prerequisites: CIS 110 or CIS 111

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

CTS 130 Spreadsheet 2 2 0 0 3

Prerequisites: CIS 110 or CIS 111 or OST 137

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 155 Tech Support Functions 2 2 0 0 3

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 217 Computer Train/Support 2 2 0 0 3

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods.

Upon completion, students should be able to design and implement training and provide continued support for computer users.

CTS 285 Systems Analysis and Design 3 0 0 0 3

Prerequisites: CIS 115

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project 1 4 0 0 3

Prerequisites: CTS 285

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 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 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 151 CAD I 2 3 0 0 3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. For online sections of this course, a computer capable of running Solidworks and Solidworks Student Design Kit software (included with the text) are required.

DFT 154 Intro Solid Modeling 2 3 0 0 3

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. For online sections of this course, a computer capable of running Solidworks and Solidworks Student Design Kit software (included with the text) are required.

DFT 170 Engineering Graphics 2 2 0 0 3

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. For online sections of this course, a computer capable of running AutoCAD and a 150-day license of AutoCAD Student Edition software (included with the text) are required. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

DFT 254 Interme Solid Model/Render 2 3 0 0 3

Prerequisites: DFT 154

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon

completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

DRAMA/THEATRE

DRA 111 Theatre Appreciation 3 0 0 0 3

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 112 Literature of the Theatre 3 0 0 0 3

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 115 Theatre Criticism 3 0 0 0 3

Prerequisites: DRA 111

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 120 Voice for Performance 3 0 0 0 3

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 122 Oral Interpretation 3 0 0 0 3

This course introduces the dramatist study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 124 Readers Theatre 3 0 0 0 3

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 128 Children's Theatre 3 0 0 0 3

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 130 Acting I 0 6 0 0 3

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration,

discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 131 Acting II 0 6 0 0 3

Prerequisites: DRA 130

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 135 Acting for the Camera I 1 4 0 0 3

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

DRA 136 Acting for the Camera II 1 4 0 0 3

Prerequisites: DRA 135

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

DRA 140 Stagecraft 1 0 6 0 0 3

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 141 Stagecraft II 0 6 0 0 3

Prerequisites: DRA 140

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 142 Costuming 2 2 0 0 3

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 145 Stage Make-up 1 2 0 0 2

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 150 Stage Management 3 0 0 0 3

Prerequisites: DRA 140

This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel,

paperwork, and organization. Upon completion, students should be able to effectively stage-manage productions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 160 Box Office and Publicity 1 3 0 0 2

This course covers the creation of a publicity program and the setup and operation of the theatre box office. Emphasis is placed on the use of an effective play marketing scheme and the smooth operation of the box office. Upon completion, students should be able to set up and run a marketing system and box office. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

DRA 170 Play Production I 0 9 0 0 3

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 171 Play Production II 0 9 0 0 3

Prerequisites: DRA 170

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 211 Theatre History I 3 0 0 0 3

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 212 Theatre History II 3 0 0 0 3

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 240 Lighting for the Theatre 2 2 0 0 3

Prerequisites: DRA 140

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 243 Scene Design 2 2 0 0 3

Prerequisites: DRA 140

This course covers the analysis, research, design, and problem solving related to scene design. Emphasis is placed on director/designer communication, conceiving, researching, rendering, and modeling of designs. Upon completion, students should be able to demonstrate skills in communication, design process, rendering, and modeling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 250 Theatre Management 1 3 0 0 2

This course introduces the organization and operation of a theatre. Emphasis is placed on organization, communication, networking with

other organizations, and grant writing. Upon completion, students should be able to demonstrate an understanding of the structure and operation of a theatre organization. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 260 Directing 0 6 0 0 3
Prerequisites: DRA 130
Corequisites: DRA 140

This course introduces an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 270 Play Production III 0 9 0 0 3
Prerequisites: DRA 171

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DRA 271 Play Production IV 0 9 0 0 3
Prerequisites: DRA 270

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ELECTRONIC COMMERCE

ECM 210 Intro to Electronic Commerce 2 2 0 0 3

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet Web site. Discussions of various business strategies, business model, managerial issues, and current research in e-commerce will be included.

ECONOMICS

ECO 151 Survey of Economics 3 0 0 0 3

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 251 Principles of Microeconomics 3 0 0 0 3

This course introduces economic analysis of individual, business, and industry choices 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Principles of Macroeconomics 3 0 0 0 3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

EDUCATION

EDU 119 Intro to Early Child Education 4 0 0 0 4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans appropriate for all children. This course is also available through the Virtual Learning Community (VLC).

EDU 131 Child, Family, and Community 3 0 0 0 3

Prerequisites: ENG 080 and RED 080
 This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. This course is also available through the Virtual Learning Community (VLC).

EDU 144 Child Development I 3 0 0 0 3

Prerequisites: ENG 080 and RED 080
 This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

EDU 145 Child Development II 3 0 0 0 3

Prerequisites: ENG 080 and RED 080
 This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

EDU 146 Child Guidance 3 0 0 0 3

Prerequisites: ENG 080 and RED 080
 This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and

the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

EDU 151 Creative Activities 3 0 0 0 3

Prerequisites: ENG 080 and RED 080

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 153 Health, Safety and Nutrition 3 0 0 0 3

Prerequisites: ENG 080 and RED 080

Corequisite: Students are required to complete or show current certification in Infant & Child CPR and First Aid to pass this course.

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. This course is also available through the Virtual Learning Community (VLC).

EDU 158 Healthy Lifestyles-Youth 3 0 0 0 3

Prerequisites: ENG 080 and RED 080

This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness, and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.

EDU 161 Intro to Exceptional Children 3 0 0 0 3

Prerequisites: ENG 080 and RED 080

This course covers children with exceptionalities as lifelong learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes. Topics include giftedness, identification, social/emotional development, curriculum differentiation, underachievement, and program development.

EDU 163 Classroom Mgt and Instruction 3 0 0 0 3

Prerequisites: ENG 080 and RED 080

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 173 Becoming a Professional in ECE 3 0 0 0 3

Prerequisites: ENG 080 and RED 080

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 184 Early Childhood Intro Practicum 1 3 0 0 2

Prerequisites: ENG 080, RED 080 and EDU 119

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and on-site faculty visits.

EDU 216 Foundations of Education 4 0 0 0 4

Prerequisites: ENG 090 and RED 090

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).

EDU 220 Program Policies in Early Intervention 3 0 0 0 3

Prerequisites: Take one set

Set 1: ENG 090, RED 090 and EDU 144

Set 2: ENG 090, RED 090 and EDU 234

This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.

EDU 221 Children with Exceptionalities 3 0 0 0 3

Prerequisites: ENG 090, RED 090, EDU 144 and EDU 145

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).

EDU 222 Learners w/Beh Disorders 3 0 0 0 3

Prerequisites: ENG 090, RED 090, EDU 144 and EDU 145

This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

EDU 223 Specific Learning Disabilities 3 0 0 0 3

Prerequisites: ENG 090, RED 090, EDU 144 and EDU 145

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with

specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234 Infants, Toddlers and Twos 3 0 0 0 3

Prerequisites: ENG 090, RED 090 and EDU 119

Corequisite: EDU 234A

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 234A Infants/Toddlers/Twos Lab 0 2 0 0 1

Prerequisites: Take one set

Set 1: ENG 090 and RED 090 or Set 2: ENG 095

Corequisites: EDU 234

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

EDU 235 School-Age Dev and Programs 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 259 Curriculum Planning 3 0 0 0 3

Prerequisites: ENG 090, RED 090 and EDU 119

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 Early Childhood Administration I 3 0 0 0 3

Prerequisites: ENG 090, RED 090 and EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. This course is also available through the Virtual Learning Community (VLC).

EDU 262 Early Childhood Administration II 3 0 0 0 3

Prerequisites: ENG 090, RED 090, EDU 119 and EDU 261

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. This course is also available through the Virtual Learning Community (VLC).

EDU 263 School-Age Program Admin 2 0 0 0 2

Prerequisites: ENG 090 and RED 090

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

EDU 271 Educational Technology 2 2 0 0 3

Prerequisites: ENG 090 and RED 090

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. This course is also available through the Virtual Learning Community (VLC).

EDU 275 Effective Teach Train 2 0 0 0 2

Prerequisites: ENG 090 and RED 090

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve student's time-on-task.

EDU 280 Lang and Literacy Experiences 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. This course is also available through the Virtual Learning Community (VLC).

EDU 284 Early Child Capstone Practicum 1 9 0 0 4

Prerequisites: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151

This course is designed to allow students to apply skills in a three-star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285 Internship Exp-School-Age 1 9 0 0 4

Prerequisites: ENG 090, RED 090, EDU 144, EDU 145, EDU 163 and EDU 216

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 289 Adv Issues/School-Age 2 0 0 0 2

Prerequisites: ENG 090 and RED 090

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon

completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

ENGINEERING

EGR 120 Eng and Design Graphics 2 2 0 0 3

This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features of two-dimensional and three-dimensional objects using the proper tools and methods.

EGR 125 Appl Software for Tech 1 2 0 0 2

This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software programs such as spreadsheets, word processing, graphics, and internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

EGR 130 Engineering Cost Control 2 2 0 0 3

Prerequisites: MAT 121, MAT 161, or MAT 171

This course covers the management of projects and systems through the control of costs. Topics include economic analysis of alternatives within budget constraints and utilization of the time value of money approach. Upon completion, students should be able to make choices that optimize profits on both short-term and long-term decisions.

EGR 131 Intro to Electronics Tech 1 2 0 0 2

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150 Intro to Engineering 1 2 0 0 2

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

EGR 220 Engineering Statics 3 0 0 0 3

Prerequisites: PHY 251

Corequisites: MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

EGR 225 Engineering Dynamics 3 0 0 0 3

Prerequisites: EGR 220

Corequisites: MAT 273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and Spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. This course has been approved to satisfy the Comprehensive Articulation

Agreement for transferability as a pre-major and/or elective course requirement

EGR 228 Intro to Solid Mechanics 3 0 0 0 3

Prerequisites: EGR 220

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

EGR 230 Engineering Materials 3 0 0 0 3

Prerequisites: CHM 151

This course provides an introduction to fundamental physical principals governing the structure and constitution of metallic and nonmetallic materials. Topics include the relationships among the fundamental physical principles and the mechanical, physical and chemical properties of engineering materials. Upon completion, students should be able to explain the fundamental physical properties important to the design and understanding of engineering materials. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement

EGR 285 Design Project 0 4 0 0 2

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ENVIRONMENTAL HEALTH AND SAFETY

EHS 114 OSHA Regulations 4 0 0 0 4

This course emphasizes application of OSHA performance-oriented standards for workplace safety and health. Topics include hazard communication, bloodborne pathogens, and the laboratory standard. Upon completion, students should be able to implement written plans required for compliance.

EHS 215 Incident Management 3 2 0 0 4

This course introduces management of hazardous materials and incidents. Topics include analysis and application of the Incident Command System from the discovery of a hazardous substance release to decontamination and termination procedures. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of hazardous materials team members.

ELECTRICITY

ELC 111 Intro to Electricity 2 2 0 0 3

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 117 Motors and Controls 2 6 0 0 4

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 127 Software for Technicians 1 3 0 0 2

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

ELC 128 Introduction to PLC 2 3 0 0 3

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis 4 3 0 0 5

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 131A DC/AC Circuit Analysis Lab 0 3 0 0 1
Corequisites: ELC 131

This course introduces provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 213 Instrumentation 3 2 0 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 228 PLC Applications 2 6 0 0 4

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELECTRONICS**ELN 131 Semiconductor Applications 3 3 0 0 4**

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 discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3 3 0 0 4

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 0 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 229 Industrial Electronics 3 3 0 0 4

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232 Intro to Microprocessors 3 3 0 0 4

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 234 Communication Systems 3 3 0 0 4

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

EMERGENCY MEDICAL SCIENCE**EMS 110 EMT-Basic 5 6 0 0 7**

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

EMS 120 Intermediate Intervention 2 3 0 0 3**Prerequisites: EMS 110****Corequisites: EMS 121, EMS 130 and EMS 131**

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

EMS 121 EMS Clinical Practicum I 0 0 6 0 2**Prerequisites: EMS 110****Corequisites: EMS 120, EMS 130 and EMS 131**

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

EMS 130 Pharmacology I for EMS 1 3 0 0 2**Prerequisites: EMS 110****Corequisites: EMS 120 and EMS 131**

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Adv Airway Management 1 2 0 0 2**Prerequisites: EMS 110****Corequisites: EMS 120 and EMS 130**

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management 1 3 0 0 2**Corequisites: EMS 140A**

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 140A Rescue Scene Skills Lab 0 3 0 0 1**Corequisites: EMS 140**

This course is designed to provide enhanced rescue scene skills for EMS providers. Emphasis is placed on advanced rescue scene evolutions including hazardous materials and major incident response. Upon completion, students should be able to demonstrate skills necessary to safely effect patients rescue in a variety of situations.

EMS 150 Emerg Vehicles & EMS Comm 1 3 0 0 2

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Adv. Patient Assessment 1 3 0 0 2**Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131**

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology 2 6 0 0 4**Prerequisites: EMS 120, EMS 130 and EMS 131**

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II 0 0 9 0 3**Prerequisites: EMS 121**

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Pract III 0 0 9 0 3**Prerequisites: EMS 221**

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 0 2

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Special Needs Patient 1 2 0 0 2**Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131**

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241 EMS Clinical Practicum IV 0 0 9 0 3**Prerequisites: EMS 231**

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Adv Medical Emergencies 2 3 0 0 3**Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131**

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Adv Trauma Emergencies 1 3 0 0 2**Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131**

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies 2 2 0 0 3**Prerequisites: EMS 120, EMS 130 and EMS 131**

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course 2 2 0 0 3

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone 1 3 0 0 2**Prerequisites EMS 220, EMS 250 and EMS 260**

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the College placement test (Accuplacer).

