

2013 ~ 2015 Catalog

# South College Asheville



# 2013-2014 Academic Calendar

	FALL 2013	WINTER 2014	SPRING 2014	SUMMER 2014
<b>FACULTY MEETING</b>	September 9	December 2	March 17	June 9
<b>CHALLENGE EXAMS</b>	September 3 October 21	December 3 February 4	March 11 May 5	June 3 July 28
<b>ORIENTATION</b>	September 26	January 9	April 3	June 26
<b>CLASSES BEGIN</b> <b>Regular Quarter</b> <b>Mid-Quarter</b>	October 7 November 11	January 15 February 17	April 7 May 12	June 30 August 18
<b>LAST DAY TO DROP/ADD and LATE REGISTRATION</b>	October 12 November 13 MQ	January 21 February 19 MQ	April 12 May 14 MQ	July 5 August 20 MQ
<b>LAST DAY TO DROP WITHOUT GRADE PENALTY</b> <i>(See Policies Relating to Tuition &amp; Fees)</i>	October 26 November 23 MQ	February 4 March 1 MQ	April 26 May 24 MQ	July 29 August 30 MQ
<b>ADVISEMENT/ PRE-REGISTRATION</b>	November 11 to November 23	February 17 to March 1	May 12 to May 24	August 18 to August 30
<b>FINAL EXAMINATIONS</b>	December 13-18	March 21-27	June 13-18	September 12-18
<b>LAST DAY OF QUARTER</b>	December 18 <i>December 16 (TH Makeup)</i>	March 27	June 18	September 18
<b>GRADUATION</b>			June 21	
<b>HOLIDAYS</b>	November 28-30 December 24-25 January 1	January 20	May 24 and 26	July 4-5 August 11-16 September 1

~ All Dates Subject to Change ~

- Class times vary according to number of meeting times in quarter for specific class. Please consult each quarter's class schedule.



*South College*  
Asheville

**Asheville, North Carolina**  
**2013-2015 Catalog**  
**Volume 43**  
**[www.southcollegenc.edu](http://www.southcollegenc.edu)**



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For more information about our retention/graduation rates, the median loan debt of students who completed a program, and other important information, please visit our website at [www.southcollegenc.edu](http://www.southcollegenc.edu).



# South College

## Asheville

### THE 2013-2015 SOUTH COLLEGE-ASHEVILLE CATALOG

This catalog is an information book and reference guide for the institution's academic programs, courses, policies, and procedures. *Effective at the beginning of the fall quarter, students are subject to the rules and regulations of the current catalog regardless of their original quarter of enrollment.* The catalog is not intended as a contract between the student and the institution.

While the provisions of this catalog will ordinarily be applied as stated, the college reserves the right to change any provision listed in the catalog, including but not limited to, academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any changes. Information on changes will be available in the offices of the Registrar, Director of Admissions, Dean of Academic Affairs, and Executive Director. It is especially important that students note that it is their responsibility to keep apprised of current graduation requirements for their particular program.

Additional specific information and policies relating to particular programs not included in the catalog can be found in the handbooks for these programs.

Each quarter a Schedule of Classes is made available to students. The Schedule lists all courses to be offered during the quarter, as well as times and locations. Not all courses listed in the catalog are offered each quarter.

South College-Asheville is an equal opportunity college open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, South College-Asheville does not discriminate against any of the protected categories of individuals in the administration of policies, programs, or activities. This nondiscriminatory policy includes admission policies, loan programs, employment practices, and all other college-administered programs. Anyone with questions or complaints concerning this policy should contact the Dean of Academic Affairs, South College-Asheville, 140 Sweeten Creek Road, Asheville, North Carolina, 28803, (828) 398-2500.

The background of the cover is a repeating pattern of cursive letters, including 'a', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z', and numbers '1' through '9'. The letters are rendered in a light, monochromatic color against a darker background. In the center, there is a large, horizontally-oriented oval with a white-to-gray gradient, containing the title text.

***General  
Information***

# GENERAL INFORMATION

## HISTORY

Robert Talmadge Cecil founded what is today South College-Asheville in 1905. Then known as Cecils Business College, the institution held its first classes in the Oates Building on North Pack Square. As enrollment grew, the college relocated to several different locations in downtown Asheville. It was one of the first colleges to identify itself with the National Association of Accredited Commercial Schools. Cecils Business College was the first college to be awarded a contract under the GI Bill for the training of veterans.

In 1975, the college attained degree-granting authority from the Board of Governors of the University of North Carolina system and the name of the college was changed to Cecils Junior College. In 1976, what is now the Accrediting Council for Independent Colleges and Schools (ACICS) accredited Cecils as a junior college of business.

Effective November 1, 1998, South College of North Carolina, Inc. purchased Cecils College. The name of the college was changed to South College-Asheville in February 2002. The college has received approval to award degrees at the baccalaureate level from both the UNC Board of Governors and ACICS. The principal office of South College of North Carolina, Inc. is located at the South College-Asheville campus, 140 Sweeten Creek Road, Asheville, NC 28803.

## MISSION/PURPOSE

South College-Asheville offers academic programs at the bachelors, associate, and certificate levels that are designed to provide students 1) professional and technical knowledge and skills demanded by the current and emerging employment market, 2) awareness of the significant impact of their professional and individual contributions on the community, the nation, and the country's global standing, and 3) the cognitive and perceptual skills essential for personal and professional effectiveness during an era of continuous and rapid change, increasing complexity, and growing interdependencies. The college, a private, co-educational, non-sectarian academic institution, promotes students' sense of direction, accomplishment, and growing confidence in attaining their educational and professional goals.

The faculty and staff of the college provide students an educational experience that is invitational and supportive, while fostering discipline, independent initiative, and pursuit of high standards. To foster among students an appreciation of how all courses contribute to attainment of professional and personal aspirations, the college ensures that the learning experience is as integrative as possible and that competencies basic to effectiveness in the contemporary environment are reinforced across the curricula.

South College-Asheville, recognizing that its effectiveness in serving both students and employers hinges upon its responsiveness to the changing local, national, and global environments, embraces its role as a learning organization. The college actively seeks out and applies new knowledge to increase its vitality



and creativity and to improve continuously the value of its services. In its capacity as a learning organization, South College-Asheville not only responds to the immediate educational needs of the community, but also provides leadership through its insightful and innovative educational approaches to meeting emerging economic and social challenges.

## **PROGRAMS**

South College-Asheville offers degree and certificate programs that are designed to meet the needs and objectives of its students. The primary goal of each curriculum is to prepare students to pursue their careers of choice. Programs available at the present time are listed below. Students will be notified if additional programs are instituted during the year.

### **Bachelor of Science Degree Programs:**

- Legal Studies
- Radiological Sciences

### **Associate of Applied Science Degree Programs:**

- Accounting
- Business Administration
- Criminal Justice
- Medical Assisting
- Nursing
- Occupational Therapy Assistant
- Paralegal Studies
- Physical Therapist Assistant
- Radiologic Technology

### **Certificate Programs:**

- Medical Assisting
- Surgical Technology

## **ACCREDITATION AND AFFILIATIONS**

### **State Approvals**

South College-Asheville is licensed by the Board of Governors of the University System of North Carolina to confer Bachelor of Science and Associate of Applied Science degrees. The college is licensed by the North Carolina Community College System to confer certificates and diplomas, and approved by the North Carolina State Approving Agency for training of veterans and other eligible persons. The North Carolina Board of Nursing has given full approval status for the Associate of Applied Science Degree program in Nursing.

### **Institutional Accreditation**

South College-Asheville is accredited by the Accrediting Council for Independent Colleges and Schools (750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780) to award Bachelor of Science degrees, Associate of Applied Science degrees, and Certificates.

## **Programmatic Accreditations/Approvals**

The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), 1361 Park Street, Clearwater, FL 33756, phone (727) 210-2350, upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The South College-Asheville Occupational Therapy Assistant Program has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, [www.acoteonline.org](http://www.acoteonline.org). ACOTE's telephone number is (301) 652-AOTA.

The Physical Therapist Assistant program at South College-Asheville is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

The Radiologic Technology program is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois, 60606-3182; phone (312) 704-5300; [www.jrcert.org](http://www.jrcert.org).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, based upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

The Nursing program has full status approval from the NC Board of Nursing and graduates are eligible to sit for the NCLEX-RN exam.

The Paralegal Studies and Legal Studies programs are approved by the American Bar Association and are North Carolina Bar Qualified Programs. Graduates who successfully complete the state examination can become North Carolina Bar Certified Paralegals (North Carolina State Bar, 208 Fayetteville Street, Raleigh, NC 27601; (919)828-4620; [www.nccertifiedparalegal.org](http://www.nccertifiedparalegal.org)).

South College-Asheville is a member of the following professional organizations:

- Accrediting Council for Independent Colleges and Schools
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Medical Assistants Endowment
- American Association for Paralegal Educators
- American Bar Association
- Asheville Chamber of Commerce
- Association of Private Sector Colleges and Universities
- Better Business Bureau
- Carolina Association of Collegiate Registrars and Admissions Officers
- Commission on Accreditation of Allied Health Education Programs

Council for Higher Education Accreditation  
National Association of Student Financial Aid Administrators  
National Association of Legal Assistants  
National League for Nursing  
North Carolina Association of Career Colleges and Schools  
North Carolina Nurses Association

## **TUITION GUARANTY BOND**

As required by the Rules and Standards for Licensing Non-Public Educational Institutions to Confer Degrees by the Board of Governors of the University of North Carolina, the college has secured a tuition guaranty bond. The guaranty tuition bond maintained by the college as of the date of this statement is not less than \$10,000 and is at least equal to or higher than the maximum amount of pre-paid tuition held; i.e., unearned tuition held, existing at any time during the fiscal year ending October 31.

The Tuition Guaranty bond may be reviewed by contacting the Executive Director.

## **THE CAMPUS**

South College-Asheville is located at 140 Sweeten Creek Road in Asheville, North Carolina. The newly constructed facility totals 40,000 square feet and includes classrooms, laboratories, a computer lab, meeting rooms, an information resource center (IRC), administrative workspace, a bookstore, and faculty offices. Parking is provided for students, faculty, and staff.

For student convenience and comfort, a student center containing a variety of vending machines, seating areas, and a microwave is available. The college is a smoke-free campus. A bookstore is available on campus where books and selected clothing may be purchased.

The Information Resource Center (IRC) on campus provides comfortable study areas for the student body and faculty. The general IRC collection includes approximately 5,500 volumes, including extensive law and allied health collections. Over 30 hardcopy periodicals, including professional journals and newspapers, support the college curricula, along with online access to a wide array of serials. General reference works, pamphlets, journals, and multimedia are also available. To keep the collection current, outdated materials are removed and new items are added each year. The IRC's conveniences include computers providing access to the Internet, Westlaw, and online research databases including Thomson Gale and ProQuest.

Courses at South College-Asheville are normally conducted in the day, afternoon, and evening hours Monday through Saturday. Day classes normally begin at 8:00-8:30 a.m., evening classes at 5:00-6:00 p.m., and Friday/Saturday classes at 8:00 a.m. (unless otherwise specified by the college). Clinical/internship/

practicum hours may begin at alternate times and may vary depending on the location of the experience. Tutorials, make-ups, and laboratory assignments are normally completed in the afternoons and on Fridays/Saturdays. Instructors are available each quarter during specified times to assist students outside of the classroom. Students' schedules will vary according to their individual courses of study.



***Admissions***

# ADMISSIONS

## APPLICATION PROCEDURES

South College-Asheville operates on a quarter system with terms beginning in September/October, January, April, and June. Additionally, the college offers selected courses during mid-quarter sessions utilizing accelerated class calendars. Actual class start dates throughout the academic year are available from the Admissions Department.

To accommodate the experiential requirements of some programs, quarters may begin and end at alternate times. If this occurs, the program chair will communicate this information to each admitted student on a timely basis.

Applications for admission should be sent to:

**Admissions Department  
South College-Asheville  
140 Sweeten Creek Road  
Asheville, NC 28803**

**To download an application for admission or to apply online, visit [www.southcollegenc.edu](http://www.southcollegenc.edu).**

An application fee of \$50 must accompany the application. This fee is non-refundable except as provided under the section **Financial Information** of this catalog.

## GENERAL ADMISSION REQUIREMENTS

In order to be considered for admittance to South College-Asheville, the prospective student must:

1. Be a high school graduate from an acceptable high school or the equivalent (GED) and
2. Meet one of the following requirements:
  - a. Obtain the specified score on the college-administered entrance examination. Score requirements for this exam can be obtained from the Admissions Department, or
  - b. Evidence a minimum Scholastic Aptitude Test (SAT) I reading and math science combined score of 830 (essay section not required), or
  - c. Evidence a minimum American College Testing exam (ACT) composite score of 17, or
  - d. Meet the criteria established for acceptance as a transfer student, or
  - e. Provide evidence of completion of a bachelor's degree from an accredited institution with a minimum cumulative grade point average of 2.00.

Applicants who have completed their high school education through home schooling are required to submit proof of a minimum SAT or ACT score as indicated above, or meet the criteria established for acceptance as a transfer student.

**Note: The college-administered entrance examination and all test scores (SAT, ACT, Accuplacer) are required at the discretion of the college.**

Admission in good standing is granted when all requirements are met. Where required, all submitted documents become the property of the college and will not be returned. Conditional acceptance may be granted pending the receipt of official documents required by the college. If conditional acceptance is given, the student will be allowed to register for classes for one quarter, unless an extension is granted by the Executive Director. The college does not admit students on a probationary basis.

Students who are citizens of countries other than the United States should refer to the section entitled **Admission of International Students**.

**General admission to South College-Asheville does not guarantee admission to specific programs. Please see the section of the catalog pertaining to the declared major for information relating to specific program acceptance.**

Students wishing to enter a program leading to a field that requires a license or certification should be aware that a prior misdemeanor or felony conviction may restrict the individual's ability to obtain professional licensure or certification. Acceptance into a South College-Asheville program does not imply or guarantee that a student will be able to obtain licensure or certification. Difficulties may also arise during the program in relation to clinical/internship/practicum placements that may affect the student's ability to progress in the program.

## **ADMISSION OF NON-DEGREE/CERTIFICATE SEEKING STUDENTS**

Enrollment in selected subjects is available, with special permission from the Dean of Academic Affairs or Executive Director, to adults who wish to complete these courses for the purpose of personal enrichment. These students are classified as special subject students and can register for classes for no more than two quarters. If a special subject student wishes to change his/her status at any time during these two quarters, for example, to degree seeking, the student must see the Registrar.

Individuals participating in a specially constructed training workshop, seminar, or course that is not part of the pursuit of a degree or certificate are not required to meet any admission requirements.

## **ADMISSION OF VISITING STUDENTS**

Visiting status means that students are admitted only for a specified period of time, normally one quarter. Applicants for visiting status must file a standard application form and submit a statement from their dean or registrar that they are in good standing and have permission to take specific courses at South College-Asheville for transfer to their own institutions when satisfactorily completed. Since visiting students are not admitted as regular students, transcripts or college work completed elsewhere are not usually required of such applicants. Visiting students who wish to remain at South College-Asheville longer than one quarter must meet all requirements for regular admission as transfer students.

## **ADMISSION OF TRANSFER STUDENTS**

To be eligible for general admission, a transfer student must be a high school graduate from an acceptable high school or have earned the equivalent (GED) and meet the following stipulations:

- Transfer from an accredited collegiate institution.
- Have earned 27 quarter/18 semester hours with a cumulative grade point average of not less than 2.5 (only college level academic courses are applicable).

## **TRANSFER CREDIT**

Credit for transfer work may be given if it was taken at an accredited collegiate institution, if it is equivalent to courses offered at South College-Asheville, and if it carries a grade of “C” or better. Any coursework older than seven years, regardless of the institution at which it was taken, may be denied transfer credit due to the material being determined outdated. This also applies to courses taken at South College-Asheville/Cecil College. Transfer credit will not be given for developmental courses such as basic Mathematics or English, or for skills courses such as keyboarding and transcription. Other skill courses completed, such as computer courses and medical lab courses, will be reviewed on an individual basis. Students should consult with the Registrar about questions related to acceptance of transfer credits. The institution reserves the right to request additional information about any courses requested for transfer evaluation.

Credits earned at non-accredited colleges or vocational institutions will not be accepted. Students transferring from such institutions may attempt to earn credit through the Credit by Examination process. South College-Asheville does not award credit for experiential learning or for professional certification.

Acceptance of credits earned at other institutions is limited to 60% of the total hours required for the particular degree or certificate program. No more than half the major area course requirements can be earned through transfer and/or exemption credit. Credit for transfer work may not be awarded until the applicable official transcripts are received by South College-Asheville.

*The college reserves the right to reject any or all credits from other institutions regardless of their accreditations status. The college reserves the right to refuse transfer credit for courses if the student’s subsequent grades in required courses in the same subject fall below a 2.0 average.*

## **JOINT ENROLLMENT FOR HIGH SCHOOL STUDENTS**

Through this program for outstanding high school seniors, students may pursue collegiate coursework while completing their high school requirements. Students accepted into this program are allowed to enroll part-time or full-time at the college provided they meet course prerequisites and receive permission from their high school principal or counselor.



Students may forfeit the privilege of participating in the program if they receive a grade below a "C" in their collegiate coursework or their high school average falls below a "B." To be considered for this program a student must satisfy all of the following criteria:

1. Provide a written recommendation by the principal or counselor.
2. Have the written consent of the parent or guardian.
3. Complete the eleventh grade prior to application.
4. Attain a satisfactory score on the college administered entrance examination.
5. Achieve a minimum grade point average of 2.5 in high school work completed.

Further information about this program can be obtained through the Admissions Department.

## **READMISSION OF FORMER STUDENTS**

Students who previously attended South College-Asheville but who have withdrawn and not attended for two quarters must apply for readmission. Those not attending for one year or longer must also pay a \$50 application fee. If enrolled at other colleges during their absence, students must have transcripts of coursework taken sent to South College-Asheville. Applications for readmission should be submitted at least one month before the beginning of the quarter the student plans to return.

Returning students must either demonstrate that they already meet the entrance test requirements for admission in effect at the time of readmission or retest to achieve the minimum entrance score.

Students who withdraw from classes may experience difficulties in class scheduling when reenrolling. Most South College-Asheville courses are offered on a rotation basis.

*The college reserves the right to deny admission to any applicant for reentry who has an unacceptable academic or conduct record. Students with outstanding financial obligations must make arrangements with the business office before they will be allowed to matriculate.*

## **ADMISSION OF INTERNATIONAL STUDENTS**

International students who are citizens of other countries, as well as those students who are from U.S. territories whose native language in their secondary school system is not English, must provide the documentation listed below for successful enrollment into South College-Asheville. All documentation must be submitted to the college 30 calendar days prior to a term's registration date for acceptance for that term. The necessary documents are:

1. Completed application form.
2. \$50.00 application fee.

3. Official scores on the Test of English as a Foreign Language (TOEFL).
4. Official scores on SAT, ACT, or college-administered entrance examination.
5. Certified copies of examination results, diplomas, and transcripts. One copy must be in the native language, and one copy must be a certified English translation prepared by a member agency of the American Association of College Registrars and Admissions Officers. It is the responsibility of the student to provide all necessary documents.
6. Completed Proof of Financial Ability Form (Not required of U.S. Trust or Territories Students).

International students must show a sufficient knowledge of English as demonstrated by a minimum score on the TOEFL or satisfactory completion of college courses in the United States. They are expected to have satisfactorily completed the requirements for secondary school completion, as well as to provide college or university transcripts, if applicable. Admission is based on appropriate documentation of high school completion, as well as college or university transcripts, if applicable.

International students seeking transfer credit from international institutions must provide an evaluation of credit from the World Education Service. A Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) will be mailed to accepted international students upon receipt of a completed Proof of Financial Ability Form and \$100 deposit.

## **COLLEGE CREDIT FOR MILITARY EXPERIENCE AND TRAINING**

Students must have their military experience and training evaluated for college credit. The student must submit appropriate forms to the Registrar. Veterans must submit a copy of Form DD 214, and active duty military personnel should submit Form DD 295. Active duty Army personnel and soldiers discharged since October 1, 1986, should also provide the Registrar with copies of the Army/American Council on Education Registry Transcripts.

## **CREDIT BY EXAMINATION**

South College-Asheville offers students an opportunity to obtain credit in areas of competency through college-administered Challenge examinations. The Dean of Academic Affairs or the Executive Director, in consultation with the academic department, is the final authority on whether or not a course may be exempted through the examination process. Skill courses, such as computer and medical lab courses are reviewed on an individual basis. To be eligible to earn credit, the student must:

1. Submit a completed Request for Challenge Examination form signed by all appropriate parties. All challenge examinations must be completed within the first two quarters of attendance unless permission is granted by the Dean/Department Chair.

2. Verify that he or she has not previously taken the course at South College-Asheville.
3. Verify that he or she is not currently enrolled in the course at South College-Asheville.
4. Pay a \$50 examination fee for computer-related courses and \$150 for all other approved courses.

Students may attempt to earn credit by examination for a course only once, must score the appropriate score determined by the academic department to receive credit, and must complete all Challenge exams within their first two quarters of attendance. Students who do not earn the minimum required score on any Challenge exam must take the course as required in the curriculum (students attempting to exempt keyboarding courses must score a “B” or better on all sections of the examination to earn credit). Challenge exams will be administered twice per quarter (as indicated by the Academic Calendar). Students will only be allowed to attempt a Challenge exam on the days indicated.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student’s grade point average. Students may not earn more than 60% of their total credits or 50% of their major credits through credit by examination, transfer credit, or a combination thereof.

CLEP, DANTES, AP, and PSI certification exams can be submitted for evaluation for course credit. The guidelines for awarding credit are available from the Executive Director or the Dean of Academic Affairs.

## **TRANSFERABILITY OF CREDITS TO OTHER COLLEGES**

Similar to most colleges, the transfer of credit to and from South College-Asheville can be uncertain for two important reasons. Every college designs coursework to reflect the integrity and quality of its own degrees/credentials and will want to honor that design in the review and evaluation of transfer work. Moreover, South College-Asheville students will many times begin work in their major and career field during the first academic year. Every attempt will be made to give students requesting credit transfer to South College-Asheville a thorough appraisal related to their educational goals at the college. Students considering transfer to other colleges and universities should consult with the registrar at those institutions concerning the courses completed at South College-Asheville. **South College-Asheville does not guarantee that credits earned at South College-Asheville will be accepted by another college.**

## **IMMUNIZATIONS REQUIREMENTS**

North Carolina law requires that all college students provide a record of immunization to the institution they are attending. Below are statements from the NC Division of Public Health regarding this requirement (see <http://www.immunizenc.org/college.htm>):

G.S. 130A-152 Immunization required: “diphtheria, tetanus, whooping cough, poliomyelitis, red measles (rubeola) and rubella.”

G.S. 130A-155.1 Submission of certificate to college or university: “no person shall attend a college or university, whether public, private, or religious, unless a certificate of immunization or record of immunization from a high school located in North Carolina indicating that the person has received immunizations required by G.S. 130A-152 is presented to the college or university.”

Students who graduated from high schools in North Carolina since 1990 can normally expect that their immunization records will appear on the high school transcripts received by South College-Asheville. Students who graduated from high schools out-of-state, those whose high school transcript does not contain immunization records, or those who earned a GED, are responsible for acquiring and providing the college an official Certificate of Immunization no later than thirty (30) days after the start of their first quarter of enrollment.

Students who have difficulty obtaining a Certificate of Immunization should be aware that in some cases their county health departments can run seriological tests (titers) to determine if protective antibodies exist when there are no records of immunization readily available. The official results of such tests may partially or wholly satisfy the requirement for documentation of immunization.

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***Financial  
Information***

# FINANCIAL INFORMATION

## TUITION

The following tuition rates are effective Fall Quarter 2013 for all students. Tuition and fees are subject to change at the end of any term. The cost of books, materials, and other miscellaneous items is not included in tuition and fees. Tuition and fees for any program implemented between publications of the institutional catalog will be posted in an addendum to the catalog.

**Tuition per quarter for the Accounting, Business, Criminal Justice, Paralegal Studies, Legal Studies, Medical Assisting, and Surgical Technology programs:**

<b>TUITION</b>	<b>2013-14 Tuition per Quarter</b>
10-18 Credit Hours	\$5700
5-9 Credit Hours	\$5100
1-4 Credit Hours	\$2700
Each Credit Above 18	\$360 per credit

**Tuition per quarter for the Nursing-Declared, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Radiological Sciences programs:**

<b>TUITION</b>	<b>2013-14 Tuition per Quarter</b>
10-18 Credit Hours	\$6100
5-9 Credit Hours	\$5500
1-4 Credit Hours	\$2800
Each Credit Above 18	\$400 per credit

**Tuition per quarter for the Nursing Professional courses for those students *admitted* into the Nursing program:**

<b>TUITION</b>	<b>2013-14 Tuition Per Quarter</b>
10-18 Credit Hours	\$6400
5-9 Credit Hours	\$5800
1-4 Credit Hours	\$3000
Each Credit Above 18	\$430 per credit

## FEES

**Application Fee** - A fee of \$50 must be paid by each applicant at the time of initial application for admission to South College-Asheville and by each student applying for readmission who has not been in attendance for one year or longer. The receipt of the application fee does not constitute acceptance to the college. This fee is refundable if requested within three business days of submitting an application. A student paying this fee, but not enrolling within one calendar year, will be reassessed the fee upon reapplication.

**Auditing Fees** - Audited courses are subject to the same tuition fees as courses taken for credit (refer to tuition above). Requirements for auditing are published in the Academic Information section of this catalog.

**Credit by Examination Fee** - A fee will be collected for each examination taken by a student who desires to earn credit as outlined in the Credit by Examination section of the catalog. The fee is \$50 for examinations pertaining to keyboarding, introduction to computers, or word processing courses and \$150 for all other academic courses. This fee must be paid prior to administration of the challenge examination.

**Graduation Fee**- A graduation fee of \$200 will be collected from each candidate for graduation and is due and payable the quarter in which the candidate is scheduled to graduate. If the candidate is receiving a second degree at the same graduation ceremony, an additional \$20 will be charged. The fee will be \$100 for a second degree awarded at a subsequent graduation ceremony. These fees are non-refundable and charged to all candidates for graduation regardless of their attendance at the graduation ceremony.

**Technology Fee** – Each student is charged a \$125 non-refundable Technology Fee at the beginning of each quarter of enrollment.

**Transcript Fee**- Each student is entitled to one official transcript. The charge for each additional copy is \$10. Requests for transcripts should be submitted to the Registrar. Academic transcripts will not be issued to any student who has an outstanding balance with the college or who is in default on any federal, state, or institutional loan. An official South College-Asheville transcript bears the seal of the institution and is sent directly to a third party in a sealed envelope by the college. Any official transcript sent to or picked up by a student or graduate will be stamped “Issued to Student.”

## **PAYMENT OF TUITION AND FEES**

All charges are due and payable on or before the registration date for each quarter. Circumstances which prevent a student from adhering to these dates should be discussed with the Business Office. Students attending South College-Asheville under a grant or loan should confer with the Financial Aid Department concerning the payment of fees; students attending the college under the G.I. Bill should discuss payment of school fees with the VA certifying officials in the Financial Aid Department.

Tuition and fees are subject to change at the end of any quarter. Failure to make proper payments, unless otherwise cleared with the Business Office, will result in dismissal from the college.

**Grades will not be issued, degrees granted, or transcripts furnished until all financial obligations have been satisfied and all college property has been returned.**

## **REFUND OF TUITION**

Tuition charges are based on the student's declared major and the total number of credit hours in which a student is enrolled on the first day of classes (as listed in the college calendar). Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the college, all monies above the \$50 application fee will be refunded. The \$50 application fee will be refunded only if requested within three business days of application.
2. A tuition adjustment will be made when a student officially drops below 10 hours (9 hours or less) during the drop/add period. Official withdrawal is achieved by submitting a completed drop/add form to the Registrar. No adjustments will be made for students dropping individual classes after the drop/add period. The quarterly technology fee is non-refundable.

## **NORTH CAROLINA STATE REFUND POLICY**

For a student who withdraws from the college, the state refund policy will apply as follows.

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100% refund if the class(es) in which the student is officially registered fail to "make" due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from all classes prior to the official 25% point in the quarter. No refunds will be made after this point.
3. If a student who has paid the required tuition for a quarter dies during that quarter (prior to the last day of examinations of the college), all tuition and fees for that quarter may be refunded to the estate of the deceased.

## **OFFICIAL WITHDRAWAL PROCEDURE**

A withdrawal is considered to be official when a student notifies the Registrar or the Dean of Academic Affairs. No other college official has the authority to accept official withdrawals. Students who do not officially withdraw will be considered enrolled in courses until an appropriate academic participation verification point. If it is determined that a student is no longer academically participating at the regular check points, the student will be officially withdrawn by the college.

## **RETURN OF TITLE IV FUNDS**

For Title IV (federal financial aid) recipients who withdraw from enrollment, the college is mandated by federal regulation to determine the amount of Title IV funds the student has earned at the time the student ceases enrollment. The amount



earned is based on the amount of calendar days in the term completed by the student divided by the number of calendar days in the same term, excluding any scheduled breaks of at least five (5) consecutive days. The amount earned is based on the amount of time the student has spent enrolled and is not related to the student's institutional charges. The amount of Title IV funds earned is based upon a proportional calculation through sixty percent (60%) of the term enrolled. The college will utilize the following steps in order to determine the amount of Title IV a student who withdraws has earned:

1. Determine the date of withdrawal and determine the percentage of payment period (term) in which the student was enrolled.
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for a "late disbursement." If the amount disbursed exceeds the amount earned, the excess of Title IV aid must be returned.
4. Allocate the responsibility for returning unearned aid between the college and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Distribute the unearned Title IV aid back to the Title IV programs.

Examples of Return to Title IV and refund calculations may be obtained through the Financial Aid Office.

## **ORDER OF REFUNDS**

Should a student withdraw from the institution, any amount of refund will be returned to the Title IV, HEA program funds, including the Pell Grant program, and then to other sources of aid up to the full amount received from the programs.

South College-Asheville is required to return Title IV funds to the programs from which the student receives aid during the payment period, up to the net amount disbursed from each source, in the following order:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Subsidized Stafford Loans
3. Federal Perkins Loans
4. Federal Direct PLUS Loans
5. Federal Pell Grants
6. Academic Competitiveness Grant
7. National SMART Grant
8. Federal Supplemental Educational Opportunity Grant (FSEOG)
9. Other assistance awarded to the student under programs authorized by Title IV

10. Required refunds to other federal, state private, or institutional student financial assistance awarded to the student
11. Student

The current refund policy applies to all causes of withdrawal including injury, prolonged illness, or other circumstances that prohibit completion of the course or program of study.

## **FINANCIAL AID**

Financial aid is the economic assistance available to help students pay for college. This economic assistance may be in the form of scholarships, grants, work-study programs, or loans.

A financial aid package is a combination of different forms of financial aid that together makes up an offer of financial assistance.

A student's ability to contribute to the cost of his or her education is determined by the use of a NEED ANALYSIS, which is a consistent, systematic way of measuring the ability of a family to pay for educational costs and its eligibility to receive funds from federal and state programs. This analysis determines the ability, not the willingness, of a student or his or her family to finance his or her education. Everyone who applies is treated fairly and equally under this system. The amount of financial aid that a student receives may not exceed his or her cost of attendance as established by the college.

### **Application Process for Financial Aid**

To apply for any form of financial aid at South College-Asheville, a student must:

1. Complete a Free Application for Federal Student Aid (FAFSA). This form is for both in-state and out-of-state students.
2. Apply for admission to the college.

Depending upon the type of aid and the source of that aid, other documentation may also be requested. A financial aid administrator is available to provide needed assistance.

For federal student financial aid programs offered by the U.S. Department of Education under Title IV, the student's eligibility for the Federal Pell Grant must be determined, or based upon a decision arising from the exercise of professional judgment by the appropriate financial aid staff as permitted under federal regulations except for the Federal Direct PLUS loans.

## **STUDENT AID PROGRAMS**

South College-Asheville participates in several student aid programs. A brief description of each follows.

### **Federal Pell Grant**

The Federal Pell Grant program provides assistance that does not require repayment to eligible undergraduate students who have not earned a bachelor's or

professional degree. For many students, it provides a foundation to which other aid may be added. The amount of the award is determined through the FAFSA needs analysis process and enrollment status of the student.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides assistance that does not require repayment to eligible undergraduate students who have not earned a bachelor's or professional degree. It is awarded to a limited number of students with exceptional need. In accordance with federal regulations, priority is given to students eligible for the Pell Grant program.

### **Federal Work-Study Program**

This program provides opportunities for part-time employment on campus or at off-campus non-profit agencies. Financial need, prior work experience, individual skills, and academic major may be considered when placing students in specific work-study positions.

### **Federal Perkins Loans**

This program offers long term, low interest rate loans to a limited number of students with exceptional financial need. The college is the lender for this loan that is made with government funds, with a share contributed by the college. Interest does not accrue and repayment does not begin until the student ceases to be enrolled at least half-time.

### **Federal Direct Stafford Loan Program**

This program offers long term, low interest rate loans to students with financial need. Students must be enrolled at least half-time to participate in this program. Money for the Federal Direct Stafford Loan program is borrowed directly from the U.S. Department of Education. Interest does not accrue and repayment does not begin for loans through this program until students cease to be enrolled at least half-time.

### **Federal Direct Unsubsidized Loan Program**

This program offers long term, low interest rate loans to students that are not based on financial need. Money for the Federal Direct Unsubsidized Stafford Loan is borrowed directly from the U.S. Department of Education. Interest does accrue while students are enrolled; however, repayment does not begin until students cease to be enrolled at least half-time.

### **Federal Direct PLUS Loan Program**

This program offers long term loans to parents of dependent undergraduate students that are not based upon financial need. Determination of eligibility for need-based aid is required. Interest begins to accrue as each disbursement is made. Repayment begins after the loan has been fully disbursed. Money for the Federal Direct PLUS is borrowed directly from the U.S. Department of Education.

### **Non-Federal Loan Programs**

South College-Asheville financial aid officers will provide information regarding credit-based, non-federal loans to students who may need additional funds to supplement the cost of attendance.

### **North Carolina Student Incentive Grant (NCSIG)**

NCSIG is a grant awarded only to residents of North Carolina. Qualified applicants must be US Citizens, attend college on a full-time basis, and maintain satisfactory academic progress. Students apply by filling out the Free Application for Federal Student Aid (FAFSA). The deadline to apply is March 15 each year.

### **South College-Asheville Loan Program**

South College-Asheville periodically at its discretion makes available loans to be used solely for expenses incurred as a direct result of enrollment at the institution. Eligibility for this program is determined by the Financial Aid Department during the initial application process or subsequent award periods. These loans are awarded as part of a student's financial aid package when other funds are insufficient to cover tuition, fees, and textbooks. The college reserves the right to discontinue this program at any time.

### **Veteran's Education Benefits**

Certain veterans and dependents of veterans are eligible to receive financial assistance for education training from the U.S. Department of Veterans Affairs. South College-Asheville is approved by the North Carolina State Approving Agency to offer training in programs to students eligible to receive veterans' educational benefits. Personnel in the financial aid and academic departments are available to provide more information regarding these benefits. Students or applicants may also contact the Department of Veterans Affairs Regional Office (1-888-GIBILL-1 or 1-888-442-4551). More information is also available at [www.gibill.va.gov](http://www.gibill.va.gov).



***Student Services***

## **STUDENT SERVICES**

The mission of the student services programs is two-fold: (1) to afford students an opportunity to grow personally and professionally through student interaction, activities, and leadership opportunities within the college and the community; and (2) to provide students with services and guidance that lead to effective problem solving skills and personal satisfaction with their learning community and their learning experiences.

The following goals of the student services programs are an extension of the philosophy and objectives of the college. They serve to inform, educate, support, and encourage students in their endeavors. These goals are:

1. To provide a fair and sound testing program for entrance purposes.
2. To provide an orientation that will inform students of college policies, programs, and activities.
3. To provide support and assistance to students in making realistic decisions concerning academic and non-academic concerns.
4. To provide career advising services and resources.
5. To provide fair and sound disciplinary and grievance procedures.
6. To provide students with disabilities appropriate accommodations in the classroom.
7. To provide programs and activities that will encourage student involvement and participation in campus life and community service.
8. To provide avenues for students to obtain resources that supplement academic endeavors.

### **ORIENTATION**

The college provides an orientation program each term to acquaint new students with academic life and college services. All new students and those reentering students who have not been enrolled during the previous twelve (12) months are required to attend. During this orientation, students receive the South College-Asheville Student Handbook, as well as information regarding alcohol and drug abuse resources. Students are also directed in setting up South College-Asheville email and portal accounts.

### **ADVISING/COUNSELING**

Advising/counseling services are available to assist students in resolving academic, career, and non-academic problems. College personnel, particularly the Academic Dean and department chairs, can help students plan their educational programs, as well as adjust to the demands of college-level studies. Assistance is available for any student who seeks aid in addressing individual problems. These services are available during the day and in the evening by appointment. Students identified as needing additional counseling resources will be referred to external agencies.

## SERVICES FOR STUDENTS WITH DISABILITIES

Students requesting special services from the college should contact the Executive Director or Dean of Academic Affairs for complete information on college policies and procedures. **All special requests should be made at least one month prior to beginning classes in order to allow time for the request to be evaluated appropriately.** Students who have demonstrated and recognized physical or learning disabilities must contact the Dean of Academic Affairs **each quarter** if they wish to continue receiving special accommodations. South College-Asheville does not discriminate on the basis of disability and is committed to full compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

## STUDENT ACTIVITIES AND ORGANIZATIONS

Student organizations represent a variety of interests at South College-Asheville. Participation in student organizations provides students with an opportunity to apply knowledge, improve skills, and enhance the college experience.

Activities and organizations that meet the needs of students and focus on academic achievement and career interests are encouraged. Groups with objectives that specifically support educational goals and career interests can easily be formed. Students interested in organizing and developing new clubs or organizations are encouraged to meet with the Student Services Coordinator to discuss the group's goals. Each student organization must be registered with and approved by the Dean of Academic Affairs and must have a faculty advisor. In addition, all groups must develop and operate with a set of by-laws and hold elections. Assistance will be given in obtaining an advisor if needed.

Department Chairpersons may be contacted for more information on active clubs in their respective areas. Student services staff members are also available to address questions about student organizations and activities.

## CAREER PLACEMENT SERVICES

Career placement services are provided for South College-Asheville students at no charge. While the primary focus of the Student Services Department is to assist students upon graduation, any enrolled student may seek employment information as well.

Although placement **cannot be guaranteed**, it is vitally important to both the graduate and the college that each graduate obtains appropriate employment. Throughout their course of study at South College-Asheville, specific and personalized instruction is provided in the preparation of professional resumes and cover letters, as well as job search strategies and interviewing skills. Each graduating student is encouraged to present a resume and letters of recommendation for a personnel file to his/her department chair. Most graduates also participate in a mock interview process.

## **VETERAN SERVICES**

Personnel in the financial aid department at South College-Asheville are available to assist veteran students with benefit information. Please see the Director of Financial Aid for more information.

## **INFORMATION RESOURCE CENTER SERVICES**

South College-Asheville provides an easily accessible Information Resource Center (IRC) to meet the research needs of students, faculty, and staff. The IRC is open to accommodate the needs of day and evening students. Specific hours are posted by the IRC.

The IRC collection includes general and reference books, pamphlets, print and online periodicals, multi-media software, online services, and other non-print media to assist students in their studies. Internet access affords students the opportunity to locate and/or retrieve information from libraries, colleges, database services, and various other institutions throughout the world. An online catalog is available on IRC computers.

An orientation to the IRC is given each quarter upon request by any instructor to acquaint new students with the center and its resources. Students are informed of the types of databases, books, periodicals, and multimedia available and how to use these resources to the greatest advantage.

## **WRITING LAB**

The Writing Center is available to all students and faculty who wish to gain feedback during their writing processes. Writing Center tutors include an English instructor trained to help with any writing assignment or project. Hours are posted outside of the Writing Center.

## **BOOKSTORE**

A bookstore is maintained by the college for the convenience of students. All necessary books and some supplies may be obtained at the bookstore. The price of books and supplies is not included in the tuition. Hours of operation are posted by the bookstore.

New unmarked books may be returned by week four of the quarter of purchase (week one for mid-quarter classes). Credit will be issued; cash refunds will not be given. Returned books should be accompanied by the receipt(s) of purchase. Books (new or used) that are special ordered cannot be returned.

Students are not required to purchase books from the college bookstore. Some textbooks are reusable and can be purchased from other students if desired. A current list of textbooks in use at the college is posted on the South College-Asheville website.

## **HEALTH SERVICES**

South College-Asheville does not provide health services. Referrals will be made upon request. Please see Dean of Academic Affairs for more information.



## HOUSING

There are no dormitory facilities at South College-Asheville. Students who are not within commuting distance must secure their own residence.

## TRANSPORTATION

South College-Asheville does not provide transportation for students.

## COLLEGE PUBLICATIONS

South College-Asheville distributes several publications throughout the academic year. All college publications are approved through the office of the Executive Director.

The **South College-Asheville Catalog**, published bi-annually, is an information book and reference guide addressing most aspects of the college and includes a listing and description of all courses offered by the college.

During orientation, a **Student Handbook** is distributed to each new student. The Handbook contains the South College-Asheville Honor Code and the Student Conduct Standards and Regulations, as well as helpful information about a variety of topics. Copies are available in the Dean of Academic Affairs' or Executive Director's offices.

A **Dean's List** is published at the end of each quarter. This list contains the name of all eligible students.

At graduation each year the **Commencement Bulletin** contains the name, degree/certificate to be awarded and major field of study of all graduates.

A **South College-Asheville Directory**, if published, contains the following information for each student: (1) name, (2) local address, (3) local telephone number, (4) permanent address, (5) permanent telephone number, (6) school email address; (7) major field of study, (8) classification, (9) dates of enrollment, and (10) degrees and awards received.

The information in the Directory, Dean's List, and Commencement Bulletin is considered public information and is released without the written approval of the student. Additional items that are classified as directory information and that may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, the most recent previous educational institution attended by the student, and enrollment status (undergraduate, full-time, part-time). Students who do not want their directory information released must give written notice to the Registrar prior to the first day of classes for the fall, winter, spring, and summer quarter directories.

## HONOR CODE AND CONDUCT REGULATIONS

Enrollment at South College-Asheville constitutes full acceptance of the South College-Asheville Student Code of Conduct. All students receive a copy of the Student Handbook that contains the Code of Conduct, the disciplinary procedures, and the appeals process. Instructors are not expected to jeopardize the progress of

a class by permitting the continued presence of any student whose behavior could adversely affect the class. Inappropriate behavior includes, but is not limited to, cheating, disruptive behavior, plagiarism, and any other actions which are not considered proper conduct for a college student. The Conduct Standards and Regulations also cover inappropriate actions of students on campus while not in the classroom or while participating in college-sponsored activities off campus. Alleged violations of the Code of Conduct will be referred to the Executive Director or Dean of Academic Affairs who have the authority to temporarily dismiss a student. See the Disciplinary Procedures section of the Student Handbook for specific details.

South College-Asheville reserves the right to dismiss at any time a student who, in the administration's judgment, is undesirable and whose continued enrollment is detrimental to him or herself or his or her fellow students or whose presence is disruptive to the learning environment or the orderly operation of the college.

A dress code, describing appropriate attire for South College-Asheville students, is a part of the Code of Conduct. Students may be asked to leave class because of inappropriate attire until they return properly dressed.

## **COPYRIGHT COMPLIANCE POLICY**

No member of the South College-Asheville community shall share files with peers without authorization, and/or illegally download and/or distribute copyrighted materials using the institution's technology systems without authorization. Under certain circumstances, applicable laws allow the use of copyright materials, such as for the purpose of private study, scholarship, teaching, or research, without permission. However, there is no blanket exception from liability for students or faculty/staff of educational institution. If reproduction of copyrighted material is used for purposes in excess of what constitutes "fair use," that user may be liable for copyright infringement. Infringement of another individual's copyright is a violation of federal law (U.S. Copyright Act, Title 17, U.S. Code) and may include fines and other penalties. Most text, music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display, and public performance. Therefore, it is generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies. If a violation of this policy is observed or reported, South College will respond by investigating pursuant to procedures outlined in the *Student Handbook* or *Employee Handbook*, whichever is appropriate. During such an investigation, the user's privileges may or may not be suspended. Once the investigation is complete, if the user is determined to have violated this policy, appropriate discipline and/or corrective action will be taken. Users may be held responsible for any liability damages or expenses resulting from misuse of South College-Asheville computing resources.