ENG 080 Writing Foundations 3 2 0 0 4**Prerequisites: STAR Center referral or satisfactory pre-enrollment placement test scores**

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing

prerequisite for ENG 111. A student must earn a "C" or better to progress to the next class.

ENG 090 Composition Strategies 3 0 0 0 3

Prerequisites: ENG 080

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing prerequisite for ENG 111. A student must earn a "C" or better to progress to the next class.

ENG 102 Applied Communications II 3 0 0 0 3

Prerequisites: STAR Center referral or satisfactory pre-enrollment placement test scores

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma-level course.

ENG 111 Expository Writing 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

Corequisites: ACA 115

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course will also teach the process of academic research emphasizing MLA documentation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

Note: The second level curriculum English (ENG 112, ENG 113, or ENG 114) should be carefully selected with input from the student faculty advisor to ensure proper program credit. This course should be selected based on the requirements of the student's program.

ENG 113 Literature-Based Research 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course also requires students to participate in an oral communications process in the development of class presentations.

ENG 114 Prof Research and Reporting 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 125 Creative Writing I 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ENG 126 Creative Writing II 3 0 0 0 3

Prerequisites: ENG 125

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ENG 231 American Literature I 3 0 0 0 3

Prerequisites: 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American Literature II 3 0 0 0 3

Prerequisites: 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 233 Major American Writers 3 0 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 235 Survey of Film as Lit 3 0 0 0 3

Prerequisites: ENG 113

This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ENG 241 British Literature I 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 242 British Literature II 3 0 0 0 3

Prerequisites: 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 to satisfy

the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 252 Western World Literature II 3 0 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

This course provides a survey of selected European works from the Neoclassical 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 selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 262 World Literature II 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 272 Southern Literature 3 0 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

ENVIRONMENTAL SCIENCE

ENV 214 Water Quality 3 2 0 0 4

Prerequisites: BIO 140, BIO 140A and CHM 131

This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.

ENV 218 Environmental Health 3 0 0 0 3

Prerequisites: BIO 140 and BIO 140A

This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health.

ENV 222 Air Quality 3 2 0 0 4

Prerequisites: BIO 140, BIO 140A and CHM 131

This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective.

ENV 226 Environmental Law 3 0 0 0 3

Prerequisites: BIO 140 and BIO 140A

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

ENV 228 Environmental Issues 1 0 0 0 1

Prerequisites: BIO 140 and BIO 140A

This course provides a forum for the discussion of current environmental issues. Emphasis is placed on environmental news, regulations, accidents, and areas of controversy. Upon completion, students should be able to demonstrate an understanding of the impact of local, state, national, and global events on environmental quality.

ENV 230 Energy Resource Management 3 2 0 0 4

Prerequisites: Take One Set:

Set 1: CHM 131, CHM 131A and ENV 110

Set 2: CHM 131, CHM 131A, BIO 140, and BIO 140A

This course covers management processes needed to conserve and use renewable and non-renewable energy resources in ways to reduce an adverse impact on ecosystems. Emphasis is placed on the proper match of resource quality with tasks needed and on the least intrusive process of utilizing each energy resource. Upon completion, students should be able to design a diverse energy resource plan for any area of the United States.

FIRE PROTECTION

FIP 120 Intro to Fire Protection 3 0 0 0 3

This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. This course is also available through the Virtual Learning Community (VLC).

FIP 124 Fire Prevention and Public Education 3 0 0 0 3

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 128 Detection and Investigation 3 0 0 0 3

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 132 Building Construction 3 0 0 0 3

This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 136 Inspections and Codes 3 0 0 0 3

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.

FIP 144 Sprinklers and Auto Alarms 2 2 0 0 3

This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon

completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

FIP 152 Fire Protection Law 3 0 0 0 3

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. This course is also available through the Virtual Learning Community (VLC).

FIP 164 OSHA Standards 3 0 0 0 3

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 220 Firefighting Strategies 3 0 0 0 3

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 221 Advanced Firefighting Strategies 3 0 0 0 3

Prerequisites: FIP 220

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both manmade and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 224 Instructional Methodology 4 0 0 0 4

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.

FIP 226 Fire Officer 1 & 2 4 0 0 0 4

(Pending Approval by the State Board of Community Colleges) This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.

FIP 228 Local Government Finance 3 0 0 0 3

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

FIP 230 Chemistry of Hazardous Materials 5 0 0 0 5

This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics & Water Dist 2 2 0 0 3

Prerequisites: Take One: MAT 115, MAT 120, MAT 121, MAT 140, MAT 151, MAT 161, MAT 171, or MAT 175

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 240 Fire Service Supervision 3 0 0 0 3

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.

FIP 248 Fire Service Personnel Administration 3 0 0 0 3

This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

FIP 256 Municipal Public Relations 3 0 0 0 3

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 260 Fire Protect Planning 3 0 0 0 3

This course covers the need for a comprehensive approach to fire protection planning. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

FIP 276 Managing Fire Service 3 0 0 0 3

This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.

FIP 277 Fire and Social Behavior 3 0 0 0 3

This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

FRENCH

FRE 110 Introduction to French 2 0 0 0 2

This course provides an introduction to understanding, speaking, reading, and writing French. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in French.

FRE 111 Elementary French I 3 0 0 0 3**Prerequisites:** High School French or FRE 110**Corequisites:** FRE 181

This course introduces the fundamental elements of the French 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 French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II 3 0 0 0 3**Prerequisites:** FRE 111**Corequisites:** FRE 182

This course is a continuation of FRE 111 focusing on the fundamental elements of the French 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 French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 141 Culture and Civilization 3 0 0 0 3

This course, taught in English, provides an opportunity to explore issues related to the Francophone world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Francophone world. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 151 Francophone Literature 3 0 0 0 3**Prerequisites:** ENG 111

This course, in English, includes selected readings by Francophone writers. Topics include fictional and non-fictional works by representative authors from a variety of genres and literary periods. Upon completion, students should be able to analyze and discuss selected texts within relevant cultural and historical contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 161 Cultural Immersion 2 3 0 0 3**Prerequisites:** FRE 111

This course explores Francophone culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 181 French Lab 1 0 2 0 0 1**Corequisites:** FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 182 French Lab 2 0 2 0 0 1**Prerequisites:** FRE 111**Corequisites:** FRE 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking,

reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 211 Intermediate French I 3 0 0 0 3**Prerequisites:** FRE 112

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II 3 0 0 0 3**Prerequisites:** FRE 211

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 221 French Conversation 3 0 0 0 3**Prerequisites:** FRE 212

This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 231 Reading and Composition 3 0 0 0 3**Prerequisites:** FRE 212

This course provides an opportunity for intensive reading and composition in French. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 281 French Lab 3 0 2 0 0 1**Prerequisites:** FRE 182

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FRE 282 French Lab 4 0 2 0 0 1**Prerequisites:** FRE 281

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

FILM AND VIDEO PRODUCTION

FVP 111 Introduction to Film and Video 2 3 0 0 3

This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field.

FVP 112 Art Dept. Operations I 1 4 0 0 3

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion, students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props.

FVP 113 Grip and Electrical I 1 4 0 0 3

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer.

FVP 114 Camera and Lighting I 2 3 0 0 3

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.

FVP 115 Camera and Lighting II 2 3 0 0 3

Prerequisites: FVP 114

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots.

FVP 116 Sound Operations 2 3 0 0 3

This course provides an overview of sound theory, methods and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production.

FVP 120 Art Dept. Operations II 1 4 0 0 3

Prerequisites: FVP 112

This course provides a more in-depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery, wiring and drapery. Upon completion, students should be competent to assist in all fields related to the fabrication and decoration of sets and props.

FVP 130 Grip and Electrical II 1 4 0 0 3

Prerequisites: FVP 113

This course provides a more in-depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion, students should be able to execute grip and electrical directions given by the key grip, gaffer cinematographer and/or director of photography (DP).

FVP 212 Production Techniques I 1 12 0 0 5

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry.

FVP 213 Production Techniques II 1 12 0 0 5

Prerequisites: FVP 212

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry.

FVP 215 Production Management 2 3 0 0 3

Corequisites: FVP 238

This course emphasizes the activity of script breakdown in pre-production as well as the activities of the production office in both the production and post-production stages. Emphasis is placed on procedures, use of industry standard forms and software, as well as the functions and practices of the production office. Upon completion students should be able to demonstrate the people and technical skills necessary to assist above-the-line professionals in all types of film and video production.

FVP 220 Editing I 2 3 0 0 3

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture-only editing skills.

FVP 221 Editing II 2 3 0 0 3

Prerequisites: FVP 220

This course covers editing in the digital environment, starting from the camera negative through the transfer, the non-linear digital edit and going back to negative matching. Topics include terminology, technologies, aesthetics, advanced sound and picture editing skills, and the editor's role augmented by hands-on experience. Upon completion students should be able to demonstrate proficiency in using editing equipment and sound and picture editing skills.

FVP 223 Postproduct. Sound Design 1 4 0 0 3

Prerequisites: FVP 116 or FVP 220

This course covers audio postproduction recording, mixing, and editing techniques, technologies, and aesthetics for the development of a compelling soundtrack for film and video media. Topics include using library effects, recording sound, effects and Foley to reinforce images and the story, preparing and mixing sound tracks for media productions. Upon completion students should be able to record, edit and mix sound design projects that strengthen narrative elements and perform critique of media sound design.

FVP 227 Multimedia Production 2 3 0 0 3

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software.

FVP 238 Software Apps for FVP 2 3 0 0 3

This course introduces the use of industry standard computer software unique to the motion picture industry using personal computers. Emphasis is placed on hands-on work with budgeting and scheduling software and in facilitating the relationship between the technical crew and the script. Upon completion, students should be

able to assist with script breakdown for budgeting and scheduling and work with that information in computer-based formats.

FVP 250 Production Specialties I 1 6 0 0 3

This course provides education and training through contextual learning in the film production areas of art department, camera, sound, grip, electric, locations, script, and continuity. Emphasis is placed on successful professional level interaction with other students and industry professionals through pre-production and initial production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video pre-production and initial production process, and the relationship among the departments in these areas.

FVP 251 Production Specialties II 1 6 0 0 3

This course provides education and training through contextual learning in the film production areas of concluding photography and post-production areas of sound and picture editing. Emphasis is placed on successful professional level interaction with other students and industry professionals through concluding production and post-production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video production from concluding photography to the post-production areas of sound and picture editing.

GEOGRAPHY

GEO 111 World Regional Geography 3 0 0 0 3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 130 General Physical Geography 3 0 0 0 3

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEOLOGY

GEL 120 Physical Geology 3 2 0 0 4

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEOGRAPHICAL INFORMATION SYSTEMS

GIS 111 Introduction to GIS 2 2 0 0 3

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.

HEALTH

HEA 112 First Aid and CPR 1 2 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HISTORY

HIS 111 World Civilizations I 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 112 World Civilizations II 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 131 American History I 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132 American History II 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 151 Hispanic Civilization 3 0 0 0 3

This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement

HIS 162 Women and History 3 0 0 0 3

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 221 African-American History 3 0 0 0 3

This course is a survey of African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, Jim Crow era, the civil rights movement, and contributions of African-Americans.

Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African-Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 227 Native American History 3 0 0 0 3

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 231 Recent American History 3 0 0 0 3

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 233 History of Appalachia 3 0 0 0 3

This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 234 Cherokee History 3 0 0 0 3

This course is a survey of the history and culture of the Cherokees. Topics include origins, belief systems, contact and conflict with European settlers, removals, and contemporary problems faced by the Cherokees. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Cherokee history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HIS 236 North Carolina History 3 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

HORTICULTURE

HOR 112 Landscape Design I 2 3 0 0 3

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction 2 2 0 0 3

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116 Landscape Management I 2 2 0 0 3

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed

on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 124 Nursery Operations 2 3 0 0 3

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 134 Greenhouse Operations 2 2 0 0 3

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 160 Plant Materials I 2 2 0 0 3

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 162 Applied Plant Science 2 2 0 0 3

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Horticulture Pest Management 2 2 0 0 3

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 Soils and Fertilizers 2 2 0 0 3

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 Plant Propagation 2 2 0 0 3

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 213 Landscape Design II 2 2 0 0 3

Prerequisites: HOR 112

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 235 Greenhouse Production 2 2 0 0 3

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

HOR 253 Horticulture Turfgrass 2 2 0 0 3**Prerequisites: HOR 162 or HOR 166**

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 260 Plant Materials II 2 2 0 0 3

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 265 Adv Plant Materials 1 2 0 0 2

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses.

HOR 273 Horticulture Mgmt and Marketing 3 0 0 0 3

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HUMANITIES**HUM 123 Appalachian Culture 3 0 0 0 3**

This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 211 Humanities I 3 0 0 0 3**Prerequisites: ENG 111**

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 212 Humanities II 3 0 0 0 3**Prerequisites: ENG 111**

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HYDRAULICS AND PNEUMATICS**HYD 110 Hydraulics/Pneumatics I 2 3 0 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.

INTERPRETER PREPARATION**IPP 111 Intro to Interpretation 3 0 0 0 3**

This course provides an orientation to the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, theories, interpreter assessments/ qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

IPP 112 Comparative Cultures 3 0 0 0 3

This course introduces various cultural attributes and how they impact the consumers and the interpreting process. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how attitudes impact communication interactions and interpreting.