## **GRIEVANCE PROCEDURES**

Several avenues exist within the framework of the college by which students may express grievances. Student grievances regarding final course grades will be handled in the manner described in the Academic Information/Challenging of Grades section of the catalog.

Student concerns regarding other academic issues should be brought to the attention of the appropriate instructor or department chair, and if not resolved at this level, to the Dean of Academic Affairs. If there is no resolution at the level of the Dean, the Executive Director will investigate and make a determination regarding the issues under consideration (as described below).

Concerns regarding non-academic issues should be brought to the appropriate program/department head, the Dean of Academic Affairs, or the Executive Director.

Concerns regarding disability issues should be directed to the Dean of Academic Affairs.

Concerns from members of the public should be directed to the Executive Director.

Those wishing to make a formal, written complaint should do so utilizing the South College-Asheville Complaint Form. This form is available to students under the Student Services Tab in the Portal. Members of the public wishing to make a formal, written complaint should contact the South College-Asheville main number to request a Complaint Form.

Every attempt will be made to resolve concerns at the lowest level possible in the chain of command. However, in instances where this is not possible and the concern cannot be satisfactorily resolved through the normal procedures, the grievant may appeal in writing to the Executive Director of the college. The appeal should be communicated within five business days after the action about which the student complains, or after an unsatisfactory resolution was reached at the lower level. The Executive Director's decision is final so far as institutional grievance procedures are concerned. Should there be a grievance that cannot be satisfactorily resolved at the institutional level; a student may contact the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780.

## **CAMPUS SAFETY**

As the safety of students, faculty, staff and visitors is always a primary consideration, South College-Asheville strives to have a safe and secure environment for the campus community. A security officer provides security services for the college during the evening hours, thus enhancing the college's efforts to prevent crime and maintain a safe campus. The college publishes an annual security report that contains information on policies and procedures relating to campus security, crimes and emergencies, drug and alcohol use, preventive measures, campus law enforcement, and access to campus facilities. The annual security report also

includes statistics concerning the occurrence of specified types of crimes on campus and on the public property surrounding the campus. The security report is published each year by October 1 and distributed to current students and employees. The report contains statistics for the three most recent calendar years. A copy of the most recent annual security report may be obtained from the Executive Director during normal office hours. Crime statistics are available on the institutional website in the Student Services section. In addition to the annual security report, South College maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the Office of the Executive Director. South College-Asheville will notify the campus community in a timely manner of any criminal action includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The cooperation of all campus community members is needed in order to maintain a safe campus. South College-Asheville reminds all students and employees that they are ultimately responsible for their own actions regarding their safety and welfare.



***Academic  
Information***

# ACADEMIC INFORMATION

## STUDENT RESPONSIBILITY

Students are responsible for properly completing their academic programs, being familiar with all requirements in the college catalog, maintaining the required grade point average and course completion rate, meeting all program and course requirements, and adhering to school policies, rules, and regulations. They are encouraged to seek counsel from faculty advisors or other staff members, but the final responsibility remains that of the student.

Students should reserve judgment about matters of opinion and express their views in a responsible and professional manner. Orderly procedures are provided to allow students the opportunity to question academic evaluations.

## DECLARATION OF MAJOR

A major is an area of focused study. Students are requested to declare their academic majors during initial college enrollment. Each student should then follow the requirements of his or her major listed in the college catalog. Declaration of major does not guarantee admittance to any program.

Students may pursue double majors with the approval of the appropriate department chairperson(s) and the Dean of Academic Affairs. Veteran students may pursue double majors only when the additional coursework needed to earn the second major does not exceed 30 credit hours and the college's certifying official is notified.

The Registrar must be informed of any anticipated changes in a student's academic plans. A student changing his or her major must complete the Change of Major form during pre-registration or registration prior to the quarter that the change is effective. The form must be completed with the advisor for the new major. The decision to change majors should be made as early as possible to avoid taking unnecessary courses and lengthening the time required to complete a program. The institution normally only allows 2 major changes.

Students using VA benefits must additionally consult with the Director of Financial Aid before changing their majors.

## DEFINITION OF A QUARTER CREDIT HOUR

South College-Asheville operates on a quarter system with each quarter having approximately 10-12 weeks. For each quarter credit hour assigned to a course, student should expect a minimum of 10 hours of classroom or direct faculty instruction, which may occur face-to-face or in an electronic environment, and a minimum of 20 hours of out-of-class student work. Classroom or direct faculty instruction may include, but is not limited to, lectures, discussions, presentations, projects, group interaction, and other activities. Out-of-class work may include, but is not limited to, study and reflection, completion of assignments, reading and review of assigned materials, completion of necessary research, group meetings for study or project completion, and completion of tutorials or simulations.

## COURSE LOAD

To complete program requirements in a timely manner, most students choose to attend class full time and enroll in four quarters per year. Course load designations are as follows:

Full-Time.....	12-18 quarter hours
Three-Quarter Time .....	9-11 quarter hours
Half-Time .....	5-8 quarter hours
Single Subject.....	1-4 quarter hours

Students wishing to enroll in more than 18 quarter hours must have permission from their academic advisor and the Dean of Academic Affairs. Twenty-two credits are normally the maximum hours allowed with no incompletes, withdrawals, or less than satisfactory grades during the previous quarter.

## DROPPING AND ADDING COURSES

Students may adjust their schedules by dropping and/or adding courses during the first week of classes (first 3 school days for mid-quarter students). Students must consult their department chairperson before dropping or adding any course. A course is not considered to have been dropped or added unless the appropriate form has been completed by the student and officially recognized by the Registrar. Courses cannot be added after the Drop/Add period indicated on the college calendar.

Course withdrawals prior to the end of the third week of class will result in a non-punitive grade of WP. After the third week, withdrawals for any reason will result in a grade of either a WP or WF. The grade assignment shall be strictly academic and shall be made by the instructor based on the student's performance in the class at the time of withdrawal (see Academic Calendar).

*The proper forms for adding and dropping courses should be secured from the Registrar's office. Students withdrawing from all courses should refer to the Financial Information Section of the catalog and are encouraged to contact the Dean of Academic Affairs.*

**Veterans should be aware that the Veteran's Administration will not pay for a course that a student drops after the first week of class unless extreme circumstances account for the withdrawal. Veterans should consult the Director of Financial Aid before dropping any class after the first week of the quarter.**

**THIS SECTION ONLY APPLIES TO THE DROPPING/ADDING OF INDIVIDUAL COURSES. STUDENTS WITHDRAWING FROM ALL CLASSES SHOULD SEE THE REFUND OF TUITION SECTION IN THE FINANCIAL INFORMATION SECTION OF THIS CATALOG.**

## AUDITING COURSES

A student wishing to audit a course without receiving credit must obtain permission from the Dean of Academic Affairs or Executive Director before registering for the course. A student may not change from audit to credit status or from credit to audit status after courses begin. A grade designation of N will be recorded on student transcripts for audited courses. The regular schedule of fees applies to auditors. Unauthorized auditing is prohibited.

## CLASS STANDING

A certificate/degree program student who has accumulated, by course completions or transfer credits, 35 quarter hours or less will have freshman status. Certificate/degree program students with more than 36 quarter hours but fewer than 90 will be considered sophomores. Degree students with 90 quarter hours earned but less than 135 are considered juniors, and those with 135 or more quarter hours earned are considered seniors. Only students enrolled in bachelor's degree programs can achieve junior or senior status.

## ACADEMIC PARTICIPATION

South College-Asheville does not have an institutional attendance policy. Faculty members and/or programs may establish attendance/participation policies for their classes at their own discretion which affect course assignments, off-campus activities, internship/clinical/practicum activities, and other program requirements. Students are responsible for knowing and complying with all course requirements, including attendance/participation policies, as published by faculty members in the specific course syllabus. In order to have the best possibility of academic success, students are expected to attend/participate in all scheduled activities that are part of a class, including activities scheduled during class time and those that may be scheduled outside of class of time. **A leave of absence option is not available.**

Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, or lectured on, or posted for each class attempted, as well as for mastering all assigned reading. In addition, students are responsible for on-time submission all assignments and tests, projects, postings, presentations, and unannounced quizzes. Make up work may be permitted at the discretion of the faculty member.

## SATISFACTORY ACADEMIC PROGRESS

A student must make measurable progress toward the completion of his/her course of study. Poor performance, such as failing grades or withdrawals from courses, may result in satisfactory academic progress issues. Successful completion of all scheduled courses each term is very important.

Minimum standards of satisfactory progress as defined in this catalog apply to all students. *Individual academic programs may require additional qualitative and quantitative standards for continued matriculation in those programs. Please see the catalog section and program handbooks for the chosen program and carefully review all requirements.*

For the purpose of determining whether or not a student is making such progress, the college has established minimum satisfactory progress standards that stipulate that students must meet required minimum standards according to a prescribed schedule in three areas.

- Maintain a minimum cumulative grade point average (CGPA);
- Maintain a minimum cumulative course completion rate (CCCR); and



- Complete program of study in not more than one and one-half times the required program length (maximum program length) measured in credit hours.

For purposes of satisfactory progress evaluation, all courses attempted in a quarter are included (i.e., on-ground, mid-quarter, full-quarter, etc.).

### **Maximum Program Length**

A student must complete the entire program in which he/she is enrolled within one and one-half times the normal program length as measured in credit hours or face suspension from the institution. Extension of the student's initial maximum time frame will be allowed for program changes and double majors. Students are allowed to appeal academic suspensions related to maximum program length.

### **Course Attempts**

All courses in which the student was enrolled after the drop/add deadline published for each quarter will be counted in the cumulative credit hours attempted. This includes letter grades of A, B, C, D, and F, the passing grade of P, an incomplete grade of I, a withdrawal passing grade of WP, and a withdrawal failing grade of WF.

### **Course Repeats**

All repeated courses will be included in credit hours attempted. Earned credits (credit hours awarded for passed courses) will be counted only once regardless of the number of times a course has been repeated and passed. The last grade received will replace any previous course grades in the calculation of the cumulative grade point average unless the last grade is a WP or N. When one of these is the last grade, the previous grade will continue to be used in the cumulative GPA calculation. Students may retake a course which has been successfully completed in order to improve their CGPA.

### **Incomplete Courses**

The credits for incomplete courses will be counted as hours attempted but not earned in the quarter of enrollment. Incomplete grades must be cleared by the end of the first week of the subsequent quarter (unless special approval is received from the Executive Director). An incomplete grade not cleared by the deadline will be changed to an FI. If an incomplete grade is cleared to a passing grade, the course credits will be counted as hours earned as well as attempted. The final grade awarded is included in the calculation of the cumulative grade point average.

### **Transfer Students**

Transfer students will be considered to be making satisfactory progress at the time of their transfer to South College-Asheville. Transfer credits awarded will be included in both hours attempted and hours earned for the purposes of satisfactory progress evaluation. Grades for transfer credits awarded from other postsecondary institutions are not included in the CGPA.

South College-Asheville accepts transcripts for transfer credit evaluation throughout a student's academic program with verification that all limits placed on

total allowable transfer credits will not be exceeded. Transfer credits affect students' cumulative course completion rate.

### **Change of Program**

Students are allowed a maximum of two program changes. Changing from an associate level program to a baccalaureate level program in the same area is not considered a change of program. Program changes become effective at the beginning of the subsequent quarter that the program change form is completed. Satisfactory progress status is determined based on all courses attempted at the institution and all transfer credits awarded for declared programs.

**Students Who Were Last Enrolled at South College-Asheville Before October 1, 2011** – These students will have their prior satisfactory progress status carried forward. Their progress after that time will be evaluated based on the current satisfactory progress policy.

## **MINIMUM STANDARDS OF SATISFACTORY PROGRESS**

Satisfactory academic progress is evaluated qualitatively, in terms of cumulative grade point average, and quantitatively, in terms of credit hours earned versus credit hours attempted at the end of each quarter. Students are evaluated based on the number of attempted credits associated with the checkpoints listed in the following tables according to the designated standard. These are minimum standards of satisfactory progress. Failure to satisfactorily complete scheduled courses in any term will hinder progress toward graduation and may result in satisfactory progress issues. Changes in Satisfactory Academic Progress status are communicated to students in writing via letter. Students should report any changes in address to the Registrar's office.

### *Certificate Programs*

<b>Evaluation Checkpoint/ Credit Hours Attempted</b>	<b>Cumulative GPA Required</b>	<b>Cumulative Completion Rate Required</b>	<b>Result if Not Met</b>
1-18 Credits Attempted	1.00	30%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
19-36 Credits Attempted or 25-49% of Maximum Program Length	1.50	50%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.

***Certificate Programs (continued)***

<b>Evaluation Checkpoint/ Credit Hours Attempted</b>	<b>Cumulative GPA Required</b>	<b>Cumulative Completion Rate Required</b>	<b>Result if Not Met</b>
37+ Credits Attempted or 50%+ Maximum Program Length	2.00	66.67%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
100% Maximum Program Length	2.00	66.67%	Students in this category not meeting the minimum requirement are placed on SP Suspension.

***Degree Programs***

<b>Evaluation Checkpoint/ Credit Hours Attempted</b>	<b>Cumulative GPA Required</b>	<b>Cumulative Completion Rate Required</b>	<b>Result if Not Met</b>
1-35 Credits Attempted	1.00	30%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
36-71 Credits Attempted or 25-49% of Maximum Program Length	1.50	60%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
72+ Credits or 50%+ Maximum Program Length	2.00	66.67%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
100% Maximum Program Length	2.00	66.67%	Students in this category not meeting the minimum requirement are placed on SP Suspension.

**SATISFACTORY PROGRESS WARNING**

Students not achieving the required minimum standards (either CGPA or CCCCR) at the end of any quarter will be placed on satisfactory progress warning for one quarter. Students on satisfactory progress warning are eligible for federal financial assistance.

At the end of the warning term, if the student has not met the minimum CGPA and/or completion rate requirements, the student will be suspended from the college for failure to make satisfactory progress and at that time is not eligible for Title IV funds. Students in warning status who meet the cumulative minimum standards at the end of the warning term are considered to be making satisfactory progress.

### **SATISFACTORY PROGRESS SUSPENSION**

Students not achieving the minimum standards (either CGPA or CCCR) at the end of a warning term will be placed on satisfactory progress suspension. Students reaching 100% of maximum program length with additional required courses will be placed on satisfactory progress suspension. In both cases, the student is not eligible for Title IV funds at the time of suspension. Students may appeal a satisfactory progress suspension. Please see the following section.

### **APPEAL PROCEDURES/SAP PROBATION**

Students who wish to appeal a satisfactory progress suspension must contact the Registrar who will provide the student with the appropriate forms to complete for the appeal. Appeals must be requested in writing by the deadline communicated in the suspension letter received for the upcoming quarter, or at least two weeks prior to any other quarter.

In addition to the required institutional forms for the appeal, the student must describe in writing the mitigating circumstances that had an adverse impact on satisfactory progress in the academic program. The following is an example list of mitigating circumstances.

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caregiver
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer prior to the evaluation point
- Change in work schedule prior to the evaluation point
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the Academic Advisor, and/or a Professional Counselor

The student must also provide information as to changes made that will allow the student to meet minimum requirements. Appropriate documentation of all circumstances should accompany the appeal.

Once a written request and associated materials for appeal are received by the Registrar, a hearing will be scheduled with the Satisfactory Academic Progress (SAP) Committee.

The Satisfactory Progress Committee will determine if the appeal is granted or not. If the appeal is granted, an acceptable academic plan will be established to facilitate program completion. If an acceptable academic plan is approved, the student must agree with and sign the plan to evidence understanding of all requirements. Students with approved academic plans will be placed in probationary status for the duration of this plan. Students in this status are eligible to receive financial aid if otherwise eligible. Failure to meet the stipulations of an academic plan will result in dismissal and ineligibility to receive financial aid.

If a student appeals and is denied the appeal, or if a student fails to meet stipulations of an academic plan, he or she must remain out of school for at least two quarters. The student can then request an additional appeal for reinstatement, but will be required to demonstrate changes that have occurred that promote an increased possibility of success. If the appeal is granted, an acceptable academic plan will be established to facilitate program completion. If an acceptable academic plan is approved, the student must agree with and sign the plan to evidence understanding of all requirements. Students with approved academic plans will be placed in probationary status for the duration of this plan. Students in this status are eligible to receive financial aid if otherwise eligible. Failure to meet the stipulations of an academic plan will result in dismissal and ineligibility to receive financial aid. If the appeal is denied a second time, the student will be permanently dismissed.

Decisions of the Committee are communicated to the student both verbally following the hearing and via letter, with a copy retained in the student academic file. These decisions are normally considered final, however a student disagreeing with the action of the Committee may appeal the decision to the Executive Director. The request for review and the associated reasons must be submitted in writing to the Registrar within three (3) work days of the SAP Committee Hearing. The decision of the Executive Director is final.

## **GRADING SYSTEM/GRADE CALCULATION**

The following grades are used in the determination of a student's grade point average unless otherwise indicated. The range indicated is generally used, but there may be exceptions. Students should refer to the grading scale listed in each course syllabus:

<b>Grade</b>	<b>Quality Points</b>	<b>Range</b>	<b>Interpretation</b>
A	4.0	90-100	Excellent
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Minimum Passing
F	0.0	Below 60	Failure
WF	0.0	Punitive	Withdrawal/Failing

The cumulative grade point average is determined by dividing the total number of quality points (quality points x number of credit hours in course) earned by the total number of hours attempted. Transfer credits, course exemptions, and non-punitive grades will not be used in determining grade point average.

The following symbols are used on grade reports, but are not used in the determination of a student's grade point average:

EX	Course Exempted
K	Course Credit Earned Through Credit by Examination
TR	Course Credit Earned Through Transfer
WP	Non-Punitive Withdrawal/Passing
N	Audit/Non-Credit
*I	Non-Punitive/Incomplete

\*Incompletes will be given at the discretion of an instructor to any student who does not complete the course requirements. To receive an incomplete, the student must complete at least one-half of the course requirements; then, it is the student's responsibility for completing the remainder of the required course work. This procedure must be completed by the last day of late registration of the next term (unless special approval is received from the Dean of Academic Affairs) or the Incomplete will be changed to an F. The final grade for the course will be designated on the transcript by an "I" following the course grade, for example, AI, BI, CI, DI, and FI.

Some academic programs may follow different grading scales than those shown above. See the individual programmatic descriptions in the Degree Programs Section of this catalog.

## **REPEATING COURSES**

Students may receive Title IV funds for unlimited retakes of failed and/or withdrawn courses where no credits were earned as long as the student is meeting the minimum standards of satisfactory progress. Students who have earned credit(s) for a course may receive Title IV funds for one retake of any previously passed course. The student must have completed the course and earned credit for it to be considered a repetition. If the course is then failed when repeating the course, the student is not eligible for an additional retake because the student is considered to have completed the course. Students receiving veteran's benefits can only repeat courses for which failing grades were received.

The last grade received will replace any previous course grades in the calculation of the cumulative grade point average unless the last grade is one of the following: WP, WN, or N. When one of these is the last grade, the previous grade will continue to be used on the GPA calculation.

## **COURSEWORK TAKEN OUTSIDE A STUDENT'S DECLARED PROGRAM**

Students enroll in a program and the courses taken must all apply to that program. The requirements for the program are outlined in the institutional catalog.

Some programs may include elective courses. Any course approved to fulfill the elective requirement is acceptable for student enrollment, as long as the elective requirement has not already been satisfied by another course.

If a student takes a course not required in his/her program, that course does not qualify for financial aid and does not qualify for determining the overall course load for the term for financial aid purposes. The student is responsible for payment of the tuition for the course and any associated fees.

A student who needs to complete one course to complete an associate degree and then intends to proceed directly into a bachelor's degree program cannot take the bachelor's program courses during the final quarter of the associate program and receive financial aid for the bachelor's program courses.

## **GRADE REPORTING**

Grade reports are available at the end of each term via the South College-Asheville portal.

## **CHALLENGING OF GRADES**

A student wishing to challenge a final course grade must notify the instructor of the course in question and the Dean of Academic Affairs within 14 calendar days of the end of the final exam. Challenges after that time will not be permitted, and the grade recorded on the official roll will prevail. When challenging a grade, the student should first attempt to resolve the issue with the instructor. If the student is unable to do so, a conference will be held with the student, the instructor, and the department chair. Any issues not resolved during this conference will be referred to the Dean of Academic Affairs for review. The Dean may consult with selected members of the faculty during this review process.

## **HONORS**

Only coursework taken at South College-Asheville will be considered in computing honors.

**Dean's List-** Published quarterly, the Dean's List honors those students who demonstrate outstanding academic achievement. To be eligible for the Dean's List, a student must earn a grade point average of 3.5 or above.

**Cum Laude-** Degree students graduating with a grade point average of 3.50 through 3.74 will be graduated cum laude.

**Magna Cum Laude-** Degree student graduating with a grade point average of 3.75 through 3.89 will be graduated magna cum laude.

**Summa Cum Laude-** Degree students graduating with a grade point average of 3.90 through 4.00 will be graduated summa cum laude.

**Honors-** Certificate students graduating with a grade point average of 3.5 through 3.79 will be graduated with honors.

**High Honors-** Certificate students graduating with a grade point average of 3.8 through 4.0 will be graduated with high honors.

**Who's Who Among Students in American Junior Colleges** - Degree students are selected for membership in this national honorary society on the basis of academic excellence and extra-curricular activities.

Students may be selected for membership in various honor societies that have been established at South College-Asheville. These societies have varying membership qualifications and some are related to specific majors. Information pertaining to these societies may be obtained from the Dean of Academic Affairs and Department Chairs.