IPP 152 ASL/English Translation 3 0 0 0 3**Prerequisites: ASL 112**

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts. Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities.

IPP 161 Consecutive Interpreting 2 6 0 0 5**Prerequisites: IPP 152**

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting.

IPP 193 Selected Topics in Interpreter Ed 3 0 0 0 3

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

IPP 221 Simultaneous Interpret I 2 6 0 0 5**Prerequisites: IPP 161****Corequisites: IPP 240**

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in-group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages.

IPP 240 Ethical Standards and Practices 3 0 0 0 3**Corequisites: IPP 221**

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Topics include a model of ethical/intellectual development and the application of the model to interpreting practices. Upon completion, students should be able to discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process.

IPP 243 Religious Interpreting 2 2 0 0 3**Prerequisites: IPP 152**

This course introduces various denominational philosophies to determine proper interpreting. Topics include ministries, music, sign selection, scriptural interpretation, denominational programming, environmental setup, employment opportunities, licensure and ethical standards. Upon completion, students should be able to apply knowledge of various denominations to produce ASL/English equivalent interpretation and follow guidelines of church and state.

IPP 245 Educational Interpreting Issues 3 0 0 0 3**Prerequisites: IPP 111**

This course provides an overview of educational interpreting in the US and discusses recent trends in the education of deaf students. Topics include history of deaf education, current employment practices and requirements for educational interpreters. Upon completion, students should be able to discuss current issues, become familiar with evaluation practices, and apply professional/ethical standards to the interpreting role.

INDUSTRIAL SCIENCE**ISC 112 Industrial Safety 2 0 0 0 2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. This course is also available through the Virtual Learning Community (VLC).

ISC 132 Mfg Quality Control 2 3 0 0 3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

LOW IMPACT DEVELOPMENT**LID 111 LID Design Principles 2 3 0 0 3**

This course introduces design principles of Low Impact Development (LID) which incorporate sustainable development and natural resources management as an alternative to traditional site design. Topics include science-based interdisciplinary design practices including tools from civil and environmental engineering, hydrology, horticulture, ecology, and architecture. Upon completion, students should be able to use multifaceted approaches to recommend site-specific LID design concepts for residential, public, and commercial sites.

LANDSCAPE GARDENING**LSG 123 Summer Gardening Lab 0 6 0 0 2**

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

MACHINING**MAC 111 Machining Technology I 2 12 0 0 6**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II 2 12 0 0 6

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 Machining Technology III 2 12 0 0 6

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 121 Intro to CNC 2 0 0 0 2

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning 1 3 0 0 2

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1 3 0 0 2

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 Blueprint Reading/Mach I 1 2 0 0 2

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132 Blueprint Reading/Mach II 1 2 0 0 2

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD and T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 151 Machining Calculations 1 2 0 0 2

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc 1 2 0 0 2

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 214 Machining Technology IV 2 12 0 0 6

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC 215 Machining Technology V 2 12 0 0 6

This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

MAC 222 Advanced CNC Turning 1 3 0 0 2

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 Advanced CNC Milling 1 3 0 0 2

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MATHEMATICS, DEVELOPMENTAL

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college placement test. Due to pending changes in developmental courses contact your advisor for information on courses you may need to take.

DMA 010 Operations With Integers .75 .5 0 0 1

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions and Decimals .75 .5 0 0 1

Prerequisites: DMA 010

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Propor/Ratio/Rate/Percent .75 .5 0 0 1

Prerequisites: DMA 010 and DMA 020

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040 Express/Lin Equat/Inequal .75 .5 0 0 1

Prerequisites: Take one set:

Set 1: DMA 010, DMA 020 and DMA 030

Set 2: MAT 060

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050 Graphs/Equations of Lines .75 .5 0 0 1

Prerequisites: Take one set:

Set 1: DMA 010, DMA 020, DMA 030 and DMA 040

Set 2: DMA 040 and MAT 060

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomial/Quadratic Appl .75 .5 0 0 1

Prerequisites: Take one set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050

Set 2: DMA 040, DMA 050 and MAT 060

Set 3: MAT 060 and MAT 070

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 070 Rational Express/Equation .75 .5 0 0 1

Prerequisites: Take one set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060

Set 2: DMA 040, DMA 050, DMA 060 and MAT 060

Set 3: DMA 060, MAT 060 and MAT 070

Set 4: DMA 010, DMA 020, DMA 030, DMA 060 and MAT 070

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Express/Equations .75 .5 0 0 1

Prerequisites: Take one set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070

Set 2: DMA 060, DMA 070, MAT 060 and MAT 070

Set 3: DMA 040, DMA 050, DMA 060, DMA 070, MAT 060

Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

MATHEMATICS**MAT 060 Essential Mathematics 3 2 0 0 4**

Prerequisites: Star Center referral or satisfactory

pre-enrollment placement test scores

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. A student must earn a "C" or better to progress to the next class.

MAT 070 Introductory Algebra 3 2 0 0 4

Prerequisites: MAT 060

Corequisites: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A student must earn a "C" or better to progress to the next class.

MAT 080 Intermediate Algebra 3 2 0 0 4

Prerequisites: MAT 070

Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A student must earn a "C" or better to progress to the next class.

MAT 101 Applied Mathematics I 2 2 0 0 3**Prerequisites:** DMA 010-030

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs.

MAT 121 Algebra and Trigonometry I 2 2 0 0 3**Prerequisites:** DMA 010-050

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 122 Algebra/Trigonometry II 2 2 0 0 3**Prerequisites:** MAT 121, MAT 161, MAT 171, or MAT 175

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics 3 0 0 0 3**Prerequisites:** DMA 010-040**Corequisites:** MAT 140A (same section must be taken with MAT 140)

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 140A Survey of Mathematics Lab 0 2 0 0 1**Prerequisites:** DMA 010-040**Corequisites:** MAT 140 (same section must be taken with MAT 140A)

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 140.

MAT 151 Statistics I 3 0 0 0 3**Prerequisites:** DMA 010-050, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175**Corequisites:** MAT 151A (same section must be taken with MAT 151)

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision-making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151A Statistics I Lab 0 2 0 0 1**Prerequisites:** DMA 010-050, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175**Corequisites:** MAT 151 (same section must be taken with MAT 151A)

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 151.

MAT 155 Statistical Analysis 3 0 0 0 3**Prerequisites:** DMA 010-050, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175**Corequisites:** MAT 155A (same section must be taken with MAT 155)

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

MAT 155A Statistics Analysis Lab 0 2 0 0 1**Prerequisites:** DMA 010-050, MAT 120,

MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 155 (same section must be taken with MAT 155A)

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MAT 161 College Algebra 3 0 0 0 3**Prerequisites:** DMA 010-080**Corequisites:** MAT 161A (same section must be taken with MAT 161)

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 161A College Algebra Lab 0 2 0 0 1**Prerequisites:** DMA 010-080**Corequisites:** MAT 161 (same section must be taken with MAT 161A)

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MAT 165 Finite Mathematics 3 0 0 0 3**Prerequisites:** MAT 161, MAT 171, or MAT 175

This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved

to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 165A Finite Math Lab 0 2 0 0 1

Prerequisites: MAT 161, MAT 171, or MAT 175

Corequisites: MAT 165

This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 171 Pre-Calculus Algebra 3 0 0 0 3

Prerequisites: DMA 010-080, or MAT 161

Corequisites: MAT 171A (same section must be taken with MAT 171)

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A Pre-Calculus Algebra Lab 0 2 0 0 1

Prerequisites: DMA 010-080, or MAT 161

Corequisites: MAT 171 (same section must be taken with MAT 171A)

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 171.

MAT 172 Pre-Calculus Trigonometry 3 0 0 0 3

Prerequisites: MAT 171

Corequisites: MAT 172A (same section must be taken with MAT 172)

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 172A Pre-Calculus Trig Lab 0 2 0 0 1

Prerequisites: MAT 171

Corequisites: MAT 172 (same section must be taken with MAT 172A)

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 172.

MAT 175 Pre-Calculus 4 0 0 0 4

Corequisites: MAT 175A (same section must be taken with MAT 175)

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 175A Pre-Calculus Lab 0 2 0 0 1

Corequisites: MAT 175 (same section must be taken with MAT 175A)

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course must be taken simultaneously with MAT 175.

MAT 271 Calculus I 3 2 0 0 4

Prerequisites: MAT 172 or MAT 175

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272 Calculus II 3 2 0 0 4

Prerequisites: MAT 271

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include 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 use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MECHANICAL

MEC 110 Intro to CAD/CAM 1 2 0 0 2

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 1 4 0 0 3

This course introduces 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 safely machine simple parts to specified tolerances.

MEC 130 Mechanisms 2 2 0 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.

MEC 180 Engineering Materials 2 3 0 0 3

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 250 Statics and Strength of Materials 4 3 0 0 5

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

MEC 260 Fund of Machine Design 2 3 0 0 3

This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses,

strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs.

MEC 276 Capstone Design Project 0 3 0 0 1

This course provides an opportunity for students to utilize all facets of their educational experience to solve an engineering design problem in a multi-disciplinary environment. Topics include project planning and organization, engineering analysis and design, selection of materials and processes, economic analysis, communication, and project documentation. Upon completion, students should be able to demonstrate the ability to complete a comprehensive design project, concluding with a formal report.

MARKETING AND RETAILING

MKT 120 Principles of Marketing 3 0 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. This course is also available through the Virtual Learning Community (VLC).

MKT 122 Visual Merchandising 3 0 0 0 3

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

MKT 123 Fundamentals of Selling 3 0 0 0 3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered. This course is also available through the Virtual Learning Community (VLC).

MKT 220 Advertising and Sales Promotion 3 0 0 0 3

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. This course is also available through the Virtual Learning Community (VLC).

MKT 222 Credit Procedures 3 0 0 0 3

This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.

MKT 223 Customer Service 3 0 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. This course is also available through the Virtual Learning Community (VLC).

MKT 225 Marketing Research 3 0 0 0 3

Prerequisites: MKT 120

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is

a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

MKT 226 Retail Applications 3 0 0 0 3

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

MAINTENANCE

MNT 110 Intro to Maint Procedures 1 3 0 0 2

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 160 Industrial Fabrication 1 3 0 0 2

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MUSIC

Suffixes may be added to some music courses to denote the following instrument designations:

A - Voice	L - Clarinet
B - Piano	M - Saxophone
C - Organ	N - Violin
D - Trumpet	P - Viola
E - French Horn	R - Cello
F - Trombone	S - Double Bass
G - Tuba/Baritone	T - Percussion
H - Flute	U - Guitar
J - Oboe	V - Harp
K - Bassoon	

MUS 110 Music Appreciation 3 0 0 0 3

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 121 Music Theory I 3 2 0 0 4

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 122 Music Theory II 3 2 0 0 4

Prerequisites: MUS 121

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part writing, ear training, and sight singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 141 Ensemble I 0 2 0 0 1**Corequisites:** MUS 121, MUS 161

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors.

MUS 142 Ensemble II 0 2 0 0 1**Prerequisites:** MUS 121, MUS 141**Corequisites:** MUS 122, MUS 162

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors.

MUS 151 Class Music I 0 2 0 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. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 152 Class Music II 0 2 0 0 1**Prerequisites:** 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. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 161 Applied Music I 1 2 0 0 2**Corequisites:** MUS 121 and MUS 141

This course provides individual instruction in the skills and techniques of the particular instrument or voice. 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors; additional private lessons and practice hours required.

MUS 162 Applied Music II 1 2 0 0 2**Prerequisites:** MUS 121 and MUS 161**Corequisites:** MUS 122 and MUS 142

This course is a continuation of MUS 161. 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors; additional private lessons and practice hours required.

MUS 221 Music Theory III 3 2 0 0 4**Prerequisites:** MUS 122

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part writing, ear training, and sight-singing. Upon completion, students should be able

to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 222 Music Theory IV 3 2 0 0 4**Prerequisites:** MUS 221

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear training, and sight singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 241 Ensemble III 0 2 0 0 1**Prerequisites:** MUS 122 and MUS 142**Corequisites:** MUS 221 and MUS 261

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors.

MUS 242 Ensemble IV 0 2 0 0 1**Prerequisites:** MUS 221 and MUS 241**Corequisites:** MUS 222 and MUS 262

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors.

MUS 251 Class Music III 0 2 0 0 1**Prerequisites:** MUS 152

This course is a continuation of MUS 152. 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. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 252 Class Music IV 0 2 0 0 1**Prerequisites:** MUS 251

This course is a continuation of MUS 251. 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. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 261 Applied Music III 1 2 0 0 2**Prerequisites:** MUS 122 and MUS 162**Corequisites:** MUS 221 and MUS 241

This course is a continuation of MUS 162. 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors; additional private lessons and practice hours required.

MUS 262 Applied Music IV 1 2 0 0 2**Prerequisites:** MUS 221 and MUS 261**Corequisites:** MUS 222 and MUS 242

This course is a continuation of MUS 261. 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Enrollment is limited to music majors; additional private lessons and practice hours required.

NETWORKING TECHNOLOGY

NET 125 Networking Basics 1 4 0 0 3

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics 1 4 0 0 3

Prerequisites: NET 125

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 175 Wireless Technology 2 2 0 0 3

Prerequisites: NET 110 or NET 125

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225 Routing and Switching I 1 4 0 0 3

Prerequisites: NET 126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II 1 4 0 0 3

Prerequisites: NET 225

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 240 Network Design 3 0 0 0 3

Prerequisites: NET 110 or NET125

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

NETWORKING OPERATING SYSTEMS

NOS 110 Operating System Concepts 2 3 0 0 3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will

have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User 2 2 0 0 3

Prerequisites: NOS 110 or CET 211

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 0 3

Prerequisites: NOS 110 or CET 211

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 220 Linux/UNIX Admin I 2 2 0 0 3

Prerequisites: NOS 120

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 221 Linux/UNIX Admin II 2 2 0 0 3

Prerequisites: NOS 220

This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.

NOS 230 Windows Admin I 2 2 0 0 3

Prerequisites: NOS 130

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING

NUR 111 Intro to Health Concepts 4 6 6 0 8

Prerequisites: Listing on the Nurse Aide Registry

Corequisites: BIO 165

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 0 5

Prerequisites: NUR 111 and BIO 165

Corequisites: NUR 211, BIO 166 and PSY 150

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 0 5**Prerequisites:** NUR 111, NUR 112, NUR 114 and NUR 211**Corequisites:** NUR 212

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 0 5**Prerequisites:** NUR 111, NUR 112 and NUR 211**Corequisites:** BIO 175, PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 Health Care Concepts 3 0 6 0 5**Prerequisites:** NUR 111**Corequisites:** NUR 112, BIO 166 and PSY 150

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 0 5**Prerequisites:** NUR 111, NUR 112, NUR 114 and NUR 211**Corequisites:** NUR 113

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 0 10**Prerequisites:** NUR 111, NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212

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 131 Keyboarding 1 2 0 0 2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. This course is considered developmental for a student with a typing speed of less than 20 wpm.

OST 134 Text Entry and Formatting 2 2 0 0 3**Prerequisites:** OST 131 or typing speed of 20 wpm

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 136 Word Processing 2 2 0 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 137 Office Software Applications 2 2 0 0 3

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141 Med Terms I-Med Office 3 0 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 148 Med Coding Billing and Insurance 3 0 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 forms preparation. Upon completion, students should be able to accurately complete a standard claim form.

OST 149 Med Legal Issues 3 0 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 153 Office Finance Solutions 1 2 0 0 2

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 164 Text Editing Applications 3 0 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 171 Intro to Virtual Office 2 2 0 0 3

This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communication electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools. This course is a unique requirement of the Virtual Office concentration in the Office Systems Technology program.

OST 184 Records Management 2 2 0 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 223 Admin Office Transcript I 2 2 0 0 3**Prerequisites:** OST 164 and either OST 134 or OST 136

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing

skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 233 Office Publications Design 2 2 0 0 3

Prerequisites: OST 136

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Adv Word/Information Proc 2 2 0 0 3

Prerequisites: OST 136

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 241 Med Office Transcription I 1 2 0 0 2

Prerequisites: OST 141

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 243 Med Office Simulation 2 2 0 0 3

Prerequisites: OST 148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 271 Office Web Technologies 2 2 0 0 3

This course provides a working knowledge of software and hardware tools used in the virtual office. Students will learn to use the Internet for research, planning, and decision making in an office environment. Upon completion, students will be able to use current and emerging technologies to solve problems and complete projects in the virtual office. This course is a unique requirement of the Virtual Office concentration in the Office Systems Technology program.

OST 272 Virtual Office Capstone 1 2 0 0 2

This course requires students to plan, design, create and publish a Virtual Assistant Web site. Students will also develop a marketing strategy and promotional material for the virtual office. Upon completion, students will have prepared a professional portfolio. This course is a unique requirement of the Virtual Office concentration in the Office Systems Technology program.

OST 284 Emerging Technologies 1 2 0 0 2

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 289 Administrative Office Management 2 2 0 0 3

Prerequisites: OST 164 and either OST 134 or OST 136

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design and ergonomics. Upon completion, students should be able to adapt in an office environment.

PROFESSIONAL CRAFTS: JEWELRY

PCJ 262 Hand Wrought Metals 1 3 0 0 2

This course covers the fundamental processes, techniques and tools for heating and forging ferrous and non-ferrous metals. Topics include fire control, use of hammers, tools and traditional techniques for metal

shaping. Upon completion, students should be able to heat and use a variety of metals to create tools and shape basic metal projects. Students will study and apply basic blacksmithing skills.

PCJ 263 Advanced Wrought Metals 1 3 0 0 2

Prerequisites: PCJ 262

This course covers ideas and techniques for designing, heating and shaping metals. Topics include hammer control, use of power tools and advanced techniques such as metal lamination. Upon completion, students should be able to use traditional and contemporary techniques to make objects such as buckles, vessels, pendants, and blades. Students will study and apply advanced blacksmithing skills.

PCJ 264 Basic Knife Making 1 3 0 0 2

Prerequisites: PCJ 262

This course introduces fundamental design and technical skills for knife making. Topics include blade processes of forging and stock removal, as well as handle materials and attachment methods. Upon completion, students should be able to select appropriate techniques, materials, and designs to produce a basic functional or decorative knife.

PCJ 266 Jewelry Tool Making 1 3 0 0 2

Prerequisites: PCJ 262

This course introduces the fundamental design and technical skills for producing tools used in a jewelry studio. Topics include steel selection, tool design, introduction of hardening and tempering processes with emphasis placed on tools for chasing and repousse. Upon completion, students should be able to select proper steel, design and produce tools for decorative techniques used in the jewelry profession.

PCJ 267 Hand Wrought Joinery 1 3 0 0 2

Prerequisites: PCJ 262

This course introduces the use of traditional joinery techniques used in the hand wrought metal profession. Emphasis is placed on the history and processes of the traditional joinery using tenons, mortises, collars, rivets, and forge welded joints. Upon completion, students should be able to create joints for hand wrought metal work using mortise and tenon, collars, and hot wraps. Students will apply traditional blacksmithing joinery techniques to explore projects such as display panels, gates or park benches.

PROFESSIONAL CRAFTS: SCULPTURE

PCS 112 Beg. Welding for Artists 1 4 0 0 3

This course is an introduction to the proper equipment and tools of the metal shop and welding methods for the artist. Topics include welding, cutting, forging, fabricating and finishing, and studio safety. Upon completion, students will be able to demonstrate efficient and safe use of metal shop tools and equipment.

PHYSICAL EDUCATION

PED 110 Fit and Well for Life 1 2 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 111 Physical Fitness I 0 3 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 117 Weight Training I 0 3 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 118 Weight Training II 0 3 0 0 1**Prerequisites:** 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 119 Circuit Training 0 3 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 120 Walking for Fitness 0 3 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Parts of the course may be at an off-campus location.

PED 121 Walk, Jog, Run 0 3 0 0 1

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Parts of the course may be at an off-campus location.

PED 122 Yoga I 0 2 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 123 Yoga II 0 2 0 0 1**Prerequisites:** 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 137 Badminton 0 2 0 0 1

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHILOSOPHY**PHI 210 History of Philosophy** 3 0 0 0 3**Prerequisites:** ENG 111

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 230 Introduction to Logic 3 0 0 0 3**Prerequisites:** ENG 111

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 240 Introduction to Ethics 3 0 0 0 3**Prerequisites:** ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHYSICAL SCIENCE**PHS 130 Earth Science** 3 2 0 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PHYSICS**PHY 110 Conceptual Physics** 3 0 0 0 3

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 110A Conceptual Physics Lab 0 2 0 0 1**Corequisites:** 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 131 Physics-Mechanics 3 2 0 0 4**Prerequisites:** MAT 121, MAT 161, MAT 171 or MAT 175

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon

completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I 3 2 0 0 4

Prerequisites: MAT 161 or 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Students in associate of applied science degree programs can enroll in this course after completing MAT 122 with a grade of C or higher.

PHY 152 College Physics II 3 2 0 0 4

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 251 General Physics I 3 3 0 0 4

Prerequisites: MAT 271

Corequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 252 General Physics II 3 3 0 0 4

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PLUMBING

PLU 110 Modern Plumbing 4 15 0 0 9

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 150 Plumbing Diagrams 1 2 0 0 2

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

PLU 160 Plumbing Estimates 1 2 0 0 2

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

POLITICAL SCIENCE

POL 120 American Government 3 0 0 0 3

This course is a study of the origins, development, structure, and functions of American national 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 formation. 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130 State and Local Government 3 0 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSYCHOLOGY

PSY 135 Group Processes 3 0 0 0 3

This course provides an examination of group dynamics and structure. Topics include team-building, interpersonal communication, leadership, decision making, and problem solving. Upon completion, students should be able to demonstrate the knowledge and skills necessary for effective group participation.

PSY 150 General Psychology 3 0 0 0 3

Prerequisites: ENG 090 and RED 090

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 237 Social Psychology 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241 Developmental Psych 3 0 0 0 3

Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 281 Abnormal Psychology 3 0 0 0 3**Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

READING

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that placement test.

RED 080 Introduction to College Reading 3 2 0 0 4**Prerequisites: STAR Center referral or satisfactory pre-enrollment placement test scores**

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111. A student must earn a "C" or better and pass a standardized exit reading test to progress to the next class.

RED 090 Improved College Reading 3 2 0 0 4**Prerequisites: RED 080**

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111. A student must earn a "C" or better and pass a standardized exit reading test to progress to the next class.

RELIGION**REL 110 World Religions 3 0 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212 Intro to New Testament 3 0 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 221 Religion in America 3 0 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.

REAL ESTATE**RLS 112 Broker Prelicensing 5 0 0 0 5****Prerequisites: RED 090 and MAT 060**

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

INFORMATION SYSTEMS SECURITY**SEC 110 Security Concepts 3 0 0 0 3**

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 160 Secure Admin I 2 2 0 0 3**Prerequisites: SEC 110 and NET 110 or NET 125**

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SIMULATION AND GAME DEVELOPMENT**SGD 111 Introduction to SGD 2 3 0 0 3**

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 SGD Design 2 3 0 0 3

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 SGD Programming 2 3 0 0 3

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 114 3D Modeling 2 3 0 0 3

This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

SGD 117 Art for Games 2 3 0 0 3

This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects.

SGD 135 Serious Games 3 0 0 0 3

This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games.

SGD 161 SG Animation 2 3 0 0 3

This course introduces the fundamental principles of animation used in simulation and game development. Emphasis is placed on a historical survey of animation, aspects of the animation process and animation techniques. Upon completion, students should be able to produce character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 165 SG Character Development 2 3 0 0 3

This course introduces the concepts needed to create fictional personality for use in digital videos, animations, simulations and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

SGD 171 Flash SG Programming 2 3 0 0 3

This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash.

SGD 172 Virtual SG Environments 2 3 0 0 3

This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.

SGD 174 SG Level Design 2 3 0 0 3

This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

SGD 210 3D Data Capture 2 3 0 0 3**Prerequisites: SGD 114**

This course introduces students to the tools used to capture data in a 3D environment. Emphasis is placed on capturing data from motion capture and/or 3D scanning devices for use in 3D models and animations. Upon completion, students should be able to capture data from a 3D environment and import for use in 3D models, simulations, and animations

SGD 212 SGD Design II 2 3 0 0 3**Prerequisites: SGD 112**

The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 214 3D Modeling II 2 3 0 0 3**Prerequisites: SGD 114**

This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

SGD 244 3D Modeling III 2 3 0 0 3**Prerequisites: SGD 214**

This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models.

SGD 274 SG Level Design II 2 3 0 0 3**Prerequisites: SGD 174**

This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

SGD 289 SGD Project 2 3 0 0 3**Prerequisites: SGD 212, SGD 213, SGD 214, or SGD 285**

This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SOCIOLOGY**SOC 210 Introduction to Sociology 3 0 0 0 3****Prerequisites: ENG 090 and RED 090**

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 213 Sociology of the Family 3 0 0 0 3**Prerequisites: ENG 090 and RED 090**

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 215 Group Processes 3 0 0 0 3**Prerequisites: ENG 090 and RED 090**

This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

SOC 220 Social Problems 3 0 0 0 3**Prerequisites: ENG 090 and RED 090**

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SPANISH**SPA 110 Introduction to Spanish 2 0 0 0 2**

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

SPA 111 Elementary Spanish I 3 0 0 0 3**Prerequisites: SPA 110 or high school Spanish****Corequisites: SPA 181**

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II 3 0 0 0 3

Prerequisites: SPA 111

Corequisites: SPA 182

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120 Spanish for the Workplace 3 0 0 0 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture and Civilization 3 0 0 0 3

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 161 Cultural Immersion 2 3 0 0 3

Prerequisites: SPA 111

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 181 Spanish Lab 1 0 2 0 0 1

Corequisites: SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 182 Spanish Lab 2 0 2 0 0 1

Prerequisites: SPA 181

Corequisites: SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 211 Intermediate Spanish I 3 0 0 0 3

Prerequisites: SPA 112

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212 Intermediate Spanish II 3 0 0 0 3

Prerequisites: SPA 211

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 215 Spanish Phonetics/Structure 3 0 0 0 3

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 Spanish Conversation 3 0 0 0 3

Prerequisites: SPA 212

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 231 Reading and Composition 3 0 0 0 3

Prerequisites: SPA 212

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 281 Spanish Lab 3 0 2 0 0 1

Prerequisites: SPA 182

Corequisites: SPA 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 282 Spanish Lab 4 0 2 0 0 1

Prerequisites: SPA 281

Corequisites: SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPANISH INTERPRETER**SPI 113 Intro.to Spanish Inter. 3 0 0 0 3****Prerequisites: ENG 090, RED 090 and SPA 110**

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114 Analytical Skills Spanish Inter. 3 0 0 0 3**Prerequisites: SPI 113**

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpreting-technical, interactive messages between Spanish and English.