## GRADUATION REQUIREMENTS

To receive a degree or certificate, a student must satisfy these requirements:

1. The student normally must complete the course requirements in the catalog in effect when the student enrolled. However, academic programs are subject to change at the discretion of the institution. **Students who leave the college will be required to meet catalog requirements at the time of their return.** Students may request Department Chair and Dean of Academic Affairs approval for course substitution. Deviation from any program requirements must be approved by the Dean of Academic Affairs or the Executive Director.
2. The student must receive a C or better in all courses taken in fulfillment of his or her programmatic curriculum. Any grade below a C is not adequate to meet graduation requirements, whether the courses involved are in the Core Curriculum or the Major Curriculum.
3. The student must have a cumulative grade point average of 2.0 or higher for all coursework taken at the college (if higher CGPA is required by the program, this requirement must be met). *At least 40% of any degree or certificate program must be taken at South College-Asheville (higher percentage may be required by the program).*
4. The student must abide by all college rules and regulations and settle any financial obligations to the college prior to graduation.
5. Programs may have additional graduation requirements that must be fulfilled.

South College-Asheville recognizes that students complete degree/certificate requirements on a term basis; however, degrees/certificates are publicly conferred only during the annual June/July commencement ceremony. Students are encouraged to attend the graduation ceremony in recognition of their accomplishment. A student must pick up his or her diploma unless the student has moved more than 150 miles from the local area. The institution will then mail the diploma using regular postal services. Other forms of mailing, such as overnight service or two-day services, will only be used at the expense of the graduate.

## APPLICATION FOR GRADUATION

It is the responsibility of each potential graduate to complete an application for graduation. The application should be submitted no later than the first day of the quarter in which the student plans to graduate. Submissions later than this deadline will affect the student's ability to graduate that quarter. Graduation applications



should be completed with the appropriate academic advisor who will then submit the application, along with other required documents, to the Registrar's Office.

## **ACADEMIC INFRACTIONS**

Alleged violation of academic regulations shall be addressed under the Code of Conduct in the *Student Handbook* on file in the office of the Dean of Academic Affairs or of the Executive Director.

## **STUDENT EXAMINATION OF OFFICIAL RECORDS**

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, a current or former student has the right to inspect his or her educational records, which are maintained by the college. In order to ensure that the college's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request to examine the content of his or her record. To request a hearing to challenge his or her record, the student must comply with the examination procedure.

### **Procedure for Examination of Student Records**

All requests to inspect a student's educational record must be in writing on a Request to Examine Records Form (hereinafter Request Form), copies of which are available in the office of the Registrar and shall promptly be furnished to a student upon request. The student must complete and sign the Request Form and return it to the Registrar's office.

Upon receipt of a completed Request Form, or as soon as practical thereafter, but in no event longer than three (3) scheduled class days after the Request Form is received, the administration shall notify the student of the date, time, and place for inspection of the student's educational records, a date which shall not be more than thirty (30) calendar days after the Request Form was received.

Documents in student files, such as GED scores, high school diplomas, high school or previous college transcripts, birth certificates, ACT/SAT scores, and Veterans Administration documents, are not normally copied and released to students. In special cases where documents are not available from original sources or a deadline requires timely acquisition of supporting documents, a student may petition the Registrar in writing to release copies of needed documents.

Requests for South College-Asheville transcripts should be submitted to the Registrar.

### **Challenge to the Record**

Under FERPA, a student is afforded the right to request an amendment to his or her educational record that is considered to be inaccurate, misleading, or in violation of the privacy or other rights of the student. To request this amendment, the student must file a written challenge to the record with the college official responsible for that record. This written challenge must:

1. Clearly identify the specific data considered to be inaccurate, misleading, or in violation of the privacy or the rights of the student.

2. Specify the reasons why the data are contended to be inaccurate, misleading, or in violation of the privacy or the rights of the student.
3. Include the names and addresses of all persons who have, or may have knowledge, information, records, or other data relevant to the contested data.

If it is decided by the college not to amend the educational record as requested, the student will be notified in writing of this decision and also of his or her right to request a formal hearing. Additional information regarding the formal hearing procedures will be provided to the student at the time of this notification.

While a student is afforded the right under FERPA to request an amendment to his or her educational record, it is not intended to be used to challenge a grade or any other substantive decision that is not recorded correctly.

Evaluations submitted by clinical, practicum, or internship supervisors/instructors may not be challenged.

## **CONFIDENTIALITY OF STUDENT RECORDS**

South College-Asheville considers all items except those in the Directory, Dean's Lists, and Commencement Bulletins to be confidential. The college does not permit access to or release of confidential information without the written consent of the student to any individual or agency for any reason except when requested by the following:

- (1) South College-Asheville officials having a legitimate educational interest as determined by the college in the proper performance of their duties;
- (2) Other educational institutions upon request of transcripts for students enrolled or seeking enrollment in that institution;
- (3) Certain officials of the U.S. Government and State and local education agencies in connections with the Federal or State supported educational programs;
- (4) In connection with financial aid for which the student has applied for or has been awarded;
- (5) Organizations conducting studies for the college or educational and governmental agencies;
- (6) Accrediting agencies;
- (7) Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- (8) In response to a judicial order or lawfully issued subpoena, and
- (9) Appropriate persons in connection with a health or safety emergency.

Students/graduates who wish to have their resumes released by the college to potential employers must complete a release form and must submit it to the Dean of Academic Affairs or the Executive Director. No resumes will be released unless the release form is completed.

Academic and other student records are maintained by the college according to the guidelines established by relevant government agencies.



***Degree  
Programs***

# DEGREE PROGRAMS

The college confers degrees in the following major areas. Additional programs implemented during the year will be included in an addendum to the catalog.

Bachelor of Science Degree Programs are offered in:

*Legal Studies*

*Radiological Sciences*

Associate of Applied Science Degree Programs are offered in:

*Accounting*

*Business Administration*

*Criminal Justice*

*Medical Assisting*

*Nursing*

*Occupational Therapy Assistant*

*Paralegal Studies*

*Physical Therapist Assistant*

*Radiologic Technology*

## DEGREE REQUIREMENTS

A minimum of eight quarters for associate degrees and fourteen for bachelor's degrees is usually necessary to complete a degree program. Students should expect to take day and evening classes in order to facilitate timely graduation from the college. To receive a degree, students must meet the following requirements:

1. Earn the required number of quarter hours. The student must have a cumulative grade point average of 2.0 or higher for all coursework take at the college. At least 40% of any degree program must be taken at South College-Asheville (individual programs may require a higher percentage).
2. The student must receive a C or better in all courses taken in fulfillment of his or her programmatic curriculum. Any grade below a C is not adequate to meet graduation requirements, whether the courses involved are in the Core Curriculum or the Major Curriculum.
3. Complete the placement department exit program and all outcome assessment exams prior to graduation.
4. Abide by all college rules and regulations and settle any financial obligations to the college prior to graduation.

Students who enter a degree program, but later decide to change to a certificate program, should promptly notify the Registrar in writing. Students may request approval for a course substitution, prerequisite override, or waiver. Deviation from any program requirements must be approved by the Dean of Academic Affairs. **Academic programs are subject to change at the discretion of the institution.**

## **Bachelor of Science LEGAL STUDIES**

The Bachelor of Science in Legal Studies program is designed as a thirteen-quarter program for full-time students. Legal Studies students are given the opportunity to explore the field of law through a wide variety of courses. From basics, such as Criminal Law and Tort Law, to more advanced areas, such as Constitutional Law and Bankruptcy Law, students are gain extensive knowledge of the law and legal theory. Students are taught to research and analyze the law and to communicate their findings in formal legal documents. Professional responsibility and legal ethics are taught separately and as part of all other law courses. Law office management and litigation management courses include the use of software and other current technology, as well as focus on the structure of a law office and the flow of litigation. Legal education is founded in core courses, such as science and composition, which provides students with the skills necessary to study and analyze law. The graduates of this program will be prepared for employment as paralegals or for application to graduate schools to continue their education. Paralegals may not provide legal services directly to the public, except as permitted by law.

### **Program Accreditation**

The Legal Studies program is approved by the American Bar Association and is a North Carolina Bar Qualified Program. Graduates who successfully complete the state examination can become North Carolina Bar Certified Paralegals (North Carolina State Bar, 208 Fayetteville Street, Raleigh, NC 27601; (919)828-4620; [www.nccertifiedparalegal.org](http://www.nccertifiedparalegal.org)).

### **Program Admission Requirements**

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

### **Program Goals**

1. To prepare students for employment as a paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities; and
2. To provide students the opportunity to pursue higher academic and career achievement with advanced studies in law, business, or government.

### **Program Learning Outcomes**

1. Students will demonstrate critical thinking skills by recognizing relevant facts in a given scenario, identifying the area of law that applies, applying law from a recognized legal authority, and using legal analysis to resolve a legal issue.
2. Students will demonstrate effective legal research skills by creating a research plan, using both print and electronic resources to find primary sources of law, and applying them to issues requiring legal analysis.

3. Students will apply subject-specific legal knowledge to concrete scenarios to produce litigation and non-litigation legal documents using correct grammar, correct citations, proper format, and content appropriate to the specific document.
4. Students will identify responsibilities of a legal professional and the basic rules of legal ethics, and identify and resolve ethical dilemmas confronted they may be confronted with in the workplace.
5. Students will demonstrate basic legal knowledge and draft basic documents or forms used in the areas of criminal law, tort law, domestic law, real property law, wills and estate law, and contract law.
6. Students will demonstrate knowledge of basics of law office management and litigation management, including the effective use of technology and organizational skills critical to those environments.
7. Students will demonstrate knowledge of the flow of civil litigation by creating a trial notebook that includes discovery documents, a complaint or answer, motions, and evidence to be used at trial.
8. Students will address current issues in legal ethics through memoranda of law or research papers using critical thinking skills and following the rules of proper legal drafting.
9. Students will demonstrate basic knowledge and draft basic documents or forms used in advanced law courses.
10. Students will demonstrate knowledge of Constitutional Law, its origins and application to government today; and address issues of civil rights through memoranda of law or research papers.
11. Students will demonstrate knowledge of the rules of criminal and civil procedure and apply them in litigation situations.

**LEGAL STUDIES Curriculum . . . . .188 credits**

**Area I – Core Curriculum . . . . .60 credits**

Mathematics	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
Science	GS140	Principles of Biology or	
	GS105	General Chemistry	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities	GS235	Introduction to Literature	4
		Approved Humanities Elective	4
Communications	GS126	Effective Speaking	4
	GS215	Interpersonal Communications	2
Personal	PD110	College and Career Management	4
Development	PD212	Professional Development	2
Social Science	GS181	General Psychology or	
	GS186	Introduction to Sociology	4

GS182	Abnormal Psychology	4
GS271	American History	4
GS276	American Government	4
GS290	Cultural Diversity	4
<b>Area II – Business Core</b> .....		<b>12 credits</b>
BA100	Accounting I	4
BA101	Accounting II	4
BE290	Introduction to Word Processing	4
<b>Area III – Major Curriculum</b> .....		<b>116 credits</b>
<i>Paralegal Studies Foundation</i>		
PL101	Introduction to Paralegal Studies	4
PL102	Legal Research & Writing I	4
PL103	Legal Research & Writing II	4
PL106	Torts and Remedies	4
PL114	Ethics for Paralegals	4
PL116	Contract Law	4
PL118	Legal Drafting & Communication	4
PL200	Civil Litigation	4
PL202	Domestic Law	4
PL206	Estate Planning and Probate	4
PL207	Computers in the Legal Office	4
PL208	Criminal Law	4
PL209	Real Estate Law	4
PL212	Real Estate Closings and Document Preparation	4
PL220	Paralegal Internship	4
<i>Legal Studies Junior</i>		
PL300	Constitutional Law I	4
PL302	Issues in Legal Ethics	4
PL304	Evidence Law	4
PL305	Bankruptcy Law	4
PL306	Criminal Procedures	4
PL307	Employment Law	4
PL308	Constitutional Law II	4
<i>Legal Studies Senior</i>		
PL400	Business Organizations	4
PL401	Law and Technology	4
PL402	Special Topics in Legal Research	4
PL403	Advanced Civil Litigation	4
PL404	Mediation and Alternative Dispute Resolution	4
Legal Studies Electives ( <i>Must take two</i> )		8
PL410	Administrative Law	4
PL412	Health Care Law	4
PL413	Law and Society	4
PL414	Elder Law	4
PL415	Environmental Law	4
PL416	International Law	4

## **Bachelor of Science RADIOLOGICAL SCIENCES**

The Bachelor of Science in Radiological Sciences program is designed as a thirteen-quarter program for full-time students. The program is designed for those individuals seeking a broad foundation within the advanced Imaging Sciences and serves as a sophisticated general undergraduate education in the profession. With the exponential growth in today's healthcare technology, educational expertise in technological advances is essential for professional advancement and competitiveness. This undergraduate degree emphasizes leadership, managerial skills, advanced patient care, PACS (digital formatting and storage of medical images), healthcare law, sectional anatomy, forensic science, health science research, and computed tomography.

The courses in management in the Radiological Sciences curriculum are designed to prepare students for managerial positions in radiological operations, should they wish to pursue advancement of their careers by assuming positions of leadership and increased responsibility within the field.

Many fields in the Imaging Sciences and, in healthcare in general, have completion of a bachelor's degree as a minimum requirement for employment. Some examples are:

- Radiology Healthcare Administrator/Director
- Radiology Informatics (PACS)
- Radiology Equipment/Medical Device Sales
- Radiology Applications Systems Specialist
- Radiology Sales Representative (Diagnostic and Advanced Imaging Modalities)
- Radiology Pharmaceutical Representative
- Higher Education (Radiology Programs)
  - Program Director—Master's Degree
  - Clinical Coordinator/Instructor—Bachelor's Degree

### **Programmatic Accreditation**

The AAS in Radiologic Technology Program at South College-Asheville is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

### **Program Licensure/Certifications**

Upon successful completion of the Bachelor of Science degree in Radiological Sciences, those students who choose the Computed Tomography clinical component, fulfill the Computed Tomography graduation requirements, and meet the



American Registry of Radiologic Technologists (A.R.R.T.) guidelines for certification eligibility in Computed Tomography, may sit for the A.R.R.T. examination in Computed Tomography.

### **Program Admission Requirements**

Applicants interested in this program are required to visit the college and meet individually with an admissions representative and program faculty to ascertain if their goals can be met by the college. Prospective students declaring this program as a major must be generally admitted to the institution and meet the following requirements to be considered for full admission to the program:

1. Have an earned college GPA of 2.5 or better on a 4.0 scale.
2. Meet all admission requirements indicated for the RAD rotation and obtain admission.

### **Program Objectives:**

1. Provide a broad overview of educational opportunities in the radiological sciences, including healthcare management, computed tomography, mammography, and/or other advanced radiological science modalities.
2. Educate students in health care delivery systems, strategic planning, decision making, and project management.
3. Provide a quality education, both clinical and didactic, in the health sciences to prepare health professionals for advanced positions and leadership roles, in accordance with professional and accreditation guidelines.
4. Broaden a student's knowledge, cognitive skills, and generalized theoretical learning through the liberal arts and sciences.
5. Allow students who are interested in computed tomography the opportunity to sit for the American Registry of Radiologic Technologists (A.R.R.T.) Computed Tomography certification upon completion of the Bachelor of Science degree in Radiological Sciences and upon satisfying ARRT certification requirements in Computed Tomography.

### **Program Learning Outcomes**

1. Graduates will be able to apply core competencies learned in their chosen concentration to function as a successful professional in the field of imaging sciences.
2. Demonstrate the breadth and depth of the educational preparation through the completion of an organized, well-developed scholarly research paper related to the field of imaging sciences.
3. Demonstrate a clear understanding of organizational leadership, ethical and economic issues as they pertain to the field of imaging sciences.
4. Have the necessary preparation to pass national certification examinations in their chosen required or elective courses.
5. Develop a professional standard of commitment to continued competency through lifelong learning

## Associated Program Costs

Students are responsible for all costs associated with required physical exams and immunizations/screenings, purchase of required uniforms, criminal background checks, radiation film badges, and transportation to and from clinical preceptorship assignments.

## Information for Currently Certified Radiologic Technologists and Registry Eligible

Applicants, who are currently registered as Radiologic Technologists with the ARRT, can qualify for full transfer of credits earned in their completed certificate or two-year program of radiologic technology study towards the Bachelor of Science in Radiological Sciences degree. Graduates from a JRCERT two-year accredited program, who are not registered, but who can provide proof of registry eligibility, will also receive full credit for their associate degree or certificate of professional coursework. To be eligible for transfer of 133 quarter credit hours (equivalent to the Associate Degree of Science in Radiologic Technology at South College-Asheville), the applicant must meet the following requirements:

1. Be a currently Certified Radiologic Technologist: Submit application for the Bachelor of Science in Radiological Sciences to the Program Director, Imaging Science Department.
2. Submit a copy of the ARRT registry certification card.
3. Provide proof of certificate of completion or Associate degree from a two-year JRCERT accredited radiology program.

## **RADIOLOGICAL SCIENCES Curriculum . . . . .204 credits**

### **Area I – Core Curriculum . . . . .72 credits**

Business	BA245	Human Resource Management	4
	BA255	Introduction to Project Management	4
Computer	CS120	Introduction to Computers	4
Mathematics	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
	GS250	College Mathematics III - Statistics	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities	Approved Humanities Elective		4
Science	MD170	Anatomy & Physiology I	4
	MD170L	Anatomy & Physiology I Lab	2
	MD171	Anatomy & Physiology II	4
	MD171L	Anatomy & Physiology II Lab	2
	MD180	Medical Terminology	4
	MD185	Pathophysiology	4
Communications	GS126	Effective Speaking	4
	GS305	Strategic Communication and Decision Making	4

Social Science	GS181	General Psychology	4
	GS290	Cultural Diversity	4

**Area II – Major Curriculum . . . . .132 credits**

RT101	Foundations of Radiologic Technology	4
RT111	Essentials of Patient Care	4
RT112	Image Formation and Display I	4
RT120	Clinical Experience I	5
RT121	Radiographic Positioning I	4
RT122	Radiographic Positioning I Lab	1
RT130	Clinical Experience II	5
RT131	Radiographic Positioning II	4
RT132	Radiographic Positioning II Lab	1
RT133	Radiographic Positioning III	4
RT134	Radiographic Positioning III Lab	1
RT140	Clinical Experience III	7
RT141	Image Formation and Display II	4
RT142	Radiation Physics	4
RT210	Interventional Radiography & Advanced Imaging Modalities	4
RT211	Radiation Protection & Biological Responses	4
RT212	Clinical Experience IV	7
RT220	Quality Assurance & Analysis	4
RT221	Imaging Pathology	4
RT222	Clinical Experience V	7
RT230	Imaging Synthesis	4
RT232	Clinical Experience VI	7
RT310	Introduction to Health Administration	4
RT312	Fundamentals of Sectional Anatomy	4
RT315	Introduction to Picture Archiving Communication Systems (PACS)	4
RT320	Advanced Patient Care Procedures	4
RT340	Understanding Computed Tomography	4
RT410	Health Science Research	4
PL412	Health Care Law	4
RT415	Current Trends and Issues in Radiological Sciences	4
RT Elective - Internship		7
	RT420 Radiology Internship (CT); OR	
	RT421 Radiology Internship (Mammography); OR	
	RT422 General Modality Radiology Internship	

## Associate of Applied Science ACCOUNTING

The Associate of Applied Science in Accounting program is designed as an eight-quarter program for full-time students. The program prepares students to enter the accounting profession, educating them in a wide range of accounting functions and responsibilities. In addition, the major curriculum includes a variety of courses that, while not strictly focused on accounting principles, convey business-related knowledge essential for the effective practice of accounting. These courses address taxation, legal contractual issues, finance, and automated applications related to accounting. Graduates of the AAS program in Accounting are prepared to apply for employment in an array of organizations, including business, government, healthcare, social services, and manufacturing.

### Program Admission Requirements

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

### Program Learning Outcomes

- Demonstrate fundamental knowledge of functional areas of business accounting
- Demonstrate the use of appropriate information systems and technology and an understanding of the impact of information systems and technology on business
- Demonstrate an awareness of global issues as they relate to the business environment
- Demonstrate interpersonal relationship skill and the ability to work as a member of teams/groups
- Demonstrates the importance of problem-solving and critical thinking skills
- Demonstrates the ability to provide effective written and oral communication

**ACCOUNTING Curriculum . . . . .108 credits**

**Area I – Core Curriculum . . . . .52 credits**

Computer	CS120	Introduction to Computers	4
Mathematics	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
Science	GS140	Principles of Biology	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities	GS235	Introduction to Literature	4
Communications	GS126	Effective Speaking	4
	GS215	Interpersonal Communications	2

Personal	PD110	College and Career Management	4
Development	PD212	Professional Development	2
Social Science	BA272	Principles of Macro-Economics	4
		Approved Social Science Electives	8

**Area II – Major Curriculum . . . . .56 credits**

BA100	Accounting I	4
BA101	Accounting II	4
BA102	Accounting III	4
BA136	Introduction to Business	4
BA201	Intermediate Accounting	4
BA203	Business Taxation	4
BA205	Introduction to Finance	4
BA237	Principles of Management	4
BA250	Accounting Information Systems	4
BE171	Keyboarding I	4
BE223	Business Communications	4
BE290	Introduction to Word Processing	4
CS104	Spreadsheet Applications	4
PL116	Contract Law	4

**Associate of Applied Science  
BUSINESS ADMINISTRATION**

The Associate of Applied Science in Business Administration program is designed as an eight-quarter program for full-time students. The program provides students an education in the fundamental issues and challenges related to proprietorship, management, and/or employment within a business environment. The programmatic curriculum covers accounting/financial issues, marketing, economics, management principles, and a variety of other topics essential for effective business administration. The Business Administration program prepares students to assume positions of managerial responsibility in a wide array of business settings and strengthens their opportunities for advancement in managerial careers.

**Program Admission Requirements**

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

**Program Learning Outcomes**

- Demonstrate fundamental knowledge of functional areas of business accounting

- Demonstrate the use of appropriate information systems and technology and an understanding of the impact of information systems and technology on business
- Demonstrate an awareness of global issues as they relate to the business environment
- Demonstrate interpersonal relationship skill and the ability to work as a member of teams/groups
- Demonstrates the importance of problem-solving and critical thinking skills
- Demonstrates the ability to provide effective written and oral communication

**BUSINESS ADMINISTRATION Curriculum . . . . .108 credits**

**Area I – Core Curriculum . . . . .52 credits**

Computer	CS120	Introduction to Computers	4
Mathematics	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
Science	GS140	Principles of Biology	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities	GS235	Introduction to Literature	4
Communications	GS126	Effective Speaking	4
	GS215	Interpersonal Communications	2
Personal	PD110	College and Career Management	4
	PD212	Professional Development	2
Social Science	BA272	Principles of Macro-Economics	4
		Approved Social Science Electives	8

**Area II – Major Curriculum . . . . .56 credits**

BA100	Accounting I	4
BA101	Accounting II	4
BA102	Accounting III	4
BA136	Introduction to Business	4
BA205	Introduction to Finance	4
BA237	Principles of Management	4
BA239	Principles of Marketing	4
BA245	Human Resource Management	4
BA273	Principles of Microeconomics	4
BE171	Keyboarding I	4
BE223	Business Communications	4
BE290	Introduction to Word Processing	4
CS104	Spreadsheet Applications	4
PL116	Contract Law	4

## **Associate of Applied Science CRIMINAL JUSTICE**

The Associate of Applied Science in Criminal Justice program is designed as an eight-quarter program for full-time students. The institution aspires to continuously grow and improve a dynamic, broad based, innovative, and interdependent academic curriculum taught by competent, experienced professionals. The program places great emphasis on creativity and a visionary approach to its curriculum offerings. The curriculum is in a constant state of flux seeking to address changes and additions of new areas of expertise within the profession and presenting these to students. Designed to develop an appreciation among students for a well-rounded educational experience, competence in technical and professional knowledge and skills, personal initiative, leadership capabilities, and confidence, the program fosters an awareness of individual responsibilities and contributions to the local and broader community, and prepares students for further education and/or the current and emerging challenges in the criminal justice profession and employment marketplace.

### **Program Admission Requirements**

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

### **Program Learning Outcomes**

1. Exercise critical thinking strategies, including reasoning, problem solving, analysis, and evaluation in criminal justice settings.
2. Demonstrate an awareness of ethical principles, codes, and standards in the criminal justice field and integrate these into professional criminal justice practice.
3. Recognize the principles associated in dealing with a pluralistic society in a variety of criminal justice settings as they uniquely apply to practitioners, victims, offenders, and citizens.
4. Incorporate theoretical perspectives into criminal justice practice.
5. Demonstrate effective oral and written communication skills.
6. Recognize an awareness of self in relationship to others in team efforts that demonstrate flexible thinking and goal- directed behavior in the discussion and resolution of criminal justice issues.
7. Demonstrate a commitment to self- directedness, self- discipline, and life learning.
8. Demonstrate skill in the use and application of technology.
9. Provide the community with a person who has a high degree of competence, confidence, self- discipline, and responsibility.

**North Carolina Basic Law Enforcement Training**

Students entering or returning to South College-Asheville with appropriate documentation of the successful completion of **North Carolina** Basic Law Enforcement Training will be awarded the course transfer credits as illustrated. Completion in other states will be reviewed on a case by case basis by the Department Chairperson.

<b>Basic Law Enforcement Training Course</b>	<b>South College-Asheville Course</b>	<b>Credit Hours</b>
<b>Block # 1</b> Arrest/Search/Seizure/Con Law (28 Hours) Court Testifying (12 hours) Civil Process (24 hours)	CJ 101 Intro to Criminal Justice	4 Hours
<b>Block # 2</b> Criminal Law (24 hours) ABC Laws/Procedure (4 hours) Juvenile Law/Procedure (8 hours) Motor Vehicle Law (20 Hours)	CJ 131 and 132 Court Procedure/Evidence I and II	8 hours
<b>Block # 3</b> Ethics/Communication Skills (12 hours) Controlled Substances Prevention (14 hours) Domestic Violence (12 hours) Victimology (10 hours)	CJ 240 Professional Ethics	4 hours
<b>Block # 4</b> Field Note Taking (12 hours) Patrol Techniques (20 hours) Subject Control (40 hours) Radio Procedures (8 hours) Interview/Interrogation (16 hours)	CJ 120 Law Enforcement Operations	4 hours

Total 20 hours

**CRIMINAL JUSTICE Curriculum . . . . .120 credits**

**Area I – Core Curriculum . . . . .56 credits**

Computers	CS 120	Introduction to Computers	4
Mathematics	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
Science	GS140	Biology	4
	GS105	General Chemistry	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Communications	GS126	Effective Speaking	4
	GS215	Interpersonal Communications	2



Personal	PD110	College and Career Management	4
Development	PD212	Professional Development	2
Social Science	GS181	General Psychology	4
	GS186	Introduction to Sociology	4
	GS276	American Government	4
	GS271	American History	4

**Area II – Major Curriculum . . . . . 64 credits**

CJ101	Introduction to Criminal Justice	4
CJ110	Criminology	4
CJ120	Law Enforcement Operations	4
CJ125	Juvenile Justice	4
CJ131	Court Procedure/Evidence I	4
CJ132	Court Procedure/Evidence II	4
CJ170	Corrections	4
CJ208	Substance Abuse	4
CJ215	Criminal Investigations I	4
CJ216	Criminal Investigations II	4
CJ230	Constitutional Law I	4
CJ231	Constitutional Law II	4
CJ235	Organization/Administration	4
CJ240	Criminal Justice Professional Ethics	4
CJ270	Criminal Justice Internship	4
PL208	Criminal Law	4

**Associate of Applied Science  
MEDICAL ASSISTING**

**MEDICAL ASSISTING 1 + 1 PROGRAM  
Certificate to Associate of Applied Science Degree**

The Medical Assistant is a multi-skilled allied health professional who works primarily in ambulatory settings such as medical offices and clinics. Medical Assistants function as a member of the interdisciplinary health care team and perform administrative and clinical procedures. The Medical Assistant certificate option is established on the Standards and Guidelines of an Accredited Educational Program for the Medical Assistant as identified by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

This competency-based curriculum covers administrative, clinical, and interdisciplinary skills. These skills are evaluated through performance exams that test competency on written, practical, and skill acquisition. Experiences for the development of cognitive, affective, and psychomotor skills are driven through classroom activities, clinical and community experiences, and a 210-hour unpaid practicum prior to the conclusion of the program.

The Medical Assisting 1 + 1 program is designed for certificate completion in four (4) quarters or one full calendar year. Upon completion of the certificate (part one of the program), students may add an additional 2-3 quarters to complete the general education requirement (part two) and earn the AAS degree in Medical Assisting.

### **Medical Assisting Certificate**

The certificate curriculum seeks to prepare graduates as medical assistants who are multi-skilled health care professionals that perform administrative and clinical tasks, manage emergency situations, communicate effectively, and provide instruction to patients, thus performing as an integral member of the health care team. The certificate graduate has the opportunity to continue into the Medical Assisting Associate of Applied Science program.

This program is designed to qualify students to sit for the national certification examination through the American Association of Medical Assistants (AAMA) after completion of four (4) quarters of full-time study. Students entering the Medical Assisting program, enter through the certificate option. Upon completion, students may opt to continue working toward the AAS in Medical Assisting. Students must provide the department with a statement of good health, immunization verification, hepatitis B vaccination record or declination, and submit to a background check and drug screening. If a student does not pass the drug screen, he/she will be removed from the program and not allowed to reapply for ninety days.

The Medical Assisting 1 + 1 program provides an in-depth study of the medical sciences of the human body, including anatomy, physiology, and pathology of the body systems and clinical including room procedures, medical lab procedures, medical terminology, pharmacology, and administrative procedures, including but not limited to medical insurance and coding and front office procedures. The certificate program prepares the graduate for entry-level positions in the health-care field as a medical assistant working in clinical or administrative settings. Graduates may pursue jobs in medical practices, physician's offices, hospitals, and clinic settings. Upon successful completion of the curriculum (55 quarter credit hours) and satisfaction of all graduation requirements, the student is awarded the Certificate in Medical Assisting and is eligible to sit for the National Certification Examination administered through the American Association of Medical Assistants (AAMA).

### **Medical Assisting Associate of Applied Science Degree**

The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org), 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Once students complete the Medical Assisting Certificate, they may continue their education in the Associate degree program in Medical Assisting. At the completion of the requirements for both the certificate and degree programs in Medical Assisting, graduates will have earned a fully accredited Certificate (qualifying graduates to sit for the National Exam) and an Associate of Applied Science degree in Medical Assisting.

## **Program Learning Outcomes**

- Prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains;
- Prepare Medical Assistants who meet the academic standards as set forth by South College-Asheville and the requirements of the American Association of Medical Assistants (AAMA) as established in the Standards and Guidelines for an Accredited Educational Program for Medical Assistants 2008;
- Produce graduates that that have the competence to perform in entry-level positions as a Certified Medical Assistant within the community;
- Prepare graduates that can successfully become employed within the community health care market.

## **Program Admission Requirements**

The following are Admission Requirements for the Medical Assisting 1 + 1 Program:

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

## **Programmatic Accreditation**

The South College-Asheville Certificate in Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org), 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

## **Program Requirements**

All students enrolled in the Medical Assistant 1 + 1 program at South College-Asheville must recognize that various occupational hazards exist in the medical laboratory and the clinical setting. All Medical Assisting students are responsible for understanding the health requirements and the general safety procedures and precautions outlined in the Medical Assistant Handbook and during initial orientation to the program. Throughout the training, strict adherence to Occupational Safety and Health Administration (OSHA) guidelines and standard precautions is mandated and observed. In compliance with these guidelines and precautions, all Medical Assisting students are required to wear personal protective equipment (PPE) that may be appropriate for the clinical situation and as indicated.

Even when admission to the Medical Assisting program has been granted, a student is required to undergo physical exam/health verification and provide proof of immunizations. Tuberculin skin testing is required along with a drug screen and criminal background check, as mandated by clinical affiliates. In accordance with the blood borne pathogen policy, the college expects that all Medical Assisting students either have an active immunization to Hepatitis B or decline this series.

Should a student decline vaccination for HBV, a declination waiver must be signed and on file with the college. Further, it is expected that all Medical Assisting students will take the flu shot as may be required and indicated by clinical affiliates. Failure to comply with clinical affiliate policy and health requirements could restrict the Medical Assisting student's ability to complete the program. All health requirements, drug screening, and background checks MUST be completed and on record with the Medical Assisting Program Chairperson prior to the start of MD201 Medical Assisting I (in the second quarter of the certificate program). Students are responsible for the cost incurred from an illness or injury while in the Medical Assisting program. Students are also responsible for covering any additional costs associated with physical examinations, Hepatitis B immunizations, and CPR certification.

Students are required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. These requirements are reviewed with all prospective students prior to admission and are also included in the Medical Assisting Handbook. Such essential requirements include a statement of good health, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. A student should notify the Department Chairperson if he/she has any communicable diseases. This disclosure will be handled in strict confidence and used to ensure safe lab conditions.

Students applying for the Medical Assisting 1 + 1 Program understand the following:

1. Eligibility for the National Certification Examination administered through the American Association of Medical Assistants (AAMA) may be denied the Certified Medical Assistant (CMA) credential offered by the AAMA if the applicant is found guilty of a felony or adjudicated with a felony.
2. Failure to produce proof of the following may severely limit practicum placement (possibly increasing the overall length of the program) and future employment options (what the program needs):
  - a. Negative TB Test
  - b. Hepatitis B vaccination or declination
  - c. Certificate of good health
  - d. Immunization record to include MMR
  - e. CPR certification (Health Care Rescuer)
  - f. Background Check
  - g. Negative Drug Screen
3. Clinical affiliates require drug screens. The Medical Assisting program reserves the right to conduct random drug screens throughout the program and with cause. If a student fails to comply with a drug screen, he/she will be removed from the program and will not be eligible to reapply for ninety days.

All Medical Assisting students are required to complete a 180-hour unpaid, supervised clinical practicum at a local medical practice during the program. Students will be required to meet all health guidelines and dress code policies of the clinical affiliate (please see the Medical Assisting Handbook for dress code requirements of the program).

ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgement	Identify cause-effect relationships in clinical situations; recognizing emergency situations
Interpersonal	Interpersonal communication skills sufficient to interact with individuals, families, and groups in a variety of social, emotional, cultural, and educational backgrounds	Establish rapport with patients, clients, and colleagues
Communication	Knowledge of the English language sufficient to comprehend and communicate orally and in writing	Explain treatment procedures, initiate health teaching, interpret and document completion of medical orders, and respond to patient/client concerns
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces, and to stand, lift, and walk	Move around in patients' rooms, work spaces, and treatment areas; administer cardiopulmonary resuscitation
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitors, alarms, emergency signals, auscultatory sounds, and cries for help
Tactile	Tactile ability sufficient for performing physical assessment and procedures	Perform palpation, functions of physical examination, and/or therapeutic intervention
Visual	Visual ability sufficient for observation and assessment necessary for patient care	Observe patient/client responses; identify differences in shades of color to evaluate lab test results

**Medical Assisting Full Curriculum (Certificate and Associate) . . .101 credits**

**Area I – Certificate . . . . .55 credits**

Mathematics	GS150	Math I	4
Written			
Communication	GS120	English Composition	4
Personal			
Development	PD212	Professional Development	2
Medical Assisting	MD178	A&P for Medical Assistants	4
	MD180	Medical Terminology	4
	MD201	Medical Assisting I (clinical)	6
	MD185	Pathophysiology	4
	MD187	Pharmacology	4
	MD202	Medical Assisting II (clinical)	6
	MD186	Medical Law & Ethics	4
	MD188	Med. Office Procedures	3
	MD205	Medical Assisting Practicum (clinical)	6
	MD193	Medical Insurance & Coding	4

**Area II – Associate . . . . .46 credits**

Business	BA237	Principles of Management	4
	CS120	Introduction to Computers	4
	BE290	Introduction to Word Processing	4
Mathematics	GS151	Math II	4
Written			
Communications	GS121	English Comp. with Research	4
Humanities	GS235	Introduction to Literature	4
		Humanities Elective	4
Communication	GS126	Effective Speaking	4
Personal			
Development	PD110	College & Career Management	4
	GS215	Interpersonal Communication	2
Social Science	GS181	General Psychology	4
		Approved Social Science Elective	4

## **Associate of Applied Science NURSING**

The Associate of Applied Science in Nursing program is designed as a eight-quarter program for full-time students. This curriculum is designed to prepare individuals with the skills and knowledge to provide nursing care to clients, families, and groups of clients throughout the lifespan in a variety of settings. Courses include content related to the nurse's role as provider of nursing care, manager of care, and as member of the discipline of nursing.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required to practice as a Registered Nurse. The terminal award for this curriculum is the Associate Degree of Applied Science in Nursing.

### **Program Purpose**

The purpose of the Associate of Applied Science in Nursing degree program is to prepare nurses, through classroom and clinical education, with the necessary skills to function at the entry level of practice for registered nursing.

### **Vision Statement**

The Associate of Applied Science in Nursing degree program strives to provide the education, knowledge, and experience to prepare students to become professional, competent, and caring registered nurses.

### **Philosophy/Mission Statement**

The Associate Degree Nursing faculty subscribes to the primary mission of South College-Asheville, specifically to offer academic programs at the bachelor, associate, and certificate levels designed to provide students with:

1. Professional and technical knowledge and skills in demand in the current and emerging employment market,
2. Awareness of the significant impact of their profession and individual contributions on the community, the nation, and the country's global standing, and
3. Cognitive and perceptual skills essential for personal and professional effectiveness during an era of continuous and rapid change, increasing complexity, and growing interdependencies. In keeping with this institutional mission, the Nursing program is especially committed to ensuring that nursing students acquire an in-depth understanding of the principles underlying effective and responsible nursing practice and effective professional judgments.

The philosophy and educational outcomes of the Nursing program reflect the faculty's beliefs about Nursing Practice, the practice of the Associate Degree Graduate, and Nursing Education.

## **Nursing Practice**

Nursing represents all the activities involved in the delivery of nursing care through the nursing process through an interpersonal process of assessing, diagnosing, planning, implementing, and evaluating patients' needs and care. Nursing practice is a unique and dynamic discipline and involves the integration of knowledge and caring in the promotion, maintenance, and restoration of health for individuals and families across the life span. The program integrates three roles: 1) Provider of Care, 2) Manager of Care, and 3) Member within the Discipline of Nursing. Skills in the technology of health care, knowledge of healthcare issues, humanistic values, critical thinking, and ongoing competence are also included in the program

## **The Practice of the Associate Degree Graduate**

The practice of the Associate Degree Nurse (ADN) is based on the nursing process and includes professional behaviors, communication, assessment, clinical decision-making, caring interventions, teaching/learning collaboration, and managing care. The practice of the ADN includes an understanding of health, wellness promotion, illness prevention, acute and chronic health deviations, pharmacology, nutrition, communication, current technology, and humanities, biological, social and behavioral sciences. The ADN functions as a competent, caring, registered nurse in a variety of healthcare settings with culturally diverse patients across the lifespan.

The ADN practice includes principles of leadership and management. The nurse must be able to prioritize, organize, and direct nursing care of individuals or groups of individuals for whom he/she is accountable. The ADN is accountable for delegation to health providers such as less experienced registered nurses, licensed practical nurses, and nursing assistants. Effective utilization of time and resources and knowing when to seek assistance is imperative.

The ADN must be prepared for and committed to professional growth, continuous learning, and self-development. Professional development is vital for nurses to be able to contribute to the ongoing improvement of their nursing practice and growth in the nursing profession.

## **Nursing Education**

The nursing education process ranges from simple to complex and actively involves the student in what is a lifelong process. Nursing education is a systematic approach, which offers opportunities for students to acquire psychomotor, cognitive, and attitudinal behaviors required by the registered nurse in provision of a safe, effective care environment, physiological and psychosocial integrity, and health promotion and maintenance. It draws upon the theories of education, principles of learning, and knowledge from the discipline of nursing and other disciplines. Nursing education promotes intellectual inquiry, self-direction, critical thinking, and accountability. Nursing education is kept current by continuous review and revision of institutional and program philosophy and outcomes. The responsibility for learning belongs to the student. The role of the faculty is that of organizer, resource person, expert, facilitator, role model, and evaluator.



## **Organizing Concepts: Framework for Learning Nursing Process**

This concept is introduced as a method of organizing and delivering nursing care. The promotion of health may be achieved through the process of assessing and analyzing data, making a nursing diagnosis, planning care, implementing the plan, and evaluating the effectiveness of the plan. The nursing process is used in conjunction with the National League of Nursing (NLN) roles of the ADN graduate to form the operational framework of the curriculum.

### **Role as Provider of Care**

This role utilizes the nursing process to assist individuals, families, and/or groups to maintain and restore optimal wellness.

### **Role as Manager of Care**

This role involves prioritizing, organizing, and directing aspects of nursing care for individuals or groups of individuals for whom the nurse is accountable.

### **Role as Member within the Discipline of Nursing**

This role involves a commitment to professional growth, continuous learning, and self-development. This role includes high ethical and practice standards and understanding of the legal parameters of nursing practice.

### **Program Goals**

1. Provide an effective, comprehensive instructional curriculum that is well rounded in all fundamental concepts and theories as they apply to nursing modalities, procedures, and patient education.
2. Graduate AAS degree nursing students who will reflect the highest standards of legal, ethical, and moral conduct.
3. Provide Registered Nurses whose skills and knowledge are commensurate with the expanding need for nursing services in North Carolina and the nation.
4. Work closely with the nursing community to understand the needs of patients specific to Western North Carolina and to improve the quality of services delivered.
5. Maintain excellence in both clinical and didactic areas that are pertinent to the faculty's area of instruction.

### **Educational Outcomes**

Upon completion of the AAS Nursing Program, students are expected to be able to:

1. Use informatics to communicate, manage knowledge, mitigate error, and support decision-making.
2. Employ evidence-based practice to integrate best research with clinical experience and client values for optimal care.
3. Have skills to identify and apply best practices to nursing care by providing client-centered, culturally-competent care.

4. Respect client differences, values, preferences, and expressed needs.
5. Involve clients in decision-making and care management.
6. Coordinate and manage continuous client care consistent with the level of licensure.
7. Demonstrate the ability to supervise others and provide leadership of the profession appropriate for an Associate Degree Nurse.
8. Promote healthy lifestyles for clients and populations.
9. Work in interdisciplinary teams to cooperate, collaborate, communicate, and integrate client care and health promotion.
10. Participate in quality improvement processes to measure client outcomes, identify hazards and errors, and develop changes in processes of client care.
11. Demonstrate critical thinking skills by responding to problems, scenarios, and arguments in order to reach sound solutions, decisions, and positions.
12. Model commitment to professional growth, continuous learning, and self-development.

### **Physical and Cognitive Expectations of a Student Nurse**

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of nursing program compliance with the 1990 Americans with Disabilities Act, a “qualified individual with a disability” is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the nursing programs.

Admission to and progression in the AAS in Nursing program is not based on these standards. Rather, the standards should be used to assist each student in determining whether accommodations or modifications are necessary. Standards provide an objective measure upon which the student and the advisor base informed decisions regarding whether a student is qualified to meet requirements. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student will be directed to the appropriate source of assistance.

### **Core Performance Standards**

<b>ISSUE</b>	<b>STANDARD</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES</b>
Critical Thinking	Critical thinking ability sufficient for clinical judgement.	Identify cause-effect relationship in clinical situations; develop nursing care plans.

ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES
Interpersonal	Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients, and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures; initiate health teaching; document and interpret nursing actions and patient/client response.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patient's room, work spaces, and treatment areas; administer cardiopulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultate sounds, cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Tactile	Tactile ability sufficient for physical assessment and procedures	Perform palpation, functions of physical examination, and those related to therapeutic intervention, <i>e.g.</i> catheter insertion.

## ADMISSION REQUIREMENTS

### Nursing Core Admission Requirements

1. Complete the general admission procedures outlined in the South College-Asheville catalog, including completion of the application to the college, all required forms, payment of an application fee, and completion of a personal interview with an admission representative.
2. Completion of high school level or higher Algebra I, General Biology, and General Chemistry with a C or better is recommended.

3. Meet minimum score requirements on the college entrance examination or submit documentation of a score of 21 or higher on the ACT, 1,000 combined score or higher on the SAT I examination, or documentation of having earned 27 quarter/18 semester earned credit hours of college level academic courses, including college level English and Mathematics, with a cumulative grade point average of not less than 3.0.