SPI 213 Review of Grammar 3 0 0 0 3**Prerequisites: SPA 112**

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 Introduction to Translation 3 0 0 0 3**Prerequisites: ENG 114, SPA 212 and SPI 114**

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

SUSTAINABILITY TECHNOLOGIES**SST 110 Intro to Sustainability 3 0 0 0 3**

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120 Energy Use Analysis 2 2 0 0 3

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 140 Green Building Concepts 1 3 0 0 2

This course introduces green building design, LEED® (Leadership in Energy and Environmental Design) and comparable certifications, and their significance in modern building construction. Topics include LEED certification or similar rating systems, energy efficiency, indoor environmental quality, and sustainable building materials. Upon completion, students should be able to incorporate ecological awareness and sustainable principles within the context of design and construction.

SURGICAL TECHNOLOGY**SUR 110 Intro to Surgical Tech 3 0 0 0 3****Prerequisites: Enrollment in the Surg Tech program****Corequisites: SUR 111 and BIO 163**

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Periop Patient Care 5 6 0 0 7**Prerequisites: Enrollment in the Surg Tech program****Corequisites: SUR 110 and BIO 163**

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 Surgical Procedures I 5 3 0 0 6**Prerequisites: SUR 110, SUR 111 and BIO 163****Corequisites: BIO 175 and SUR 123**

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 SUR Clinical Practice I 0 0 21 0 7**Prerequisites: SUR 110, SUR 111 and BIO 163****Corequisites: SUR 122 and BIO 175**

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II 5 0 0 0 5**Prerequisites: SUR 122 and SUR 123****Corequisites: SUR 135**

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 SUR Clinical Practice II 0 0 12 0 4**Prerequisites: SUR 123****Corequisites: SUR 134**

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Prof Success Prep 1 0 0 0 1**Prerequisites:** SUR 122 and SUR 123**Corequisites:** SUR 134 and SUR 135

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Adv SUR Clinical Practice 0 0 6 0 2**Prerequisites:** SUR 134 and SUR 135

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Adv Theoretical Concepts 2 0 0 0 2**Prerequisites:** SUR 134 and SUR 135

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 212 SUR Clinical Supplement 0 0 12 0 4**Prerequisites:** SUR 134 and SUR 135

This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry surgical technologist.

WATER AND WASTE WATER TREATMENT**WAT 110 Basic Wastewater Trmt 2 3 0 0 3**

This course provides practical training in the operation and maintenance of wastewater treatment plants. Emphasis is placed on wastewater treatment systems, maintenance procedures, basic process control, and laboratory analyses used by operators of wastewater treatment facilities. Upon completion, students should be able to make operational control changes and minor mechanical repairs needed to ensure compliance with NPDES discharge permits.

WEB TECHNOLOGIES**WEB 110 Internet/Web Fundamentals 2 2 0 0 3**

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating Web pages, using internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to deploy a Web site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other internet tools.

WEB 111 Intro to Web Graphics 2 2 0 0 3

This course is the first of two courses covering the creation of Web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include Web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 Web Markup and Scripting 2 2 0 0 3

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code Web pages with various media elements according to current markup standards and integrate them into Web sites.

WEB 120 Intro Internet Multimedia 2 2 0 0 3

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools 2 2 0 0 3

This course provides an introduction to Web development software suites. Topics include the creation of Web sites and applets using Web development software. Upon completion, students should be able to create entire Web sites and supporting applets.

WEB 179 JAVA Web Programming 2 3 0 0 3

This course introduces the development of dynamic, database-driven Web applications using the JAVA programming languages. Topics include Object Oriented Programming JAVA Server Pages, servlets, database interactions, and form handling. Upon completion, students should be able to create and modify JAVA-based internet applications.

WEB 180 Active Server Pages 2 2 0 0 3**Prerequisites:** CIS 115

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

WEB 182 PHP Programming 2 2 0 0 3**Prerequisites:** CIS 115

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic Web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic Web site using the PHP scripting language.

WEB 187 Prog for Mobile Device 2 2 0 0 3**Prerequisites:** CIS 115

This course introduces the internet and web development for portable wireless devices with a focus on practical business-related applications. Topics include WAP, WML, XHTML, XML, and wireless internet and mobile business practices and techniques. Upon completion, students should be able to develop and wirelessly enable websites and business applications for use on portable electronic devices.

WEB 210 Web Design 2 2 0 0 3

This course introduces intermediate to advanced Web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional Web pages.

WEB 215 Adv Markup and Scripting 2 2 0 0 3**Prerequisites:** WEB 115

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

WEB 220 Advanced Multimedia 2 2 0 0 3**Prerequisites:** WEB 120

This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

WEB 225 Content Management Sys 2 2 0 0 3**Prerequisites: WEB 110**

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 230 Implementing Web Serv 2 2 0 0 3**Prerequisites: NET 110 or NET 125**

This course covers Web site and Web server architecture. Topics include installation, configuration, administration, and security of Web servers, services and sites. Upon completion, students should be able to effectively manage the Web services deployment lifecycle according to industry standards.

WEB 250 Database Driven Websites 2 2 0 0 3**Prerequisites: DBA 110**

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.

WEB 260 E-Commerce Infrastructure 2 2 0 0 3**Prerequisites: WEB 250**

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet Web site.

WEB 285 Emerging Web Technologies 2 2 0 0 3

This course will explore, discuss, and research emerging technologies in the Web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the Web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

WEB 287 Web E-Portfolio 1 2 0 0 2

This course covers the creation and organization of a web-based e-portfolio that includes a resume, references, and comprehensive academic and work samples. Emphasis is placed on creating an e-portfolio with solid design and demonstrable content, the production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to present their own domain with included professional e-portfolio elements of resume, sample work, and related self-promotional materials.

WELDING**WLD 110 Cutting Processes** 1 3 0 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 112 Basic Welding Processes 1 3 0 0 2

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. Upon completion, plumbing students should only be able to perform welding, brazing, and soldering processes.

WLD 113 Soldering and Brazing 1 2 0 0 2

This course covers procedures for cutting, soldering and brazing of pipe and tubing. Topics include safety, proper equipment setup, and operation of soldering and brazing equipment. Upon completion, students should be able to solder and braze pipe, tubing, and fittings in various positions.

WLD 115 SMAW (Stick) Plate 2 9 0 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 0 4**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 117 Industrial SMAW 1 4 0 0 3

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 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 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 0 3**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 and Specifications 2 2 0 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 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 212 Inert Gas Welding 1 3 0 0 2

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

WLD 251 Fabrication II 1 6 0 0 3**Prerequisite: WLD 151**

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 261 Certification Practices 1 3 0 0 2**Prerequisites: WLD 115, WLD 121 and WLD 131**

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection and Testing 2 2 0 0 3

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Division for Economic and Workforce Development/ Continuing Education

Blue Ridge Community College is able to respond quickly and flexibly to the educational needs of Henderson and Transylvania counties through continuing education programs. The Division offers a wide variety of courses and services vital to the health and economic well being of the community. A major emphasis is entry level and incumbent training for workers in area businesses and public agencies. Seven Departments carry out the Division's mission: Allied Health and Emergency Services, Personal Enrichment, Co-operative Education and Human Resources Development, Corporate and Customized Training, Henderson County JobLink Career Center, Law Enforcement Training, and the Small Business Center. These departments develop courses and services based on requests from local businesses, agencies, and community members. Course descriptions are available in current course schedules for viewing online or in printed format upon request.

The College welcomes requests and suggestions for additional continuing education courses or services. Please contact the Division for Economic and Workforce Development/Continuing Education at (828) 694-1735.

Department for Allied Health and Emergency Services

These programs provide training in a variety of health and emergency services occupations. Programs include nurse aide training at levels I, II, and refresher, as well as training for firefighters, emergency services personnel, emergency medical technicians, and paramedics. Courses are designed to provide training from entry level to more advanced levels and to prepare students to sit for the required certification examinations as mandated by Division of Facilities Services/ Board of Nursing, Office of Emergency Medical Services and Office of State Fire Marshal.

Department for Personal Enrichment

Classes and programs are offered by Blue Ridge Community College to assist individuals as they endeavor to broaden their horizons or enhance their abilities and interests. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and cultural awareness. In addition to enrichment courses, other educational and cultural programs sponsored by Community Enrichment include:

Arts and Humanities Series: This annual series presents monthly programs featuring a wide variety of performance art forms as well as presentations about humanities issues. Events include theatrical performances, poets sharing their works, musical concerts featuring many different genres, and humanities lectures.

Blue Ridge Center for Lifelong Learning: The Blue Ridge Center for Lifelong Learning was established at Blue Ridge Community College in January 1991. In this member-directed organization, persons of diverse backgrounds come together to share a common interest in learning in an environment of sharing and fellowship. Any adult may become a member for a fee of \$70 per year. Members can attend a variety of course offerings for a nominal fee and may also participate in travel opportunities. The College supports the Center by providing classroom and office space as well as administrative services.

Blue Ridge Concert Series: Each year this series of six concerts is presented featuring highly-acclaimed classical artists of national renown as well as a concert by musicians from around the world who are studying at the University of North Carolina School of the Arts.

Music by the Lake: Each summer (May through August) Community Enrichment offers monthly concerts beside the College Lake as a gift to the community. These Sunday evening concerts feature a wide range of musical and vocal groups. The public is invited to bring lawn chairs and picnics to enjoy the music by the lake.

Celebration of Women in the Arts: This annual event was created to honor women artists by celebrating their creativity and imagination and their diverse contributions to the cultural life of our community. Scheduled in March, Women's History Month, the Celebration includes an exhibit of visual art including works from a wide range of media as well as an evening performance showcasing performing artists from our region.

Arida Arts Symposium: This annual event honors North Carolina artists and their contributions to the arts. All events are funded by the Gamil T. Arida Endowment Fund through Blue Ridge Community College Educational Foundation and are free to the public.

Kehr Lecture Series: This series brings expert presenters to discuss issues relative to horticulture and environmental science. Events are funded by the August E. Kehr and Mary Louise Kehr Lecture Series Fund through Blue Ridge Community College Educational Foundation.

Department for Cooperative Education and Human Resources Development (HRD)

Cooperative Education: Cooperative Education is an educational program for curriculum students nearing the end of their degree or diploma coursework. It combines classroom instruction with practical work experience. Qualified students are matched with supervised work settings directly related to their academic training and career interests. 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.

Human Resources Development (HRD): The HRD program provides short-term, pre-vocational training and counseling to help unemployed and under-employed adults successfully enter the workforce or pursue further training for career change. The goal of HRD is to teach individuals the skills necessary for obtaining and maintaining employment and management of lifestyle changes that can be associated with it. This goal is achieved through classes which develop

communication skills; improve self esteem; develop positive life attitudes, and explore the impact of habits and behavioral strengths and weaknesses as they relate to decision making, conflict resolution, and working as a member of a team. HRD designs a wide variety of classes to meet the needs of employers and enhance the student's ability to become a qualified worker.

Department for Law Enforcement

Basic Law Enforcement Training (BLET) program, advanced and mandated training and a variety of online certificate programs are available through this department. The BLET program prepares students for the required state examination and is designed to give students the essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or private enterprise, governed by the North Carolina Criminal Justice Education and Training Standards Commission and or North Carolina Sheriff's Education and Training Standards Commission. The advanced and mandated programs provide in-service training for current NC sworn law officers, detention officers, or telecommunicators. Online certificate programs assist current law enforcement officers in areas such as law enforcement leadership and death investigations.

Department for Corporate and Customized Training

Corporate Training: This program provides an array of open enrollment non-curriculum occupational training courses to quickly prepare area workers to meet the demands of businesses in the community. Short term skills training includes courses in supervisory development, advanced manufacturing, machining, welding, small engine repair and event planning. Emphasis is placed where possible on earning stackable state or national credentials.

Computers: Various levels and types of computer training are available each semester from basic computer software and hardware application skills to more advanced digital media skills.

Distance Learning: Online classes on a variety of topics are available each semester. Courses available on line include Computer Training, various Education topics, Medical Billing, Coding and transcription courses and course topics on many Business Applications.

The Corporate Training Institute: Designed to offer career development training for professionals from local business and industry, the Institute is based on 4 areas of professional skills: Human Resources, Leadership, Continuous Improvement and Safety. Through this Institute, the Society for Human Resources Management (SHRM) has approved Blue Ridge Community College as an official SHRM College with the ability to offer SHRM approved courses to prepare Human Resources professionals for SHRM Certifications.

Customized Training: The Customized Training Program supports economic development efforts by providing education and training opportunities for eligible businesses and industries at no cost to the company. The program provides customized training assistance in support of full-time production and direct customer service positions in the service area, thereby enhancing the growth potential of companies while simultaneously preparing local the workforce with the skills essential to successful employment in emerging industries.

Environmental Health and Safety Institute (EHSI): To meet the needs of industry, the Environmental Health and Safety Institute at Blue Ridge Community College can provide needs assessment and curriculum development as well as delivery of training in areas such as OSHA requirements, environmental regulations, ISO 14000, hazardous materials handling, chemical spill response, confined space entry, water and wastewater treatment operations, safety awareness, safety requirements and many others. These courses can be customized for a particular industry and can be conducted on campus or at the job site. Participants can receive certificates, and CEUs can be earned. The EHSI is also responsible for helping the fifty-eight NC community colleges comply with environmental and safety regulations.

Occupational Spanish: Spanish courses are designed for professional or occupational development and are available in three distinct formats. The first is a 12-course series designed for students with an interest in developing reading, writing, verbal, and listening skills needed for eventual fluency in Spanish. The second is a series of workplace Spanish courses designed for those who need to learn specific vocabulary and phrases for use at their job. The third option is a customized Spanish course that can be developed for a specific organization's needs.

Henderson County JobLink Career Center

The Henderson County JobLink Career Center, located on the Henderson County Campus in the Continuing Education Building, Room 125, provides a comprehensive system of services to area job seekers and businesses. Workforce Development Professionals from Blue Ridge Community College, Mountain Area Workforce Development, North Carolina Department of Social Services Work First, North Carolina Vocational Rehabilitation and the Department of Commerce Division of Workforce Solutions collaborate to offer career planning, training, placement, and business services. The Center has an "open door" policy and serves anyone regardless of age or income level.

Henderson County JobLink Center is committed to building an integrated economic and workforce development system in Henderson County which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services. The JobLink Center assists job seekers in choosing career direction, identifying training programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

- Career assessments/exploration and career counseling
- Employment coaching
- Job-seeking skills workshops
- ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
- Preparation for and issuance of the North Carolina Career Readiness Certificate
- Workplace skills enhancement using WIN curriculum
- Job readiness skills training
- Job search strategies
- Job referral
- Internet access to employment and training resources
- Information on community resources
- Resume consultation and preparation
- Computer software tutorials and assessments
- Workforce Investment Act (WIA) job training assistance funding
- On-site Employment Security Commission services

Henderson County JobLink Career Center assists local businesses in finding well-trained, highly qualified employees by pre-screening applicants based on company specifications. Center staff members are available to test applicants using a variety of assessments, assist with specific training needs and advise companies on eligibility for financial incentives for hiring from specific populations. Business services include:

- ACT® WorkKeys Profiling on Nine Comprehensive Workplace Skills
- ACT® WorkKeys Assessment of all Twelve Cognitive and Interpersonal Skills
- Workplace skill enhancement using WIN curriculum
- Online Job Listing Service through College Central Network
- On-the-Job Training
- Human Resource Consultation
- On-site job fairs
- On-site interviewing
- Computer software tutorials and assessments
- Compilation or review of Employee Handbooks
- Conducting Wage and Benefits Surveys

Small Business Center (SBC)

The SBC supports the development of new businesses and the growth of existing businesses by being a provider of education and training, counseling, information and referral. The mission of the Small Business Center is to increase the success rate and the number of viable small businesses in Henderson and Transylvania County by providing high quality, readily-accessible assistance to prospective and existing small business owners and their employees. Confidential business advice services and access to the resource center are free of charge. SBC offers a wide variety of seminars and programs to help small business be successful. A minimal registration fee may be required for some seminars and programs.

The Blue Ridge Innovation Network (BRIN): BRIN is a small business incubator located at the Transylvania County Campus. It offers assistance to new entrepreneurial start-ups by providing a supportive environment including mentors, information resources, technical assistance, and office space. BRIN allows companies to grow in the incubator setting and then relocate into the surrounding community.

Economic and Workforce Development/Continuing Education Course Descriptions

LAW ENFORCEMENT

CJC 8959 Basic Law Enforcement Training 74.4 CEU

This course is designed to equip the student with the basic skills, knowledge and ability to function as an inexperienced law enforcement officer in the State of North Carolina. This class is a prerequisite for law enforcement officer certification in this state. The course is composed of blocks of instruction with a state specified minimum number of hours set for each of the blocks. The NC Criminal Justice Commission sets the minimum number of course hours required for this certification.

EMERGENCY SERVICES

EMS 8002 Emergency Medical Technician - Paramedic 109.6 CEU

This course will prepare the student for advanced life saving skills and to administer many emergency medications. This class will prepare the student to perform in the pre-hospital world. The curriculum for the EMT-Paramedic educational program shall be the 1998 release of the US DOT NHTSA EMT-Paramedic course. Student prerequisites: successful completion of an EMT- Basic course; high school diploma or GED; successful completion of an entrance exam assessing basic reading comprehension and English skills at a minimum at the post secondary level; demonstration of math skills at the high school level. The student will also be required to successfully complete an Anatomy and Physiology course.

EMS 8004 Emergency Medical Technician - Basic 20 CEU

Training is designed to prepare the student to work in the emergency medical field at the entry level and prepares them to advance into the EMT-Paramedic class. This course follows the guidelines set forth by the NC Office of Emergency Services. The curriculum for this program will be the 1994 release of the United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Basic Course: National Standard Curriculum and the Supplemental Airways Modules for EMT-Basic.

EMS 8006 Emergency Medical Technician - Intermediate 26.4 CEU

This course is a fast paced class that will prepare the student to administer certain medications and perform advanced life saving skills in the emergency medical field. The curriculum for this class shall be objectives identified from the 1998 release of the US DOT NHSTA EMT-Paramedic Course.

HEALTH CARE

HRD 8015 Nurse Aide Orientation 0.8 CEU

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on the Nursing Assistant Certification and serves as an entry level orientation to the Nurse Aide certification process and occupation. The course addresses career exploration, job seeking and keeping strategies, entry-level skill awareness and development regarding Nurse Aide 1 Certification as well as academic success strategies for test-taking, academic anxiety reduction, and certification exam preparation.

NUR 8240 Nurse Aide I 18.6 CEU

This course prepares students to provide personal care and perform basic nursing skills for adults. Emphasis is on the process of aging 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 and function and related common diseases/disorders; communication and documentation; death and dying and roles of the nursing assistant and health team members. A skills/competency evaluation is required for determining student competency.

NUR 8241 Nurse Aide II 19.2 CEU

Nursing Aide II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical experiences.

NUR 8242 Nurse Refresher 4.25 CEU

This refresher course is designed for individuals who have either had a previous listing on the North Carolina nurse aide registry, or who have moved from states with North Carolina reciprocity agreement. Upon successful completion of this course graduates will receive documentation to apply for the Nurse Aide Competency exam.

PHM 8100 Medication Aide 2.6 CEU

This course is designed to meet the training requirements for becoming a medication aide as set forth by the state. The course will cover medication administration, terminology and legal implications for the non-licensed professional. Upon completion, students should be able to demonstrate skills necessary to pass competency exam and work in the medical field. Prerequisites include: current Nurse Aide Certification with listing on registry.

Board of Trustees

as of March 13, 2012

APPOINTED BY THE GOVERNOR

John C. McCormick, Jr.
Sandy Tallant
Ronnie Pepper

APPOINTED BY HENDERSON COUNTY COMMISSIONERS

Bill Farrell
Chip Gould
Andrew Tate
Candler Willis

APPOINTED BY TRANSYLVANIA COUNTY COMMISSIONERS

Scott Elliott
Teresa McCall

APPOINTED BY HENDERSON COUNTY PUBLIC SCHOOL BOARD OF EDUCATION

Ken Butcher
Kohlan Flynn
Betty Gash
Patricia F. Jones

STUDENT BODY PRESIDENT

ex-officio, non-voting

Administration, Faculty and Staff

Office for the President

Molly A. Parkhill.....**President**
B.S., M.S.W., M.A., Ohio State University; Ed.D., Clemson University

Brenda G. Conner.....**Executive Assistant**
A.A.Sc., Blue Ridge Community College

Blue Ridge Community College Educational Foundation, Inc.

Ann F. Green**Executive Director, Educational Foundation/Director, Community Relations**
A.A.Sc., Blue Ridge Community College; B.S., Mars Hill College

Patricia L. MacDuff**Communications Specialist**
A.A.Sc., Kalamazoo Valley Community College; B.A., Davenport University

Tammy L. Pryor.....**Accounting Technician**
A.G.E., Blue Ridge Community College

Institutional Advancement Division

R. Chad Merrill**Chief Institutional Advancement Officer/Assistant to the President**
B.A., University of North Carolina at Asheville; M.A.Ed., Ed.D., Western Carolina University

Amy Allison.....**Public Relations Assistant**
A.A.Sc., Blue Ridge Community College

Lee Anna Haney.....**Director, Public Relations**
A.A.Sc., Haywood Community College

Melodee Edington Leyshon.....**Event/Instructional Assistant**
B. S., Appalachian State University

Carol Ann Lydon.....**Research Coordinator**
B.A., M.A.Ed., University of South Carolina

Jenni Tweed**Event Coordinator**
B.A., University of North Carolina at Chapel Hill

Finance and Operations Division

Rhonda K. Devan.....**Vice President for Finance and Operations**
B.S., Roberts Wesleyan College; M.S.Ed., CAS-SBA, State University of New York at Brockport

Carolyn Alley.....**Purchasing Agent**
B.S., University of North Carolina at Asheville

Chuck Arrowood.....**Environmental Health and Safety Trainer**
A.A.Sc., Western Piedmont Community College

Brett Bailey.....**Custodian**
Diploma, Ilion High School

Dawn Bishop.....**Accounting Technician**
A.A.Sc., Blue Ridge Community College

Cory L. Bloedel	Custodian
A.A.Sc., Isothermal Community College	
Richard Brothers	Door and Lock Technician/Groundskeeper
B.A., Mira Costa College; B.S.M.E., North Central Technical College	
Rebecca Carswell	Human Resources Technician
B.A., University of North Carolina at Chapel Hill	
Paula Dunlap	Supervisor, Custodial Services
Diploma, Garinger High School	
Charles Gilbert	Custodian
East Henderson High School	
Chris Gilbert	Custodian
Diploma, East Henderson High	
Teresa Orr Goldsmith	Print Shop Specialist
A.A.Sc., Blue Ridge Community College	
Kraig Hargraves	Custodian
Diploma, Alexander New York High School	
Peter Hemans	Director, Facilities and Auxiliary Services
A.A.Sc., Blue Ridge Community College	
Boyce Jones	Groundskeeper
Diploma, East Henderson High School	
Dave Martin	Environmental Health and Safety Trainer
A.A.Sc., Broome Community College; B.S.M.E., Oklahoma University	
Allen McCullough	Director, Environmental Health and Safety Institute
A.A.Sc., Blue Ridge Community College; B.S., Western Carolina University	
Rick Merrell	Carpenter
Diploma, Blue Ridge Community College	
Rick Moody	Custodian
Diploma, Hendersonville High School	
Tommy Oakman	Director, Human Resources
B.A., M.S., Western Carolina University	
Paul J. Osborne	Electrician
B.S., Western Carolina University	
James Pickens	Custodian
A.A.Sc., Southwestern Community College	
Carolyn Price	Custodian
B.A., Florida International University	
Jerry E. Price	Custodian
Certificate, Blue Ridge Community College	
Samantha Reynolds	Staff Accountant – Accrual
B.S., University of North Carolina at Asheville; M.S., Western Carolina University	

Mark Riley	Custodian
Diploma, West Henderson High School	
Jessie Rogers	Staff Accountant – Revenue
B. S. B.A., Western Carolina University	
Amy Sheline	Staff Accountant – Cash
B.S., M.B.A., Montreat College	
David Tabor	Groundskeeper Supervisor/Safety Officer
Diploma, East Henderson High School; Landscape Maintenance and Turfgrass Management Certificates, Blue Ridge Community College; NC Turfgrass Certificate; Environmental Health and Safety Training Certificate	
Carl Tourtellotte	Grounds Keeper
Diploma, North Syracuse High School; Longwood Garden Professional Gardener Program	
Rob Tucker	Facilities Assistant
A.A., Blue Ridge Community College; B.S., Western Carolina University	
Macaria Valdez-Fabela	Custodian
Diploma, Vocational #1 Tasquena High School; Diploma, Transportation Management	
Youa Vang	Staff Accountant – Expense
B.A., Lenoir-Rhyne University	
Connie P. Williams	Accounting Technician
A.A.Sc., Blue Ridge Community College	
 Student Services Division	
Marcia L. Stoneman	Vice President for Student Services
B.S., University of North Carolina at Chapel Hill; M.Ed., Western Carolina University	
Rita M. Blythe	Recruiter
A.A.Sc., Blue Ridge Community College; B.S., Mars Hill College	
Kirsten Bunch	Registrar
A.A.Sc., Blue Ridge Community College; B.S., Mars Hill College; M.A.Ed., Western Carolina University	
H. Pride Carson	Transfer and Admissions Coordinator
B. Mus., University of South Carolina; M.A., Presbyterian School of Christian Education; M. Div., Union Theological Seminary	
Julia Dennis	Financial Aid Counselor
B.A., University of North Carolina at Chapel Hill; M.A., The Citadel	
Maggie S. Faulkner	Director, Disability Services/Counselor
B.A., M.S., West Virginia University	
Libby Hayes	Receptionist
A.A.Sc., Central Piedmont Community College	
Lisa Hill	Early College Liaison
A.A.Sc., Blue Ridge Community College; B.S.B.A., Western Carolina University	
Kathy Helms	Financial Aid Assistant
A.A.Sc., Blue Ridge Community College; B.A., Liberty University	

April Killough	Student Activities Coordinator
A.A.Sc., Blue Ridge Community College	
Lisanne Masterson	Director, Financial Aid
B.A., University of Tennessee; M.A.Ed., Western Carolina University	
Theresa McCall	Registrar Clerk
A.A.Sc., Southwestern Community College	
Vanessa Owen	Administrative Assistant
A.A.Sc., Blue Ridge Community College	
Teresa H. Pollitt	Switchboard Operator
B.A., Western Illinois University	
Elaine Price	Records Clerk/Evening Switchboard Operator
Certificate, Blue Ridge Community College	
Gary Rivers	Director, Minority Services/Counselor
B.S., University of Tennessee – Knoxville; M.S., Western Carolina University	
Sara Schumacher	Assistant Registrar
A.A., Blue Ridge Community College; B.S.B.A., Western Carolina University	
Crystal Smith	Financial Aid Assistant
A.A., Anderson College	
Cathy K. Stephenson	Director, Enrollment Management
A.S., Northeast Alabama State Jr. College; B.S., Auburn University; M.Ed., East Carolina University	