### **Nursing Major Admission Requirements**

1. Complete all core general education courses with a minimum grade of “C” and a cumulative GPA of at least a 3.0.
2. **General Education courses may be transferred at the discretion of the Dean of Academic Affairs. Anatomy and Physiology II must have been completed within seven years prior. College Math must be completed within seven years prior.**
3. Attend a Nursing Information Session prior to the quarter of desired enrollment and obtain Nursing Admission Application. Review Nursing Program requirements. Commit, as documented in the commitment statement, to full-time attendance and participation in a rigorous educational program, to significant class preparation time, to clinical hours off campus (including day, evening, night and weekend clinical hours), and to availability of transportation to travel to all required clinical experiences. Clinical sessions vary from 6-12 hours and may be scheduled at any time.
4. Submit a Nursing Admission Application, including three references, by the deadline date. References must speak to academic ability and/or work ethic.
5. Complete the Nursing Entrance exam (ATI Test of Essential Academic Skills (TEAS)) prior to application deadline (fee required). Review material may be obtained by visiting the ATI website at [www.atitesting.com](http://www.atitesting.com).
6. Complete a two-page essay on Nursing prior to the application deadline. The essay may be completed at the college during the TEAS examination.
7. Attend an interview in the event that applicants’ scores are tied.
8. Applicants will be notified of acceptance, alternate status, or denial to the program after grades have been posted for the prior quarter. Confirmation packets will be mailed to students with program information including uniform and book information. Attendance at a Nursing Orientation meeting is required for all applicants accepted, prior to the start of programmatic course work. Dates will be posted in the confirmation packet.
9. Students must inform the Nursing Department, in writing, of their intent to attend the program within five (5) business days. Alternates will be selected based on their numerical ranking.
10. The Nursing Department does require criminal background checks and students should be aware that the North Carolina Board of Nursing requires these documents for initial licensure, as do many clinical sites. The NC Board of Nursing statement can be found at [www.ncbon.org](http://www.ncbon.org), then Licensure by Exam, then Licensure Applicants with prior Convictions and/or Disciplinary Action. Students who might be affected by this policy should consult closely with

their academic advisors in the Nursing Department as to whether they or the department should commit time and resources to attain the ADN if RN licensure is questionable. Students are advised to contact the NC Board of Nursing for specific questions. Students should be aware that:

- a. A felony conviction may affect ability to attain licensure.
  - b. Criminal background checks, including fingerprints, are required for licensure and are required by many clinical sites. If any clinical sites refuse to allow a student to do clinical due to a criminal background check, the student will receive a “U” in clinical, thus resulting in an F or the class, and be unable to complete the nursing program.
- 11, Clinical agencies may require additional drug screens. If a student refuses the screening or does not successfully pass drug testing, the student will be dropped from the program.

### Acceptance Information

Up to 20 applicants will be admitted to each Nursing cohort. Applicants will be notified of acceptance after grades have been posted for the prior quarter. The applicants with the highest numerical total score computed on the basis of the selection criteria will be admitted. Up to six alternates will be selected based on the highest numerical score computed on the basis of the selection criteria. The alternates will be selected as space becomes available.

Selection Criteria - 216 possible points (Top 20-30 scores are accepted)

- 100 points for TEAS exam (percentage score)
- 55 possible points for the core courses listed below. Points are awarded as follows: 5 points for A, 3 points for B, and 1 point for C. Points will only be given for courses completed by the end of the prior quarter of the application year. In addition, one point per course will be awarded for each of these courses taken at South College-Asheville for a total possible score of 66 points.

<i>GS120</i>	<i>English Composition I</i>
<i>GS121</i>	<i>English Composition with Research</i>
<i>GS150</i>	<i>College Mathematics I</i>
<i>GS181</i>	<i>General Psychology</i>
<i>GS186</i>	<i>Developmental Psychology</i>
	<i>Humanities Elective</i>
<i>MD170</i>	<i>Anatomy &amp; Physiology I</i>
<i>MD170L</i>	<i>Anatomy I Physiology I Lab</i>
<i>MD171</i>	<i>Anatomy &amp; Physiology II</i>
<i>MD171L</i>	<i>Anatomy &amp; Physiology II Lab</i>
<i>MD180</i>	<i>Medical Terminology</i>

- 30 points for references (10 points each)
- 20 points for essay

Points will be totaled to determine scores and the top 20 students selected, along with up to six alternates.

## **Computer Requirements**

All nursing students are required to own or have daily access to a laptop computer with wireless access. The minimum requirements are Office 2007 and a CD/DVD drive. Home internet access is highly recommended. All students need a flash drive to save items; 2GB is the minimum capacity recommended for flash drives.

## **Required Documents**

Admitted, returning, or transfer students must have the following turned in to the Nursing Department Chair by the start date of the quarter the student is expecting to enter the program:

1. Current CPR certification. Certification must encompass resuscitation of the Adult, Infant and Child-Healthcare Provider.
2. Health Physical Form verifying that the student is in good physical and mental health.
3. Negative TB test or Chest X-Ray. Students must have TB examinations annually.
4. Immunization record (See form for requirements).
5. Hepatitis B vaccination or a waiver. (It is recommended that students have initiated and if possible, completed vaccination prior to clinical contact.)
6. Criminal Background Check and negative drug screen.
7. Upon acceptance into the Nursing major, students must provide documented evidence that they have malpractice insurance. All students must annually submit a photocopy of their professional liability insurance policy, specifying the inclusive dates of insurance coverage and showing that the dollar amount of the policy is at least \$1million per claim and \$3 million per claim in the aggregate. Renewing the annual policy and resubmitting a photocopy are the student's responsibility.

## **Transfer of Students from other Nursing Programs**

Students seeking transfer into the major nursing curriculum must meet the following criteria:

1. Meet all admission criteria.
2. Submit a Nursing Application and three letters of reference and complete interviews at least one month prior to the quarter in which admission is sought.
3. Transfer courses must have the same semester or quarter hour equivalent credit and must have equivalent content as determined by a catalog course description or evaluation by departmental faculty.
4. All transfer courses with nursing content must have been completed within five years prior, and be documented on an official transcript or

they will have to be repeated. (See item 6 below for more information regarding the transfer of credits for nursing courses.)

5. All transfer courses must have a minimum grade of C (Cumulative GPA for transfer must be a 3.0).
6. All students desiring transfer of credits for nursing courses must provide official transcripts from a Board of Nursing-approved Associate degree program and provide copies of outlines and syllabi of nursing courses for which transfer credit is desired. These documents will be reviewed by the Department Chair and the Dean of Academic Affairs for content compatibility. Each transfer situation is different, and validation of skills or challenge exams may be necessary. The final decision for transfer credit rests with the Department Chair and the Dean of Academic Affairs. Any student who has failed out of another accredited nursing program must meet general admission requirements. The student will be required to apply to the program and start from the beginning. All admission criteria will apply to those wishing to enter.
7. Transfer students will be admitted as space is available in the program.

### **Readmission**

All courses in the nursing major curriculum must be taken in sequence. Students enrolled in nursing courses, whose studies are interrupted and who wish to re-enter the program, must reapply to continue their studies at the point in the nursing curriculum where they left the program. This point generally refers to the quarter (and its scheduled courses) immediately following the quarter that was completed successfully before departure.

1. Students will be readmitted to the program as space is available. The admission point system will apply if more students re-apply than space allows.
2. Application for readmission must be received one quarter before intended readmission.
3. Students must have completed at least one quarter of the nursing rotation to be considered for readmission. Due to the time interval between leaving the program and re-entry, the student will be asked to demonstrate mastery of nursing competencies in skills and theory of all previous coursework. The method for assessing mastery will be determined by the nursing faculty. If mastery is achieved, the student will be eligible to resume coursework scheduled during the quarter immediately following the last quarter successfully completed. If mastery is not achieved, the student will be required to reapply and start from the beginning. Students will then be considered a new admission and will be considered on the same basis as other new admissions. If the student has been out of the program for more than five years, the student will be required to reapply to the program and start from the beginning. All admission criteria will apply to those wishing to re-enter. Readmissions are taken only as space permits.

4. In the event the number of students seeking reenrollment exceeds the number of spaces available, selection will be based on the cumulative nursing course average at the time of exit from the program. Students who exit the program in good academic standing and seek re-admission will be given admission priority over other students.
5. Student dismissed for behavior reasons will not be eligible for readmission.
6. Students may re-enter the program while it is in progress only once. If re-entry is unsuccessful, the student must reapply to restart the program.

## **Grading**

At the end of each nursing course for which a student is registered, he/she will receive a final grade. Final grades for courses in nursing will be based on one hundred percent (100%) and will be determined as follows:

- A = 94 - 100
- B = 87 - 93
- C = 80 - 86
- D = 70 - 79
- F = 69 and below

## **Incomplete**

Students receiving an incomplete in a nursing course must remove the incomplete before progressing to the next quarter. Students will be allowed one week into the next quarter to remove the incomplete. If this is not accomplished, an FI grade will be assigned to the course and the student will be dropped from the nursing course in which he/she is currently enrolled and therefore removed from the program.

Each course syllabus details individual requirements for grading of nursing theory courses. Students are responsible for reviewing these requirements. More specifics regarding grading practices and policies are covered in the Nursing Handbook distributed to all applicants to the nursing program's major curriculum.

## **Academic/Clinical Probation**

A student shall be placed on probation for reasons that include, but are not limited to, the following:

- Unsatisfactory written assignments.
- Late written work.
- Examination grades less than 80%.
- Excessive absences/tardiness.

A student shall be placed on clinical probation for reasons that include, but are not limited to, the following:

- Less than satisfactory clinical performance.
- Unsatisfactory written assignments.



- Late written work.
- Excessive absences/tardiness.
- Absence without notification.
- Unprofessional appearance/conduct.
- Inadequate preparation for patient care.
- Unsafe methods in delivering patient care (for example, medication errors) or performing any procedure without securing appropriate supervision.

Any faculty member that recommends a student for probation will devise a written agreement to be approved by the Department Chair. The agreement will state the conditions of the probation, the deficiencies that must be corrected, and the timeframe for correction. Failure to comply with the probation agreement will result in an unsatisfactory evaluation or F for the course.

### **Progression**

A grade of D or F in any course or a GPA of less than 2.0 will prohibit the student from progressing in the program. The following criteria are required for progression in the nursing program:

1. A minimum theory grade of C, a satisfactory lab performance, and a satisfactory clinical performance evaluation in each nursing course. An unsatisfactory lab or clinical performance grade, regardless of theory grade, will result in course failure.
2. A minimum grade of C in all required related courses.
3. A minimum cumulative grade point average of 2.0.

### **Dismissal Policy**

Students shall be dismissed from the ADN program for any of the following reasons:

1. Failure to meet academic or clinical criteria.
2. Physical or emotional problems which indicate impairment in ability to provide safe nursing care to the public.
3. Conduct not in accordance with the standards of a Registered Nurse according to the North Carolina Nursing Practice Act.
4. Failure to comply with the South College-Asheville Nursing program attendance policy.
5. Violation of policy(s) so noted in the South College-Asheville catalog or student handbook.
6. Evidence of falsification of information.
7. Demonstration of behavior causing concern related to alcohol or drug abuse. The student will be requested to submit to immediate drug/alcohol screening at his/her own expense. Failure to comply with the requirement for a screening test will result in immediate dismissal.

8. Failure to submit required paperwork within specified time frames.
9. A positive urine drug screen or criminal background check determined to be unsatisfactory by any clinical agency.

**Graduation requirements**

AAS in Nursing students are subject to the graduation requirements of the college and any additional nursing department requirements. Each student must achieve a minimum of a C in each course outlined in the ADN curriculum and apply for graduation during the time specified.

**Licensure Examination**

The state of North Carolina requires that all graduates of an Associate Degree Nursing program pass a licensure examination prior to becoming a practicing clinician. Graduates who expect to practice in other states are advised to contact the appropriate state licensing board to attain complete information regarding licensure/registration.

Review for the board exams will occur during the final quarter at South College-Asheville. However, the student will need to supplement this review in order to adequately prepare for the board exams. Students are advised that it is ultimately their responsibility to obtain the correct application to sit for a state exam and to ensure that the application is filled out correctly. A student may not sit for a licensing exam until he or she has completed all program requirements, including having successfully completed all required clinical educational experiences.

**NURSING Curriculum .....110 credits**

**Area I – Core Curriculum .....40 credits**

Science	MD170	Anatomy & Physiology I	4
	MD170L	Anatomy & Physiology I Lab	2
	MD171	Anatomy & Physiology II	4
	MD171L	Anatomy & Physiology II Lab	2
	MD180	Medical Terminology	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities		Humanities Elective	4
Social Science	GS181	General Psychology	4
	GS183	Developmental Psychology	4
Mathematics	GS150	College Mathematics I	4

**Area II – Major Curriculum .....70 credits**

NUR115	Fundamentals of Nursing	6
NUR116	Nursing of Older Adults	5
NUR117	Pharmacology	3
NUR118	Nutrition	3
NUR125	Maternal – Child Nursing	10
NUR133	Nursing Assessment	3
NUR135	Adult Nursing I	13
NUR185	Mental Health Nursing	6
NUR188	Nursing in the Community	4
NUR235	Adult Nursing II	10
NUR255	Professional Issues	3
NUR286	Clinical Preceptorship	4

**Associate of Applied Science  
OCCUPATIONAL THERAPY ASSISTANT**

The Associate of Applied Science in Occupational Therapy Assistant degree program is designed as an eight-quarter program for full-time students. To meet the core general education requirements, students must successfully complete 36 quarter credit hours during the first two quarters. Students will then take 76 quarter credit hours in the major curriculum during the third through eighth quarters. Upon satisfying all program and institutional requirements, students will have completed 112 quarter credit hours and be awarded the Associate of Applied Science in Occupational Therapy Assistant degree.

Study in the program includes topics in biological science, social science, communications, and mathematics. These courses are prerequisites to core occupational therapy coursework. Students will have access and hands-on opportunities to utilize equipment and supplies reflective of current practice in the geographic location. Integrated into a didactic learning, Level I Fieldwork experiences will provide exposure and guided practice in clinical environments, schools, and community settings. Following successful completion of academic course work, Level II Fieldwork will provide a full-time learning experience under the supervision of an OT practitioner to develop necessary skills for entry level practice.

**OTA Program Mission Statement**

The mission of the OTA program is to prepare students with the technical knowledge and professional skills required by current and emerging local, state, and national occupational therapy work settings. The program subscribes to high educational standards to facilitate the development of creative problem solving, critical thinking, leadership, and the pursuit of lifelong learning to prepare students with skills to respond to ever changing environments and demands in health-care. The faculty seeks to foster the growth of compassionate, ethical, and collaborative practitioners who identify the need and value to contribute to the profession and community.

## **OTA Program Goals**

The following goals will represent the hallmark of graduates and will be reflective of the mission of the program and the college as a whole:

1. Provide a comprehensive and challenging curriculum that prepares students with the knowledge, skills, and attitudes necessary to function as an entry level occupational therapy assistant in current and emerging practice;
2. Graduate OTAs who reflect a commitment to the profession's core values and ethics, lifelong learning, and evidence based practice;
3. Create a learning atmosphere that is safe and fosters personal and professional growth;
4. Provide opportunities to develop clinical reasoning through experiential learning and exposure to a variety of professional experiences through partnerships within the occupational therapy community; and
5. Foster development of the students' interpersonal and collaborative skills to meet the complex challenges in providing quality client-centered care.

## **Student Outcomes**

The goal of the OTA program at South College-Asheville is to develop occupational therapy assistants who possess the knowledge, skills, and attitudes required for competent entry-level practice. Upon completion of the program, the graduate should be able to:

1. Effectively communicate orally and in writing to meet demands and requirements of the profession.
2. Utilize effective interpersonal skills with clients, families, and interdisciplinary team members.
3. Review and incorporate evidence based material to deliver best practice.
4. Exhibit conduct that reflects practice standards that are legal and ethical and integrate Principles of Occupational Therapy Ethics, as defined by the AOTA.
5. Consistently demonstrate principles and techniques to ensure safety of the patient, oneself, and others.
6. Employ the occupational therapy process for service delivery and differentiate the roles of occupational therapy practitioners.
7. Respect client diversity, values, and individual preferences during service delivery.
8. Analyze activity demands, performance skills, performance patterns, and client factors, within the context of occupational performance.
9. Demonstrate competence in administration of selected assessments relevant to the role of an occupational therapy assistant.
10. Select, prioritize, and sequence occupations, purposeful activity, and treatment techniques relevant to the goals and interests of individuals served in occupational therapy settings.

11. Demonstrate competence in instruction, adapting, and grading of activities and techniques, and modifying environments to meet the needs of clients in their sociocultural context.
12. Demonstrate clinical reasoning by prioritizing holistic needs of clients and engaging in creative problem solving.
13. Utilize and teach compensatory strategies when desired life tasks cannot be performed.
14. Assume roles of leadership and management of occupational therapy services relevant to the role of an entry level occupational therapy assistant.
15. Understand federal and state regulations and their effect on delivery of occupational therapy and other health services.
16. Demonstrate an awareness of professional and social responsibility, and advocacy including participation in national and state professional organizations, and community service organizations.
17. Explore and utilize community resources to promote occupational function of clients in least restrictive environments.

### **Role of the Occupational Therapy Assistant**

Occupational Therapy (OT) improves independence and quality of life for people of all ages. OT practitioners provide intervention in diverse areas including health care, education, and community based programming. Occupational therapy assistants (OTA) work in collaboration and under the supervision of occupational therapists to serve individuals or groups who experience impairment or loss of ability to participate fully in meaningful occupations due to genetic or chronic conditions, illness, trauma, and psychosocial impairment. OTAs restore the individual's ability to accomplish tasks they need, want or expect to do through participation in goal-directed activities.

### **OTA Program Accreditation Status**

The South College-Asheville Occupational Therapy Assistant Program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. [www.acoteonline.org](http://www.acoteonline.org).

### **OTA Certification and Licensure**

Once accreditation of the program has been obtained, graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) ([www.nbcot.org](http://www.nbcot.org)). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain licensure ([www.acoteonline.org](http://www.acoteonline.org)).

## **OTA Program Admission Requirements**

The OTA program admits once per year for a Spring quarter start. In order to be considered for Spring start, all admission materials are due to the OTA Department Chairperson by February 1st for consideration. Prospective students applying for admission to the Occupational Therapy Assistant program must meet the following requirements:

1. Completion of the general admission procedures as outlined in the South College–Asheville catalog including completion of the application to the college, all required forms, payment of application fees, and the completion of a personal interview with an admission representative.
2. Meet the minimum score requirements on the college entrance examination or present documentation of a score of 17 or higher on the ACT assessment examination, or present documentation of a 900 combined score or higher on the SAT examination or have earned transfer hours (as determined by the Dean of Academic Affairs) of either 18 semester hours or 27 equivalent quarter hours with at least a 3.0 GPA or higher.
3. Complete and submit to the South College–Asheville OTA Program Application to the OTA Department Chairperson.
4. Submit proof of eight hours of observation and/or work hours in a minimum of two different settings offering occupational therapy. Hours must be documented on the form provided by the OTA Department.
5. Complete all required general education core courses and earn a minimum grade of C or better.
6. Complete and submit a written essay addressing the required information outlined in the directions found in the OTA program applicant information handbook.
7. Attend an OTA program informational session.

Students applying to the OTA program **MUST** be aware of the following:

1. A felony conviction may affect ability to be placed in a clinical facility for education or to attain state licensure.
2. Failure to produce proof of the following and the results in a timely manner will prevent completion of fieldwork courses and will result in termination from the program:
  1. Negative TB test
  2. Hepatitis B vaccination or waiver
  3. Health release to participate in clinical internships. A physician's certification that a student is in good general health.
  4. Other immunizations, such as MMR (measles, mumps, and rubella)
  5. Annual flu vaccine
  6. Current CPR certification
  7. Criminal background check
  8. Negative drug screen

Prospective students transferring credit into the OTA program should refer to the policy for transfer of credits and consult with the Dean of Academic Affairs regarding transferability of credit, whose decision is final. There is no guarantee that transfer credit will be given for any courses.

### **Functional Standards for the Occupational Therapy Assistant**

A candidate for the Occupational Therapy Assistant program must have abilities and skills in five categories: sensory, motor, cognitive, communication, and behavioral/social. Students must be able to perform the following essential functions in an independent manner, with or without reasonable accommodation. Considerations for students with documented disability will be given on an individual basis.

**Sensory:** Candidates must have functional visual acuity and perception to handle occupational therapy media, lectures, and laboratory activities. Auditory reception is required to participate in lectures and laboratory activities and interpersonal exchanges with instructors, fieldwork supervisors, and clients. Tactile sensation must be functional for activities requiring direct manipulation, such as range of motion or transfer training.

**Gross Motor and Fine Motor:** Candidates must have environmental accessibility to participate in tours and/or fieldwork experiences at clinical sites. Degrees of gross motor skills for running, jumping, balancing, reaching, lifting, lifting (up to 50 pounds), and bending for games and sensory integration equipment, manual muscle testing, range of motion, and transfers are required for laboratory and fieldwork experiences. Long periods of sitting, standing, or moving are qualities of work components that are expected during participation in full-time academic and fieldwork experiences. Manual dexterity and strength adequate to handle a variety of media and evaluative tools common in the profession is required.

NOTE: The above physical requirements are required to participate in the full scope of Occupational Therapy Assistant education and practice. Limitations may require adaptations or modification in school and/or the workplace. Although these modifications/hardships may be made without major hardship or voids in the academic process, there may be more stringent requirements in selected fieldwork sites, or in the job market. These factors will enter into the student advisement process on an individual basis.

The following standards for cognitive, communication, and behavioral/social essential functions **cannot be compromised:**

**Cognitive:** Candidates must demonstrate skills for measurement, calculations, reading charts and graphs, and scoring. Clinical reasoning, which is the critical skill required of an OT practitioner, is needed in order to make safe clinical judgments; evaluate relevancy of data and prioritize for clinical decision making; identify need for changes in clinical applications; problem solve creative solutions for specific manifestations of behavior, treatment applications, and environmental modifications; generalize theoretical principles to treatment applications; and integrate and apply theory to practice (i.e., identify needs, establish goals, select appropriate interventions, and evaluate outcomes).

**Communication:** Candidates must be able to communicate effectively in both academic and fieldwork settings. They must show evidence of effective written and verbal communication skills – such as are needed to interact with instructors, supervisors, and superiors, and patients – individually as well as within a group setting.

**Behavioral/Social:** Candidates must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all academic and fieldwork responsibilities. The development of mature, sensitive, and effective relationships with patients and other members of the health care team are essential. The role of the Occupational Therapy Assistant requires flexibility, compassion, integrity, motivation, interpersonal skills, concern for others, and the ability to function in the face of uncertainties and stress inherent in clinical practice.

### **Termination from Program**

Grounds for termination from the OTA Program include:

- Insufficient academic progress.
- Nonpayment of costs.
- The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
- Failure to comply with rules and/or Code of Conduct.
- Non-adherence to Attendance Policy.
- Falsification of application to the college.
- Unsafe or unethical classroom and clinical behavior.

Failure to meet the minimum grade required for any course will cause disruption in the program rotation, thus causing dismissal from the program. Any student wishing to reapply to the program must contact the Department Chair. The Department Chair will then initiate a formal review process. Following the review, students will either remain terminated or be allowed to re-enter during the next rotation on a space available basis. Only under severe mitigating circumstances will a student be reinstated into the program more than one time.

### **Voluntary Withdrawal**

If a student voluntarily withdraws, there will be no guarantee that he/she will be readmitted. Re-admission will be based on results of the formal review process, scheduling, and space availability. Before voluntary withdrawal from any class, the OTA student should see the OTA Department Chair to determine the best course of action, since withdrawing may interrupt or stop continued education in the OTA program.



**Occupational Therapy Assistant Curriculum . . . . .112 credits**  
**Area I – Core Curriculum . . . . .36 credits**

Mathematics	GS150	<b>College Mathematics I</b>	4
Written	GS120	<b>English Composition</b>	4
Communications	GS121	<b>English Composition with Research</b>	4
Communications	GS126	Effective Speaking*	4
Science	MD170	<b>Anatomy &amp; Physiology I</b>	4
	MD170L	<b>Anatomy &amp; Physiology I Lab</b>	2
	MD171	<b>Anatomy &amp; Physiology II</b>	4
	MD171L	<b>Anatomy &amp; Physiology II Lab</b>	2
	MD180	<b>Medical Terminology</b>	4
Social Sciences	GS181	General Psychology*	4

Courses in **BOLD** must be completed prior to admission to OTA major courses.

\*GS126 Effective Speaking and GS181 General Psychology must be completed prior to beginning Developmental/Pediatric Theory.

**Area II – Major Curriculum . . . . .76 credits**

OT100	Introduction to Occupational Therapy	4
OT110	Analysis of Human Occupations	4
OT120	Applied Kinesiology	4
OT130	Developmental/Pediatric Theory	4
OT140	Therapeutic Methods I	4
OT150	Clinical Conditions I	3
OT160	Documentation for OTA	2
OT200	Psychosocial Theory	4
OT210	Therapeutic Methods II	4
OT220	FW I Peds/Psych	2
OT230	Clinical Conditions II	3
OT240	Physical Dysfunction Theory	4
OT250	Therapeutic Methods III	4
OT260	FW I Physical Dysfunction	2
OT270	Geriatric Issues	2
OT280	Management for the OTA	2
OT290	Fieldwork II A	12
OT295	Fieldwork II B	12

Fieldwork II must be completed within 18 months following completion of the didactic portion of the curriculum.

## **Associate of Applied Science PARALEGAL STUDIES**

The Associate of Applied Science in Paralegal Studies program is designed as an eight-quarter program for full-time students. The program is designed to provide students with the information they need to work in the legal environment under the supervision of an attorney. Core courses provide basic skills, such as composition and accounting, which are foundational to legal education. Students study the law and legal theory, and learn strategies of legal research. Students learn to analyze the law as it applies to concrete situations and to express their findings in formal legal documents. Students also learn the flow of litigation and how to draft litigation, as well as non-litigation documents. Law office management is an integral part of the curriculum, including effective use of technology. At the end of their coursework, students are placed in an un-paid internship position in a legal environment and supervised by an attorney. Paralegals may not provide legal services directly to the public except as permitted by law. This program is a North Carolina Bar Qualified Paralegal Studies program, therefore, after successful completion of a state examination, students may pursue North Carolina Bar certification as a paralegal.

### **Program Goal**

The goal of the Associate of Applied Science in Paralegal Studies Program is to prepare students for employment as a paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities.

### **Program Outcomes**

1. Students will demonstrate critical thinking skills by recognizing relevant facts in a given scenario, identifying the area of law that applies, applying law from a recognized legal authority, and using legal analysis to resolve a legal issue.
2. Students will demonstrate effective legal research skills by creating a research plan, using both print and electronic resources to find primary sources of law, and applying them to issues requiring legal analysis.
3. Students will apply subject-specific legal knowledge to concrete scenarios to produce litigation and non-litigation legal documents using correct grammar, correct citations, proper format, and content appropriate to the specific document.
4. Students will identify responsibilities of a legal professional and the basic rules of legal ethics, and identify and resolve ethical dilemmas confronted in the workplace.
5. Students will demonstrate basic legal knowledge and draft basic documents or forms used in the areas of criminal law, tort law, domestic law, real property law, wills and estate law, and contract law.

6. Students will demonstrate knowledge of basics of law office management and litigation management, including the effective use of technology and organizational skills critical to those environments.
7. Students will demonstrate knowledge of the flow of civil litigation by creating a trial notebook that includes discovery documents, a complaint or answer, motions, and evidence to be used at trial.

**Program Admission Requirements**

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

**PARALEGAL STUDIES Curriculum . . . . .120 credits**

**Area I – Core Curriculum . . . . .52 credits**

Mathematics	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
Science	GS140	Principles of Biology or	
	GS105	General Chemistry	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities	GS235	Introduction to Literature	4
Communications	GS126	Effective Speaking	4
	GS215	Interpersonal Communications	2
Personal	PD110	College and Career Management	4
Development	PD212	Professional Development	2
Social Science	GS181	Psychology or	
	GS186	Sociology	4
	GS271	American History	4
	GS276	American Government	4
	GS290	Cultural Diversity	4

**Area II – Business Core . . . . .8 credits**

BA100	Accounting I	4
BE290	Introduction to Word Processing	4

**Area III – Major Curriculum . . . . .60 credits**

***Paralegal Studies Foundation***

PL101	Introduction to Paralegal Studies	4
PL102	Legal Research & Writing I	4
PL103	Legal Research & Writing II	4
PL106	Torts and Remedies	4
PL114	Ethics for Paralegals	4
PL116	Contract Law	4
PL118	Legal Drafting and Communication	4

PL200	Civil Litigation	4
PL202	Domestic Law	4
PL206	Estate Planning and Probate	4
PL207	Computers in the Legal Office	4
PL208	Criminal Law	4
PL209	Real Estate Law	4
PL212	Real Estate Closings and Document Preparation	4
PL220	Paralegal Internship	4

## **Associate of Applied Science PHYSICAL THERAPIST ASSISTANT**

The Associate of Applied Science in Physical Therapist Assistant program is designed as an eight quarter program for full-time students. Classes may be taught throughout the day and evening, Monday through Friday and Saturday. Class schedules may change at the discretion of the institution. Students must be committed to considerable out-of-classroom preparation and study. Certain classes require off-campus site attendance. The student is required to successfully complete all clinical internships for successful completion of the program.

### **Mission**

The mission of the Physical Therapist Assistant Program is to develop knowledgeable, motivated, and competent professionals who have entry-level skills necessary to meet the demands for a career in the profession of physical therapy as a Physical Therapist Assistant. The program strives to instill in each student the necessity and value of life-long learning. Towards this endeavor, the program promotes activities that foster the development of critical thinking by emphasizing student reflection, self-assessment, and service across the curriculum.

### **Philosophy**

South College-Asheville is committed to creating a supportive educational environment as evidenced by the academic and technical experience of the faculty, by the resources made available to students, and by the breadth of the clinical opportunities. The college strives to recruit and retain a student body that is representative of the diversity found in the Asheville community. The primary objective of the PTA Program is to graduate skilled and dedicated professionals who will assist the health care community in meeting the physical therapy needs of the citizens of Western North Carolina and surrounding regions.

### **Program Goals**

1. Provide an effective comprehensive instructional curriculum that is well rounded in all fundamental concepts and theories as they apply to physical therapy modalities and rehabilitation procedures.

2. Graduate Physical Therapist Assistants who will reflect the highest standards of legal, ethical, and moral conduct.
3. Provide Physical Therapist Assistants whose skills and knowledge are commensurate with the expanding need for physical therapy services in the state of North Carolina, United States, and international community.
4. Work closely with the local physical therapy community in improving the quality of physical therapy services delivery.
5. Maintain excellence in didactic and clinical areas that are pertinent to the faculty's area of instruction.
6. Provide students with opportunities for exposure to a variety of professional experiences, including acute care, rehabilitation, extended care and assisted living, outpatient orthopedic, sports medicine, home health and pediatric.

### **Outcomes of the PTA Program**

The comprehensive curriculum plan of the PTA program includes a series of organized, sequential, and integrated learning experiences. The general education component is designed to prepare the student to think independently, to clarify values, to understand fundamental theory, and to develop critical thinking and communication skills. The technical education component includes learning experiences to prepare the entry-level Physical Therapist Assistant to work under the direction and supervision of the Physical Therapist. The program graduates will be able to:

1. Communicate verbally and non-verbally with the patient, the Physical Therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
2. Recognize individual and cultural differences and respond appropriately in all aspects of physical therapy services.
3. Exhibit conduct that reflects practice standards that are legal, ethical, and safe and which reflect a commitment to meet the expectations of members of society receiving health care services, as well as members of the profession of physical therapy.
4. Communicate an understanding of the plan of care developed by the Physical Therapist to achieve short and long-term goals and intended outcomes.
5. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the Physical Therapist. These interventions include:
  - a. functional training
  - b. infection control procedures
  - c. manual therapy techniques
  - d. physical agents and mechanical agents
  - e. therapeutic exercise
  - f. wound management

6. Demonstrate competency in performing components of data collection skills essential for carrying out the plan of care. These include:
  - a. aerobic capacity and endurance
  - b. anthropometrical characteristics
  - c. arousal, mentation, and cognition
  - d. Assistive, adaptive, orthotic, protective, supportive, and prosthetic devices
  - e. gait, locomotion, and balance
  - f. integumentary integrity
  - g. joint integrity and mobility
  - h. muscle performance
  - i. neuromotor development
  - j. pain
  - k. posture
  - l. range of motion
  - m. self-care and home management and community or work reintegration
  - n. ventilation, respiration, and circulation examination
7. Adjust interventions within the plan of care in response to changes in the patient clinical indications and report this to the supervising Physical Therapist.
8. Recognize when intervention should not be provided due to changes in the patient's status and report this to the supervising Physical Therapist.
9. Report any changes in the patient's status to the supervising Physical Therapist.
10. Recognize when the direction to perform an intervention is beyond the scope of a Physical Therapist Assistant and initiate clarification with the physical therapist.
11. Participate in educating patients and caregivers as directed by the supervising Physical Therapist.
12. Provide patient-related instruction to patients, family members, and caregiver to achieve patient outcomes based on the plan of care established by the Physical Therapist.
13. Take appropriate action in an emergency situation.
14. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.
15. Participate in discharge planning and follow-up as directed by the supervising Physical Therapist.
16. Read and understand the health care literature.
17. Under the direction and supervision of the Physical Therapist, instruct other members of the health care team using established techniques, pro-

- gram, and instructional materials commensurate with the learning characteristics of the audience.
18. Educate others about the role of the Physical Therapist Assistant.
  19. Interact with other members of the health care team in patient-care and non-patient care activities.
  20. Provide accurate and timely information for billing and reimbursement purposes.
  21. Describe aspects of organization planning and operation of the physical therapy service.
  22. Participate in performance improvement activities.
  23. Demonstrate a commitment to meeting the needs of the patients and consumers.
  24. Demonstrate an awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.
  25. Identify career development and lifelong learning opportunities.
  26. Recognize the role of the Physical Therapist Assistant in the clinical education of Physical Therapist Assistant students.

### **Role of the PTA in Health Care Delivery**

Physical therapy is the promotion of optimal human health and function through the application of scientific principles to prevent, identify, correct, or alleviate acute or chronic movement dysfunction of anatomical or physiologic origin. A Physical Therapist Assistant is an educated health care provider who works under the supervision of a physical therapist. His/her duties include assisting the physical therapist in exercises and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures, and reporting to the physical therapist on the patient's responses.

### **PTA Program Accreditation Status**

The South College-Asheville Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone (703) 706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <https://www.capteonline.org>.

### **PTA Licensure**

Passing a state licensing examination administered by the Federation of State Boards of Physical Therapy is a requirement for the professional practice in the state of North Carolina. Specific information regarding application for licensure will be available to students during their last term of enrollment. Complete information on practice acts and regulations can be obtained from individual state licensing boards.

Clinical education internships are required and are administrated by South College-Asheville and take place in a variety of health care delivery facilities in the Asheville metropolitan area and beyond. Students are responsible for their own transportation to and from these off campus educational sites.

The Physical Therapist Assistant program provides a comprehensive curriculum that includes verifying the competence and professionalism of its students. To promote an optimal educational experience for all students, diversity in teaching methodology is also practiced. As role models, those involved with the program strive to exhibit the professional attributes expected of the physical therapy profession.

### **PTA Admissions Requirements**

Prospective students applying for admission to the Physical Therapist Assistant program must perform the following:

1. Meet the requirements for general admission to the college as found in the current catalog.
2. Meet minimum score requirements on the college entrance examination, or present documentation of a score of 17 or higher on the ACT Assessment examination, or present documentation of a 900 combined score or higher on the SAT I examination or have earned transfer hours of either 18 semester hours or 27 quarter hours with at least a 3.0 GPA or higher.
3. Complete and submit to the PTA Department Chairperson the South College-Asheville PTA Program Application.
4. Complete the PTA program entrance exam.
5. Submit three (3) letters of reference utilizing the program's reference form. These reference forms will be scored and must average seventy-five percent (75%) or better.
6. Submit proof of at least twenty-four (24) hours of observation and/or work hours in a physical therapy setting using the form provided by the PTA program.
7. Complete and submit a written essay packet. Applicants must score at least an average of 70%.
8. Complete all required general education core courses and earn the minimum grade required by the PTA Program.
9. Commit to full-time attendance and participation in a rigorous educational program, significant out of class preparation time, and internship assignments off campus.

*Applicants are ranked according to total points achieved and acceptance into the program is determined by ranked scores and available positions. Please refer to the most recent edition of the PTA Applicant Handbook for details regarding point system ranking.*

Students applying to the Physical Therapist Assistant program **MUST** accept the following:



1. A felony conviction may affect ability to be placed in a clinical facility for education or to attain state licensure.
2. Failure to produce proof of the following and the results may severely limit fieldwork placement (possibly increasing the overall length of the program) and future employment options:
  - a. Negative TB test
  - b. Hepatitis B vaccination or waiver
  - c. Health release to participate in clinical internships. A physician's certification that a student is in good general health.
  - d. Other immunizations, such as MMR (measles, mumps, and rubella)
  - e. A current CPR certification
  - f. Criminal background check
  - g. A negative drug screen

Prospective students transferring credit into the PTA program should consult with the Dean of Academic Affairs regarding transferability of credit; the Dean's decision is final. There is no guarantee that transfer credit will be given for major curriculum courses.

The applicant must demonstrate the functional capacities described in the following chart. Any students who believe that they are unable to meet these requirements without special accommodation should contact the PTA Department Chair immediately. A determination regarding whether or not to grant a special accommodation will be made based on the particular circumstances of the case in question. Under no circumstances will the college make accommodations that will endanger patients or other students.

<b>Function</b>	<b>Requirement</b>	<b>Example tasks for PTA</b>
Vision	Adequate to ensure safety of self and others in classroom and/or clinic settings.	Observing patient behavior and appearance; directing patient's and own movement inside and outside a classroom and/or clinic; overseeing set-up and implementation of treatment activities.
Hearing	Adequate to allow effective communication with patients and others in person and by remote means, and to ensure safety of self and others.	Face to face communication with patients and families who may have language, hearing, vision, or cognitive problems, or who may be illiterate; telephone consultations with other professionals or families; attending to pages, overhead announcements, etc.

<b>Function</b>	<b>Requirement</b>	<b>Example tasks for PTA</b>
Tactile Sensitivity	Adequate to allow effective evaluation and therapeutic interventions related to movement disabilities, and to ensure safety of self and others in the use of thermal, vibratory, and other sensory stimulation techniques.	Palpation of muscle activity in muscle testing, recognition of “hot” areas related to inflammation; determining safe water temperature.
Gross motor strength and coordination	Adequate to ensure the safety of self and others in classroom, laboratory, and clinic activities.	Safe transfers of student and patients; safe and efficient mobility within the school and clinic settings; safe and efficient mobility within the community; safe and efficient transportation of treatment materials.
Fine motor strength and coordination	Adequate to allow the use of measurement and evaluation devices common in physical therapy, and to ensure safe manipulation of patient’s bodies and of treatment materials.	Measuring joint range of motion using a goniometer; placing a patient’s hand in functional position for splinting; setting controls on treatment equipment; performing manual facilitation and mobilization techniques.
Critical thinking skills	Adequate to allow mastery of basic course content and to demonstrate sound judgment in simulated and real life therapy situation.	Identifying cause and effect relationships in patient behavior in order to modify treatment approach; determining which behaviors could lead to unsafe situations; determining when to request additional support.
Interpersonal skills	Adequate to allow establishment of an effective working relationship with patients, families, and other professionals.	Interacting with difficult family members; defining physical therapy to physicians and/or other referral sources; working with a difficult co-worker; motivating a depressed patient.
Communication skills	Adequate to allow completion of course work and effective verbal and written communications with patients, families, other professionals, and the general community.	Class discussions and presentations; research papers; weekly progress notes on a patient; discussing patient behavior and needs with patient and family; home programs and education material for patients.

### Termination from Program

Grounds for termination from the PTA Program:

1. Insufficient academic progress.
2. Nonpayment of costs.
3. Failure to comply with rules and/or Code of Conduct.
4. Non-adherence to Attendance Policy.
5. Falsification of application to the college.
6. Unsafe or unethical clinical behavior.

Failure to meet the minimum grade required for any course will cause disruption in the program rotation, thus causing dismissal from the program. Any student wishing to reapply to the program must contact the Department Chair. The Department Chair will then initiate a reinstatement hearing. Following the hearing, a determination will be made as to whether the student will remain terminated from the program or be allowed to re-enter during the next rotation. Only under severe mitigating circumstances will a student be reinstated into the program more than one time.

### Voluntary Withdrawal

If a student voluntarily withdraws, there will be no guarantee that he or she will be readmitted. Readmission will be based on results of the reinstatement hearing, scheduling, and space availability. Before voluntary withdrawal from any class, the PTA student should see the PTA Department Chair to determine the best course of action, since withdrawing may interrupt or stop continued education in the PTA program.

### PHYSICAL THERAPIST ASSISTANT Curriculum .....117 credits

#### Area I – Core Curriculum .....40 credits

Mathematics	GS150	<b>College Mathematics I</b>	4
	GS151	<b>College Mathematics II</b>	4
Written	GS120	<b>English Composition</b>	4
Communications	GS121	<b>English Composition with Research</b>	4
Communications	GS126	Effective Speaking*	4
Science	MD170	<b>Anatomy &amp; Physiology I</b>	4
	MD170L	<b>Anatomy &amp; Physiology I Lab</b>	2
	MD171	<b>Anatomy &amp; Physiology II</b>	4
	MD171L	<b>Anatomy &amp; Physiology II Lab</b>	2
	MD180	<b>Medical Terminology</b>	4
Social Sciences	GS181	General Psychology*	4

Courses in **BOLD** must be completed prior to admission to the PTA major courses.

\*GS126 Effective Speaking **OR** GS181 General Psychology may be completed after beginning PTA major coursework but prior to taking PT220.

**Area II- Major Curriculum .....77 credits**

PT110	Introduction to Physical Therapist Assistant	5
PT130	Pathology for the PTA	4
PT150	Functional Anatomy & Kinesiology	6
PT180	Therapeutic Modalities	6
PT200	Principles of Rehabilitation	8
PT210	Therapeutic Exercise & Muscle Testing	8
PT220	Clinical Experience & Documentation	4
PT230	Advanced Rehabilitation Principles	8
PT250	Professional Seminar	4
PT260	Clinical Internship I	12
PT280	Clinical Internship II	12

**Associate of Applied Science  
RADIOLOGIC TECHNOLOGY**

The Associate of Applied Science in Radiologic Technology program is designed as an eight quarter program for full-time students. The degree curriculum integrates didactic and clinical instruction with increasing expectations at each quarter. A combination of courses from the general education core curriculum (40 credits) and the radiology major curriculum (93 credits) are required.

The faculty of the Radiologic Technology Program, in conjunction with South College-Asheville, provides a foundation of general education coursework that emphasizes the attainment of knowledge and skills as these relate to human interactions, communication, ethics, critical and analytical thinking, and reasoning skills at the undergraduate level. The program of study correlates didactic and clinical instruction enabling the student to become a competent health care professional with a humanistic approach. This approach enables graduates to competently perform tasks as identified in their scope of practice as autonomous health care providers.

**Mission**

The mission of the Radiologic Technology program is to prepare graduates, through consistent classroom and clinical experiences, who have the knowledge and experience necessary to provide quality patient care in an entry-level radiographer position. The curriculum, resources, and clinical affiliates facilitate the students' achieving an essential role in the profession, serving the community, and attaining personal enrichment.

The Radiologic Technology program maintains a comprehensive curriculum, which includes verifying the competence and professionalism of our students. Faculty and staff work together to promote an optimal educational experience for all students, promoting diversity, critical thinking, leadership, and life-long learning.

As role models, instructors involved in the program strive to exhibit the professional attributes expected in the radiologic technology profession.

### **Learning Outcomes**

1. Students will demonstrate effective written and oral communication skills.
2. Students will be able to employ critical-thinking and problem-solving skills.
3. Students will demonstrate increased professionalism and awareness arising from professional growth and development opportunities within the program.
4. Students will be able to practice as entry-level radiologic technologists.

### **Role of the Radiologic Technologist**

The Associate of Applied Science degree in Radiologic Technology at South College-Asheville prepares students to become members of the health care team in a variety of settings. Radiologic Technologists must be sensitive to the patients' physical and psychological needs, pay attention to detail, follow instructions, work as part of a team, and demonstrate mechanical ability and manual dexterity. Radiologic Technologists operate sophisticated equipment to help physicians, surgeons, and other health practitioners diagnose and treat patients.