Technology Division

Alice Crisp	Interim Vice President for Technology/ Director, Instructional Technologies and Distance Learning
B.A., M.A.Ed., East Carolina University; Distance Education Certificate, East Carolina University	
Jesse Brown	Information Technologies Support Technician
B.S., University of West Florida	
Bill Curtis	Director, Media Services
B.A., University of North Carolina at Chapel Hill; M.A.Ed., Western Carolina University	
Jaime Dodson Blunt	Information Technologies Support Technician
A.A.Sc., Blue Ridge Community College; A+; MCP; CCNA	
Kenneth Gardner	Systems Administrator Infrastructure
A.A.Sc., Greenville Technical College; B.S., Clemson University; M.B.A., North Greenville University	
Richard Keen	Educational Television Coordinator
B.S., Appalachian State University; M.F.A., University of North Carolina at Greensboro	
Ben Joyner	Senior Systems Administrator, Database Administration and Security
B.S., Regent College	
Todd McDougal	Senior Systems Administrator, Systems and Networks
A.A.Sc., Blue Ridge Community College	
Sam Sirls	Systems Administrator, Administrative Computing
B.S., Florida Southern College; M.B.A., North Greenville University, M.C.S., Florida Institute of Technology	

Keith Stiles	Webmaster/Web Services
B.S.B.A., M.B.A., Western Carolina University	
Dewey Brent Thompson	ITV and Cable TV Operations Technician
A.A., Blue Ridge Community College	
Steven Young	Director, Information Technologies
B.S., University at Buffalo; M.S., Carnegie Mellon University	

Instruction Division

Alan H. Stephenson	Vice President for Instruction
B.S., M.S., Auburn University; Ph.D., East Carolina University	
Cheryl Best	Administrative Assistant
A.A.Sc., Blue Ridge Community College; B.S., Purdue University	
Victoria Burke	Administrative Assistant
A.A.Sc., Blue Ridge Community College	
Cathy Calure	Library Assistant
A.A., Tufts University	
Melodee Edington Leyshon	Event/Instructional Assistant
B. S., Appalachian State University	
Alison A. Norvell	Electronic Resources Librarian
B.A., M.L.I.S., University of North Carolina at Greensboro	
Susan Williams	Director, Library Services
B.S.Ed., Western Carolina University; M.S.L.S., University of Tennessee – Knoxville	

Allied Health Department

Rita D. Conner	Dean for Allied Health
B.S.N., Western Carolina University; M.S.N., University of North Carolina at Greensboro	
Flo Bissonnette	Associate Degree Nursing
B.S.N., University of Central Florida; M.S.N Ed., Western Carolina University	
Deborah Henry	Associate Degree Nursing
B.S.N., University of Vermont; M.S.N., University of Vermont	
Stephanie Kanupp	Surgical Technology
Diploma, Blue Ridge Community College; A.A.Sc., Asheville-Buncombe Technical Community College	
Pamela Phillips	Associate Degree Nursing
B.S.N., Winston-Salem State University; M.S.N., University of North Carolina at Greensboro	
Linda J. Stirk	Associate Degree Nursing
B.S.N., Northern Illinois University; M.S.N., North Park University	

Applied Technology Department

James Rhodes **Dean, Applied Technology; Electronics Engineering Technology**
A.A., Pensacola Junior College; B.S., University of West Florida; M.S., University of South Carolina

Marty Berger **Machining Technology**
A.S., Sandhills Community College; Diploma, Tool and Die, Central Carolina Technical College; State of North Carolina Tool and Die Certificate; B.S., Western Carolina University

Don Cox **Air Conditioning, Heating and Refrigeration Technology**
B.S., Mars Hill College; Level 3 Mechanical Inspector; Level 3 Plumbing Inspector; Level 1 Building Inspector

Chris English **Automotive Systems Technology**
B.S., Pennsylvania College of Technology; Industrial Technology, Automotive Associate, Greenville Technical College; ASE/Master Certified Automobile Technician; ASE/Service Consultant; ASE L1 Advanced Engine Performance Specialist

Carolyn M. Evans **Horticulture Technology**
B.S., North Carolina State University

Steve Horlick **Collision Repair and Refinishing Technology**
Diploma, McArthur High School; ASE Master Certified Auto Body Repair Technician and Engine Repair

Frederick M. Huscher **Mechanical Engineering Technology**
B.S., M.S., North Carolina State University; Licensed Professional Engineer, North Carolina; Certified SolidWorks Professional; AutoCAD Certified Professional

Brian Johnson **Automotive Systems Technology**
A.A.Sc., Blue Ridge Community College; ASE/Master Certified Automobile Technician; ASE L1 Advanced Engine Performance; Ford Masters Certification; Mazda Master certification; Honda Master Silver Level Technician.

Matthew P. Rieger **Automotive Systems Technology**
A.A.Sc., Blue Ridge Community College; B.S., Montreat College; Daimler Chrysler Academy, Gold Level Technician; ASE/Master Certified Automobile Technician; ASE/Advanced Level Specialist in Engine Performance; ASE/Heavy-Duty Truck Certified

Steve Rutterbush **Welding Technology**
A.A.Sc., Greenville Technical College; Certificate Specialized Welding, Greenville Technical College; Certified Welding Educator American Welding Society; Certified Welding Inspector American Welding Society; Certified Craft Trainer (welding) National Center for Construction Education and Research; American Society of Mechanical Engineers Section IX Certified Welder; American Welding Society D1.1 Certified Welder

Eric Stephens **Automotive Systems Technology**
A.A.Sc., Blue Ridge Community College; ASE/Master Certified Automobile Technician

Arts and Sciences Department

David H. Davis **Dean, Arts and Sciences**
B.A., Pfeiffer College; M.S., North Carolina State University; M.B.A., Western Carolina University

Vicki Audia **Chemistry**
B.A., Berea College; M.S., Florida State University; Ph.D., University of South Carolina

Kevin B. Ayesh **Music**
B.Mus., University of Texas at Austin; M.M., D.M.A., University of Maryland

Claire M. Barnett **Mathematics**
A.S., Coastal Carolina Community College; B.S., M.S., North Carolina State University

Laura Baylor	Physical Education
B.A., M.A., University of North Carolina at Chapel Hill	
Joshua W. Bledsoe	Speech/Communications
B.A., Appalachian State University; M.A., University of North Carolina at Greensboro	
David Blevins	Mathematics
B.S., M.S., Western Carolina University	
Ruth R. Daniel	Mathematics
A.A., Manatee Community College; B.A., M.Ed., University of Florida	
James Dawsey	Mathematics
B.S., M.S., Clemson University	
Deborah Dewitt	Psychology
B.S., North Carolina State University; M.S., University of North Carolina at Greensboro; Ph.D., Kensington University	
Daniel R. Foster	History
B.A., University of North Carolina at Chapel Hill; M.A., James Madison University, Ed.D., North Carolina State University	
Patricia Furnish	History/Sociology
B.A., Meredith College; M.A., West Texas A and M University; Ph.D., University of Oklahoma	
Brian N. Glaze	Art
B.F.A., Kent State University; M.F.A., Bowling Green University	
Benjamin J. Hardy	English
B.A., University of North Carolina at Asheville; M.A., Appalachian State University	
James D. Hutcherson	Environmental Science Technology
B.A., University of North Carolina at Greensboro; M.S., Appalachian State University	
Alma Rodriguez Jones	Spanish/Community Spanish Interpreter
B.A., University of North Carolina at Asheville; M.A., University of North Carolina at Chapel Hill	
Caren S. Kessler	Reading/English
B.A., State University of New York at Binghamton; M.A.T., Cornell University	
Chester K. Lilly	Biology
B.S., West Virginia University; M.S., Marshall University	
Olivia L. Martin	Mathematics
B.S., University of North Carolina at Asheville; M.S., Western Carolina University	
Jennifer Parrack-Rogers	English
A.A., Washtenaw Community College; B.S., Eastern Michigan University; M.A., University of North Carolina at Wilmington	
Allan Smith	Biology
B.S., M.S., Appalachian State University	
Gayle K. Snyder	Mathematics
B.S., M.A., Appalachian State University	
Charlotte Taylor	Film and Video Production Technology
B.S., University of Florida; M.F.A., University of Iowa	
Jennifer Treadway	Drama
B.A., Berea College; M.F.A., Louisiana State University	

- Connie Vera**.....**Spanish**
M.A., Universidad Laica Vicente Rocafuerte de Guayaquil; M.A., Appalachian State University
- Katherine Winkler**.....**English**
B.A., Oral Roberts University; B.S., Auburn University; M.A.Ed., Western Carolina University

Basic Skills Department

- V. Rick Marshall** **Dean for Basic Skills**
A.A., B.A., Park College; M.A., Webster University
- Nancy Bulow** **ESOL/Spanish Faculty Coordinator**
B.A., California State University at Monterey Bay
- Belinda C. Frantz** **Retention Specialist**
Diploma, East Henderson High School
- Wanda Gant**..... **STAR Center Instructor**
B.A., University of North Carolina at Asheville
- Susan Jones** **Basic Skills Coordinator/GED Examiner**
A.S., Southwest Virginia Community College; B.S., East Tennessee State University; M.A., Virginia Polytechnic Institute and State University

Business and Service Careers Department

- Celeste P. Oprean** **Dean for Business and Service Careers/Web Technologies**
B.S., Kent State University; B.S.F., University of Michigan; M.A.Ed., Western Carolina University; Virtual Reality Certificate, East Carolina University
- Katherine Allen** **Early Childhood/School-Age Education**
B.S., Appalachian State University; M.Ed., Arcadia University; Distance Education Certificate, East Carolina University
- Lori Allen** **Cosmetology, Esthetics, Manicure/Nail**
A.A.Sc., Haywood Community College; B.A. Liberty University
- Brenda Blackburn**..... **Early Childhood/School-Age Education**
B.S., Indiana Wesleyan University; M.S., University of Alabama
- Ann Condrey** **Interpreter Education**
B.A., Mars Hill College; B.A., Lenoir-Rhyne College; M.A., Gallaudet University
- Darlene Y. Cope** **Cosmetology**
A.A.Sc., Blue Ridge Community College
- James W. Duckworth**..... **Computer Programming**
A.A., City Wide Colleges of Chicago; B.S., Southern Illinois University Carbondale; M.A., Webster University; M.R.E.,D. Min., Covington Theological Seminary
- Paul W. Edwards**..... **Business Administration/Marketing and Retailing**
B.A., Methodist College; M.B.A., Campbell University
- Jana Hosmer** **Accounting**
B.S., M.S., Appalachian State University
- Jack Igelman** **Business Administration**
B.A., Clemson University; M.S., Montana State University

Blain R. Jones.....**Information Technology, Networking Technology**
A.A.Sc., Virginia Western Community College; B.S., University of North Carolina at Wilmington; M.A., East Carolina University

Debra W. Pressley **Office Administration/Virtual Office Assistance**
B.A., M.B.A., Western Carolina University

Leanne V. Ruff.....**Office Administration/Business Administration**
B.S., Savannah State University; M.B.A., Gardner-Webb University

Richard Sykes.....**Simulation and Game Development**
A.A.Sc., Blue Ridge Community College; B.A., Eckerd College; M.S., East Tennessee State University

Elaine Hamrick Thompson **Criminal Justice**
B.A., University of North Carolina at Greensboro; J.D., Campbell University School of Law

Fire Protection and Emergency Medical Science

Jay Alley **Director, Allied Health and Emergency Services/
Director, Fire Protection Technology and Emergency Medical Science**

Troy Stauter.....**Emergency Medical Science**
B.A., William Carey College; Nationally Registered Paramedic, Blue Ridge Community College

Brad Toms**Fire Protection Technology**
B.A., University of South Florida; Fire Fighting Academy Certificate, Hillsborough Community College

Transylvania Programs

Glenda McC Carson**Dean for Transylvania Programs**
A.A.Sc., Blue Ridge Community College; B.B.A., Montreat College; M.A.Ed., Western Carolina University

Missy Conard..... **Receptionist**
B.A., Bob Jones University

Cecile Duval**Continuing Education Coordinator**
Certificate, Boston Conservatory of Music

Robert I. Edwards **Automotive Mechanics, Schenck Job Corps**
B.S., Belmont College; Certification, Nashville Auto Diesel College

Jan Epting**Learning Center Coordinator**
B.A., Lenoir-Rhyne University

Delores A. Hogsed.....**Administrative Assistant**
A.A.Sc., Blue Ridge Technical College; B.B.A., Montreat College; M.B.A., Western Carolina University

Joseph Lilly.....**Culinary Arts, Schenck Job Corps**
A.A.Sc., Joliet Junior College

Edward Maglott.....**Distance Learning and Technical Support Coordinator**
A.A., Northern Virginia Community College; A.A.Sc., Asheville-Buncombe Technical Community College; B.A., University of Massachusetts at Boston; A+, CompTIA

Marshall Morris **Building Maintenance, Schenck Job Corps**
B.A., University of Georgia

Alan Johnson.....**Horticulture, Schenck Job Corps**
A.A., Blue Ridge Community College

Ted Reems	Custodian
Diploma, Brevard High School	
Robert W. Rhodes	Student Services Coordinator
B.A., Lenoir-Rhyne University	
David Smith	Custodian
Diploma, Brevard High School	
Michael R. Smith	Welding Technology, Schenck Job Corps
A.S. York Technical College	
Suzanne C. Stroup	Custodian
Diploma, Brevard High School	

Economic and Workforce Development/Continuing Education Division

Julie G. Thompson	Vice President for Economic & Workforce Development/Continuing Education
B.A., University of North Carolina at Greensboro; M.Ed., University of North Carolina at Chapel Hill	
Jay Alley	Director, Allied Health and Emergency Services/ Director, Fire Protection Technology and Emergency Medical Science
A.A.Sc., Spartanburg Technical College; A.A.Sc., Coastal Carolina Community College; B.S., Fayetteville State University	
Shanda Bedoian	Director, Corporate Customized Training
B.S., Indiana University	
Janice Chandler	Law Enforcement Program Assistant
A.A.Sc., Blue Ridge Community College	
Sherry Cartee	Director, Law Enforcement Training
A.A.Sc., Montreat College; B.B.A., Montreat College	
Jason Chappell	Director, Henderson County JobLink Career Center
B.S., Appalachian State University	
Monique Eaker	Corporate Training Specialist
A.S., Montreat College	
Olga Gonzalez	Program Assistant
GED, Blue Ridge Community College	
Barbara Gregory	Director, HRD/Cooperative Education Faculty
B.A., University of North Carolina at Chapel Hill; M.Ed., Western Carolina University	
Carla Grissom	Program Assistant
B.S., Anderson University	
Elaine Handville	Small Business Center Program Assistant
A.A.Sc., Montreat College	
Dan Harris	Customer Service Assistant
B.A., Florida Atlantic University	
Gary C. Heisey	Director, Small Business Center
A.A.Sc., B.S., Pennsylvania State University; M.E., Western Carolina University	
Stacy Hill	JobLink/HRD E-Lab Instructor
A.A.Sc., Blue Ridge Community College; B.A., Montreat College	

Kay Houston	Program Assistant
A.A.Sc., Western Piedmont Community College	
Martha N. Howell	Coordinator, Community Enrichment
B.A., Rhodes College	
Jerry Johnson	Records Management Specialist
A.A.Sc., Blue Ridge Community College	
Caren Hutchinson	Allied Health Faculty Coordinator
CPN/RN degree, Asheville Buncombe Technical Community College	
Glenda R. Morgan	Program Assistant
Diploma, Tennessee Temple University	
Donna C. Smith	HRD Instructor, Schenck Job Corps
B.A., Mars Hill College	
Chris Suttles	Environmental Health and Safety Regional Trainer
A.A.Sc., Blue Ridge Community College	
Erin K. Wyman	HRD Instructor, Schenck Job Corps
B.S., Clarion University	

Index

A

Academic Advising	15
Academic Advising Center	15
Academic Calendar	4
Academic Forgiveness	23
Academic Freedom	34
Academic Honesty	34
Academic Probation	14, 23
Academic Support	41
Acceptance of Academic Credit	23
Accountability Statement	34
Accounting	49, 122
Accreditation	7
Administration, Faculty and Staff	187
Admission	9
Adult Basic Education (ABE)	41
Advanced Placement Courses	23
Advising and Registration	15
Air Conditioning, Heating and Refrigeration Technology	50
Allied Health and Emergency Services	182
Arida Arts Symposium	182
Articulated Transfer Programs	122
Arts and Humanities Series	182
Associate Degree Nursing	7, 10, 18, 27, 51
Associate Degree Nursing Admission Procedures	10
Associate in Arts	28, 47, 108
Associate in Fine Arts—Art	112
Associate in Fine Arts—Drama	113
Associate in Fine Arts—Music	115
Associate in Science	28, 47, 117
Attendance	35
Automotive Systems Technology	52

B

Banking and Finance	55
Basic Law Enforcement Training Admission Procedures	11
Basic Law Enforcement Training (BLET)	11, 183
Basic Skills/Literacy Programs	41
Blue Ridge Center for Lifelong Learning	182
Blue Ridge Community College Educational Foundation, Inc. ...	7, 21
Blue Ridge Concert Series	182
Board of Trustees	186
Bookstore	15, 17, 30, 33, 42
Business Administration	54
Business Administration/Banking and Finance	54
Business Administration/Marketing and Retailing	194

C

Calendar	4
Campus Parking and Traffic Regulations	35
Campus Security	30
Career and College Promise	12, 88
Celebration of Women in the Arts	182
Change of Major	24
Class Locations	30
Collaborative Agreements Program	28
Collision Repair and Refinishing Technology	57
Community Spanish Interpreter	59
Compensatory Education (CED)	41
Computer Information Technology	60
Computer-Integrated Machining	62
Computer Programming	63
Computer Usage	35, 38

Concurrent Enrollment	20
Continuing Education Units	29
Cooperative Education	41, 182
Core Indicators of Student Success	8
Corequisites	15
Corporate and Customized Training	183
Cosmetology	27, 65
Cosmetology Instructor	66
Counseling	31
Course Descriptions	134, 185
Course Overload Policy	24
Course Repetitions	24
Course Substitutions	25
Credit by Examination	23, 25, 26
Criminal Justice Technology	67
Criminal Justice Technology/Latent Evidence	69
Customized Training	182,

D

Dean's List	25
Deferred Payment Plan	18
Dental Hygiene	123
Developmental Courses	20, 47
Disability Services	31
Distance Education	41
Dogs on Campus	33
Double Major	25
Drug Prevention Program	31

E

Early Childhood and School-Age Education	
Practicum Requirements	12
Early Childhood Education	70, 124
Economic and Workforce Development/Continuing Education ...	182
Economic and Workforce Development/Continuing Education	
Course Descriptions	185
Educational Foundation	7, 21
Education Programs	70, 127
Electives	47
Electronic Images	31
Electronic Mail	31
Electronics Engineering Technology	77
Emergency Closings	31
Emergency Contact of Students	31
Emergency Medical Assistance	32
Emergency Medical Science	79
English as a Second Language (ESL)	41
Environmental Health and Safety Institute (EHSI)	183
Environmental Science Technology	80
Esthetics Instructor	82
Esthetics Technology	82

F

Faculty	187
Fees	17, 33
Film and Video Production Technology	83
Final Examination Policy	25
Financial Aid	19
Fire Protection Technology	84
Foundation	7, 21
Frequently Called Numbers	5
Fulfillment of Financial Obligations	18

G

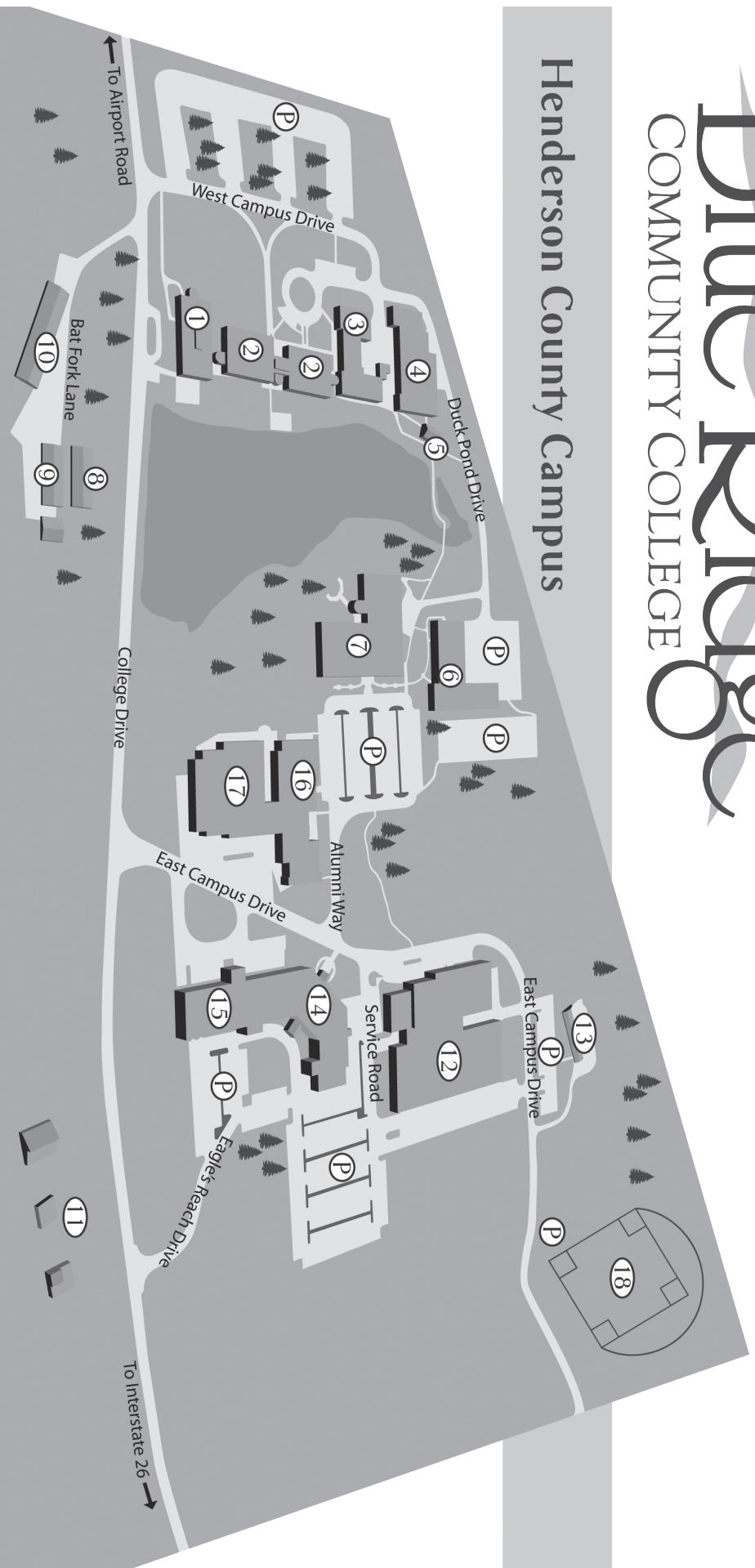
General Education	25, 41, 86
General Education Competencies	25
General Education Development (GED)	14, 41

General Information	6	Pre-Enrollment Placement Testing Retesting Guidelines	10
General Occupational Technology	87	Pre-Major Articulation Agreements.....	111, 121
Grade Point Average (GPA)	26	Prerequisites	15
Grades.....	20	Print Shop	32
Grades and Grade Changes	26	Priority Registration	15
Grade Significance.....	26	Provisional Students	14
Graduation Requirements	27	R	
Graduation with Honors	27	Readmission.....	14, 23
H		Registration	15
Harassment/Discrimination	36	Repeated Courses	20
Henderson County JobLink Career Center	32, 182	Residency for Tuition.....	14, 17
High School Programs	88	S	
High School Programs – Career and College Promise.....	12, 88	Satisfactory Academic Progress	20, 27
High School Student Enrollment	12	School-Age Education.....	12, 73, 75, 125
Horticulture Technology.....	92	Simulation and Game Development	91, 106
Housing	32	Small Business Center (SBC).....	184
Humanities Electives.....	47	Social/Behavioral Science Electives	48
Human Resources Development (HRD).....	182	Southern Association of Colleges and Schools (SACS)	1
I		Special Credit Students.....	15
Incompletes	27	STAR Center	29, 42
Institutional Responsibilities to Third Party Recipients.....	37	Student Accident Insurance	32
International Students	13	Student Activity Fees.....	33
Interpreter Education.....	94	Student Ambassador Program	32
J		Student Center	33
JobLink Career Center	32, 182	Student Classification.....	16
K		Student Conduct	34, 37, 40
Kehr Lecture Series	182	Student Consumer Information	33
L		Student Government Association (SGA).....	32
Language Prerequisite Courses.....	47	Student Grievance Procedure and Due Process	39
Latent Evidence	69	Student Identification Cards	33
Library	33, 42	Student Life	30
Licensure.....	27	Student Policies	23
Location and Facilities.....	7	Student Records	27, 40
M		Student Rights.....	40
Manicuring Instructor.....	96	Surgical Technology	7, 13, 107
Manicuring/Nail Technology	96	Surgical Technology Admission Procedures	13
Marketing and Retailing	56	Sustainability Policy	33
Mechanical Engineering Technology.....	97	T	
Mechatronics Engineering Technology.....	99	The Blue Ridge Innovation Network (BRIN).....	184
Medical Office.....	103	The Corporate Training Institute.....	183
Message from the President	5	Tobacco-Free Campus	38, 40
Mission Statement.....	6	Transcript Request	28
Multi-Cultural Services	32	Transfer Agreements.....	29
Music by the Lake	182	Transfer of Blue Ridge Credits to Senior Institutions	28
N		Transfer Programs	108
Networking Technology	101	Transfer to Another Program Within BRCC.....	29
Notices	2	Tuition and Fees.....	17
O		Tuition Refund Policy	19
Occupational Spanish	183	Tutoring	29, 42
Occupational Therapy Assistant.....	128	U	
Office Administration	102	Undocumented Individuals.....	14
Office Administration/Virtual Office Assistance.....	104	V	
One-Plus-One Programs.....	29	Veteran's Benefits	22
Orientation.....	15	Virtual Office Assistance.....	104
Out-Of-State Students.....	14	Visitors on Campus	33
P		W	
Personal Enrichment.....	182	Web Technologies	130
Physical Therapist Assistant.....	129	Welding Technology	132
Plumbing	105	Withdrawal.....	20
Practicum/Clinical Requirements	14	Withdrawals from Courses	16

Blue Ridge

COMMUNITY COLLEGE

Henderson County Campus



(P) Student/Visitor Parking

- | | | |
|---|--|--|
| 1. Continuing Education Building (CONE) | 8. Groundskeeping Building | 15. Thomas Auditorium |
| 2. Patton Building (PATT) | 9. Motorcycle Safety/Masonry Building (MCMA) | 16. Technology Education and Development Center (TEDC) |
| 3. General Studies Building (GENS) | 10. Maintenance/Storage Building | 17. Blue Ridge Conference Hall |
| 4. Arts and Sciences Building (ARTS) | 11. Fire Training Center (FIRA) | 18. Moreno Baseball Stadium |
| 5. Picnic Shed | 12. Spearman Building (SPRM) | |
| 6. Industrial Skills Center (INDS) | 13. Bullington Greenhouse | |
| 7. Killian Building (KILL) | 14. Sink Building (SINK) | |