### **Accreditation Status**

The Radiologic Technology program is accredited by:  
The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

### **Radiologic Technologist Certification**

Students successfully completing the Associate of Applied Science in Radiologic Technology will be eligible to sit for the registry examination administered by the American Registry of Radiologic Technologists (A.R.R.T.). Successful completion of the A.R.R.T. examination provides licensure for individuals to practice as a registered radiologic technologist. Students convicted of a felony may be excluded from actual clinical experience and/or the opportunity to take the A.R.R.T. certification examination.

### **Admission Requirements**

General admission to South College-Asheville does not guarantee admission to the Associate of Applied Science degree program in Radiologic Technology. Prospective students declaring Radiologic Technology as their major must be generally admitted to South College-Asheville and meet the following requirements in order to be considered for full admission to the Radiologic Technology program.

1. Submit documentation of one of the following college entrance requirements:

- 1) A score of 17 or higher on the ACT assessment examination, OR
  - 2) A score of 900 or higher on the SAT I examination, OR
  - 3) Transfer of credit from an accredited collegiate institution having earned 27 quarter/18 semester hours with a cumulative grade point of not less than 2.5 (only college level academic courses are applicable), OR
  - 4) Earn the minimum score requirements outlined for the Radiologic Technology program on the college administered entrance examination.
2. Submit documentation of a minimum college cumulative GPA of 2.50 on a 4.0 scale.
  3. Complete the following pre-requisite coursework with a grade of C or better in each:
    - MD170 Anatomy & Physiology I
    - MD170L Anatomy & Physiology I Lab
    - MD171 Anatomy & Physiology II
    - MD171L Anatomy & Physiology II Lab
    - GS120 English Composition
    - GS150 College Mathematics I
    - RT101 Foundations of Radiologic Technology
    - RT111 Essentials of Patient Care
  4. Complete and submit the South College-Asheville Radiologic Technology Program Application. The application deadline is September 1.
  5. Submit (3) letters of recommendation from appropriate sources to the Department Chair of the Imaging Sciences Department of South College-Asheville, using the forms provided.
  6. Submit proof of at least (8) hours of clinical observation in a radiology department using the form provided by the program.
  7. Participate in an interview with the Radiologic Technology Program Admission Panel. Once all application material has been received, the Department Chair will contact the applicant to schedule an interview.
  8. Be able to commit to full attendance and participation in a rigorous education program that requires class attendance, significant out-of-class preparation time, and clinical education assignments off campus.

Applicants are ranked, based on categories 3-9 listed above, for full program admission. If minimum standards are met by more applying students than clinical seats, these rankings determine program admission.

Applicants applying for admission to the program are strongly advised to review the functional capacities described in the following chart below for Radiologic Technologists.

<b>Function</b>	<b>Requirement</b>	<b>Example tasks for Radiology Technologist</b>
Vision	Adequate to ensure safety of self and others in didactic and clinical settings and to discriminate between black, white, and a scale of gray.	Discriminate diagnostic quality of radiographs; observation and visual assessment of a patient's condition; preparation of radiographic facility and instilling contrast media into a syringe.
Hearing	Adequate and effective communication with others in close proximity (15 feet) and remote areas (30 feet) while donning a surgical mask.	Verbal communication with patients, clinical staff, and others; telephone communication; patient assessment; responding to pagers and overhead announcements.
Gross Motor Strength and Coordination	Adequate to allow effective mobility of self, imaging equipment, and patients for at least 50 feet and to lift 25 pounds from the ground to waist level and extend that weight out from the body at a minimum of 12 inches.	Safe transfer of patients; mobility and strength to move patients and equipment; safe and efficient mobility in a sterile environment; coordinated movement in the performance of mobile imaging procedures; safe and efficient movement of medical imaging equipment.
Fine Motor Strength and Coordination	Adequate to allow use of medical and imaging equipment while maintaining a safe environment to patients and others; able to lift and carry two imaging receptors in each hand simultaneously.	Technical factor control selection on panels; venous injection of drugs; assisting catheter manipulation during imaging procedures; placement and movement of image receptors, positioning the radiographic tube at standard parameters; angulation of the radiographic tube; operation of tube and bucky locks.
Critical-Thinking Ability	Adequate to allow mastery of course content and to demonstrate sound judgment in simulated and clinical situations.	Identifying non-routine radiographic procedures to produce diagnostic radiographs; identifying cause and effect relationships in patient positioning and related anatomy; identifying relationships of accessory devices utilized in image formation.

<b>Function</b>	<b>Requirement</b>	<b>Example tasks for Radiology Technologist</b>
Interpersonal Skills	Adequate to facilitate effective working relationships with peers, instructors, patients, and families.	Interaction with severely injured or critically ill patients; providing patient education; working in a stressful environment; providing quality patient care.
Communication	Adequate to allow coursework completion and effective communication with patients, their families, peers, and clinical staff in English.	Class and laboratory presentations; homework assignments; providing patient education and instructions; interaction with clinical staff.

### **Academic Progression and Retention in the Radiography Major**

Students are required to earn a minimum of 80% in all Radiologic Technology major curriculum coursework in order to progress in the program. Students earning less than a C average in any radiology course will not be allowed to continue in the present course of the program. Individuals may elect to reapply for admission to the program the following year, repeat the course, and earn the minimum grade required. Please note that there is no guarantee of readmission.

### **Grading**

At the end of each radiology course for which a student is registered, he/she will receive a final grade. Final grades for major curriculum coursework in Radiologic Technology will be based on one hundred percent (100%) and will be determined as follows:

- A = 94 - 100
- B = 87 - 93
- C = 80 - 86
- D = 70 - 79
- F = 69 and below

### **Termination from Program**

Grounds for termination from the Radiologic Technology Program include:

1. Receiving a grade of D or F in any major curriculum coursework listed in the program curriculum.
2. Insubordination.
3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish didactic and/or clinical assignments.
5. Unprofessional and/or unethical conduct.
6. Academic dishonesty in related general education core curriculum or major curriculum coursework.



7. A participating clinical affiliates' decision to exercise their right to reject a student whose behavior may be hazardous to the agency.

Failure to meet the minimum grade required for any major curriculum course will cause disruption in the program rotation, thus causing dismissal from the program. Any student wishing to reapply to the program must contact the Program Chair of the Imaging Sciences Department directly.

### Associated Program Costs

Radiologic Technology students are responsible for all costs associated with required physical exams and immunizations/screenings, criminal background checks, drug screenings (if required), CPR certification, radiation dosimeter badge, purchase of required uniforms, and transportation to and from clinical assignments.

### Voluntary Withdrawal

If a student elects to voluntarily withdraw, there will be no guarantee that he or she will be readmitted to the program. Readmission will be based on results of the reinstatement hearing, scheduling, and clinical seats available. Prior to withdrawal from any course of instruction, the radiologic technology student should see the Imaging Sciences Department Chairperson to determine the best course of action, since withdrawal may interrupt or stop the continued education of the student in the Radiologic Technology Program.

## **RADIOLOGIC TECHNOLOGY Curriculum . . . . .133 credits**

### **Area I – Core Curriculum . . . . .40 credits**

Mathematics	GS150	College Mathematics I	4
Written	GS120	English Composition	4
Communications	GS121	English Composition with Research	4
Humanities		Humanities Elective	4
Communications	GS126	Effective Speaking	4
Social Science	GS181	General Psychology	4
Science	MD170	Anatomy & Physiology I	4
	MD170L	Anatomy & Physiology I Lab	2
	MD171	Anatomy & Physiology II	4
	MD171L	Anatomy & Physiology II Lab	2
	MD180	Medical Terminology	4

### **Area II – Major Curriculum . . . . .93 credits**

RT101	Foundations of Radiologic Technology	4
RT111	Essentials of Patient Care	4
RT112	Image Formation and Display I	4
RT120	Clinical Experience I	5
RT121	Radiographic Positioning I	4
RT122	Radiographic Positioning I Lab	1
RT130	Clinical Experience II	5

RT131	Radiographic Positioning II	4
RT132	Radiographic Positioning II Lab	1
RT133	Radiographic Positioning III	4
RT134	Radiographic Positioning III Lab	1
RT140	Clinical Experience III	7
RT141	Image Formation and Display II	4
RT142	Radiation Physics	4
RT210	Interventional Radiology and Advanced Imaging Modalities	4
RT211	Radiation Protection & Biological Responses	4
RT212	Clinical Experience IV	7
RT220	Quality Assurance & Analysis	4
RT221	Imaging Pathology	4
RT222	Clinical Experience V	7
RT230	Imaging Synthesis	4
RT232	Clinical Experience VI	7

The image features a dark gray background with a repeating pattern of cursive-style lowercase letters (a-z) in a lighter gray color. A large, light gray oval with a subtle gradient and a drop shadow is centered on the page. Inside this oval, the words "Certificate Programs" are written in a bold, black, serif font, stacked on two lines.

***Certificate  
Programs***

## **CERTIFICATE PROGRAMS**

Certificate programs offer students marketable skills in a short period of time. A minimum of 4-5 quarters of study is required to complete certificate programs. Students may be required to take day and evening courses in order to facilitate timely graduation from the college.

South College-Asheville offers certificate programs in Surgical Technology and Medical Assisting.

### **CERTIFICATE REQUIREMENTS**

To receive a certificate, students must meet the following requirements:

1. Earn the required number of quarter hours. The student must have a cumulative grade point average of 2.0 or higher for all coursework take at the college. At least 40% of any program must be taken at South College-Asheville.
2. A grade of C or better is required in all courses in the curriculum of a certificate program.
3. Complete the placement department exit program and all outcomes assessment exams prior to graduation.
4. Abide by all college rules and regulations and settle all financial obligations to the college prior to graduation.

Students entering a certificate program who later decide to enter a degree program may do so, but should notify the Dean of Academic Affairs promptly. Students discontinuing a degree program to pursue a certificate program should also notify the Dean, who will in turn place them in contact with the appropriate academic advisor. All notifications should be in writing. Deviation from any program requirements must be approved by the Dean of Academic Affairs. Academic programs are subject to change at the discretion of the institution.

## **Certificate**

### **MEDICAL ASSISTING 1 + 1 Program**

The Medical Assistant is a multi-skilled allied health professional who works primarily in ambulatory settings such as medical offices and clinics. Medical Assistants function as a member of the interdisciplinary health care team and perform administrative and clinical procedures.

This competency-based curriculum covers administrative, clinical, and interdisciplinary skills. These skills are evaluated through performance exams that test competency on written, practical, and skill acquisition. Experiences for the development of cognitive, affective, and psychomotor skills are driven through classroom activities, clinical and community experiences, and a 210-hour unpaid internship prior to the conclusion of the program.

The Medical Assisting 1 + 1 program is designed for certificate completion in four (4) quarters or one full calendar year. Upon completion of the certificate (part one of the program), students may add an additional 2-3 quarters to complete the general education requirement (part two) and earn the A.A.S. degree in Medical Assisting.

#### **Medical Assisting Certificate**

The certificate curriculum seeks to prepare graduates as medical assistants who are multi-skilled health care professionals that perform administrative and clinical tasks, manage emergency situations, communicate effectively, and provide instruction to patients, thus performing as an integral member of the health care team.

This program is designed to qualify students to sit for the national certification examination through the American Association of Medical Assistants (AAMA) after completion of four (4) quarters of full-time study. Students entering the Medical Assisting program, enter through the certificate option. Upon completion, students may opt to continue working toward the A.A.S. in Medical Assisting. Students must provide a statement of good health, immunization verification, hepatitis B vaccination record or declination, and submit to a background check and drug screening. If the student does not pass the drug screen, he/she will be removed from the program and not allowed to reapply for ninety days.

The Medical Assisting 1 + 1 program provides an in-depth study of the medical sciences of the human body, including anatomy, physiology, and pathology of the body systems and clinical including room procedures, medical lab procedures, medical terminology, pharmacology, and administrative procedures, including but not limited to, medical insurance and coding, and front office procedures. The certificate program prepares the graduate for entry-level positions in the health-care field as a medical assistant working in clinical or administrative settings. Graduates may pursue jobs in medical practices, physician's offices, hospitals, and clinic settings. Upon successful completion of the curriculum (55 quarter credit hours) and satisfaction of all graduation requirements, the student is awarded the Certificate in Medical Assisting and is eligible to sit for the National Certification Examination administered through the American Association of Medical Assistants (AAMA).

## **Accreditation**

The South College-Asheville Certificate in Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org), 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

## **Program Requirements:**

All students enrolled in the Medical Assistant 1 + 1 program at South College-Asheville must recognize that various occupational hazards exist in the medical laboratory and the clinical setting. All Medical Assisting students are responsible for understanding the health requirements and the general safety procedures and precautions outlined in the Medical Assistant Handbook and during initial orientation to the program. Throughout the training, strict adherence to Occupational Safety and Health Administration (OSHA) guidelines and standard precautions is mandated and observed. In compliance with these guidelines and precautions, all Medical Assisting students are required to wear personal protective equipment (PPE) that may be appropriate for the clinical situation and as indicated.

Even when admission to the Medical Assisting program has been granted, a student will be required to undergo physical exam/health verification and provide proof of immunizations. Tuberculin skin testing will be required along with a drug screen and criminal background check, as mandated by our clinical affiliates. In accordance with the blood borne pathogen policy, the College expects that all Medical Assisting students either have an active immunization to Hepatitis B or decline this series. Should a student decline vaccination for HBV, a declination waiver must be signed and on file with the College. Further, it is expected that all Medical Assisting students will take the flu shot as may be required and indicated by our clinical affiliates. Failure to comply with clinical affiliate policy and health requirements could restrict the Medical Assisting student's ability to complete the program. All health requirements, drug screening, and background checks MUST be completed and on record with the Medical Assisting Program Chairperson prior to the start of MD201 Medical Assisting I (in the second quarter of the certificate program). Students are responsible for the cost incurred from an illness or injury while in the Medical Assisting program. Students are also responsible for covering any additional costs associated with physical examinations, Hepatitis B immunizations, and CPR certification.

Students will be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. These requirements are reviewed with all prospective students prior to admission and are also included in the Medical Assisting Handbook. Such essential requirements include a statement of good health, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. A stu-

dent should notify the department chairperson if he or she has any communicable disease. This disclosure will be handled in strict confidence and used to ensure safe lab conditions.

Students applying for the Medical Assisting 1 + 1 Program understands the following:

1. Eligibility for the National Certification Examination administered through the American Association of Medical Assistants (AAMA) may be denied the Certified Medical Assistant (CMA) credential offered by the AAMA if the applicant is found guilty of a felony or adjudicated with a felony.
2. Failure to produce proof of the following may severely limit practicum placement (possibly increasing the overall length of the program) and future employment options (What the program needs):
  - a. Negative TB Test
  - b. Hepatitis B vaccination or declination
  - c. Certificate of good health
  - d. Immunization record to include MMR
  - e. CPR certification (Health Care Rescuer)
  - f. Background Check
  - g. Negative Drug Screen
3. Clinical affiliates require drug screens. The Medical Assisting program reserves the right to conduct random drug screens throughout the program and with cause. If a student fails to comply with a drug screen, they will be removed from the program and will not be eligible to reapply for ninety days.

All Medical Assisting students are required to complete a 180-hour unpaid, supervised clinical practicum at a local medical practice during the program. Students will be required to meet all health guidelines and dress code policies of the clinical affiliate (please see the Medical Assisting Handbook for dress code requirements of the program).

### **Program Learning Outcomes**

- Prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains;
- Prepare Medical Assistants who meet the academic standards as set forth by South College-Asheville and the requirements of the American Association of Medical Assistants (AAMA) as established in the Standards and Guidelines for an Accredited Educational Program for Medical Assistants 2008;
- Produce graduates that that have the competence to perform in entry-level positions as a Certified Medical Assistant within the community;
- Prepare graduates that can successfully become employed within the community health care market.

## Admissions Requirements

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

## Core Performance Standards for Admission and Progression:

ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, recognizing emergency situations.
Interpersonal	Interpersonal communication skills sufficient to interact with individuals, families, and groups in a variety of social, emotional, cultural, and educational backgrounds.	Establish rapport with patients, clients, and colleagues.
Communication	Knowledge of the English language sufficient to comprehend and communicate orally and in writing.	Explain treatment procedures, initiate health teaching, interpret and document completion of medical orders, and respond to patient/clients concerns.
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces, and to stand, lift, and walk.	Move around in patient's rooms, work spaces, and treatment areas, and administer cardiopulmonary resuscitation.
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective care.	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitors, alarms, emergency signals, auscultatory sounds, and cries for help.
Tactile	Tactile ability sufficient for performing physical assessment and procedures.	Perform palpation, functions of physical examination, and/or therapeutic interventions.
Visual	Visual ability sufficient for observation and assessment necessary for patient care.	Observe patient/client responses: identify differences in shades of color and evaluate lab test results.



**MEDICAL ASSISTING CERTIFICATE Curriculum . . . . . 55 credits**

Mathematics	GS150	Math I	4
Written Communication	GS120	English Composition	4
Personal Development	PD212	Professional Development	2
Medical Assisting	MD178	A&P for Medical Assistants	4
	MD180	Medical Terminology	4
	MD201	Medical Assisting I (clinical)	6
	MD185	Pathophysiology	4
	MD187	Pharmacology	4
	MD202	Medical Assisting II (clinical)	6
	MD186	Medical Law & Ethics	4
	MD188	Med. Office Procedures	3
	MD205	Medical Assisting Practicum (clinical)	6
	MD193	Medical Insurance & Coding	4

**Certificate  
SURGICAL TECHNOLOGY**

The Certificate Surgical Technology program is designed as a five quarter program for full-time students. The program prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of a surgical team. Students will apply theoretical knowledge to the care of the surgical patient and develop skills necessary to prepare surgical supplies and equipment, maintain aseptic conditions, and assist surgeons during surgery. Employment opportunities for the Surgical Technologist include hospital operating rooms, out-patient surgery centers, labor/delivery, veterinary surgery, equipment/product sales, and central processing.

**Accreditation**

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), 1361 Park Street, Clearwater, FL 33756, and (727) 210-2350.

**Program Admission Requirements**

1. Complete all general admission paperwork as outlined in the most recent published edition of the South College-Asheville catalog, including the completion of an appointment with an admissions representative.
2. Meet all general admission requirements of the college.

**SURGICAL TECHNOLOGY Curriculum .....82 credits**

GS120	English Composition	4
GS215	Interpersonal Communications	2
MD150	Microbiology for the Surgical Technologist	3
MD170	Anatomy & Physiology I	4
MD170L	Anatomy & Physiology I Lab	2
MD171	Anatomy & Physiology II	4
MD171L	Anatomy & Physiology II Lab	2
MD180	Medical Terminology	4
MD187	Pharmacology	4
PD110	College & Career Management	4
PD212	Professional Development	2
ST101	Introduction to Surgical Technology	2
ST110	Patient Care Concepts I	3
ST110L	Patient Care Concepts I Lab	2
ST120	Patient Care Concepts II	3
ST120L	Patient Care Concepts II Lab	2
ST121	Surgical Clinical Care I	2
ST130	Surgical Procedures I	3
ST131	Surgical Clinical Care II	5
ST140	Surgical Procedures II	8
ST141	Surgical Clinical Care III	5
ST210	Surgical Procedures III	4
ST211	Surgical Clinical Care IV	8



***Course  
Descriptions***

# COURSE DESCRIPTIONS

## COURSE NUMBERS

South College-Asheville courses are numbered according to the general level of instruction. Although there are exceptional cases, most 100 level courses are for first year students and 200 level courses are for second year students. Courses numbered at the 300-400 levels are intended for junior and senior students. Courses are assigned letters according to the department in which they are taught and are listed in alphabetical order.

Credit hours for each course are indicated by the four-digit code located to the right of the course title. The first number indicates the minimum number of hours in lecture per week; the second number indicates the minimum number of hours in lab per week; the third number represents the minimum number of hours in clinical/internship experiences per week; and the last number indicates the number of credit hours earned at course completion. *For example: 3 (hours in class), 2 (hours in lab), 0 (hours in clinical or internship), 4 (total course credit).* See also section for Credit Hours Definition.

Academic offerings are subject to change at the discretion of the institution. Prerequisites may be waived and course substitutions may be granted *only* with permission of the Dean of Academic Affairs (or the Executive Director if Dean is unavailable for an extended period), generally upon recommendation of the departmental chairperson.

## GENERAL STUDIES COURSES

The courses listed below are the designated general education courses for South College-Asheville and meet all general studies requirements for the programs offered.

Mathematics/Science	GS105	General Chemistry	4
	GS140	Principles of Biology	4
	GS150	College Mathematics I	4
	GS151	College Mathematics II	4
	GS250	College Mathematics III - Statistics	4
Written Communication	GS120	English Composition	4
	GS121	English Composition with Research	4
Humanities	GS128	Introduction to Spanish	4
	GS235	Introduction to Literature	4
	GS238	World Literature	4
	GS239	Major Authors	4
Communications	GS126	Effective Speaking	4
	GS215	Interpersonal Communication	2
	GS305	Strategic Communication and Decision Making	4

Social Science	GS181	General Psychology	4
	GS182	Abnormal Psychology	4
	GS183	Developmental Psychology	4
	GS186	Introduction to Sociology	4
	GS271	American History	4
	GS276	American Government	4
	GS290	Cultural Diversity	4

***South College-Asheville reserves the right to cancel any class if ten or fewer students are registered.***

**BA 100 ACCOUNTING I 4-0-0-4**

As an introduction to accounting, this course introduces the student to the basic structures, principles, and practices involved in understanding and completing the accounting cycle. Each individual step of the accounting cycle, from analyzing source documents to the final preparation of financial statements, is covered with emphasis on accounting for a sole proprietor service enterprise.

**BA101 ACCOUNTING II 4-0-0-4**

This course is a continuation of Accounting I and introduces the student to a more detailed analysis of the components and preparation of the balance sheet and statement of cash flow for a corporate entity.

*Prerequisite: BA100 with a grade of C or better*

**BA102 ACCOUNTING III 4-0-0-4**

In this course the student learns to apply the knowledge gained in Accounting I and II to specialized areas of accounting including: inventory, long-term assets, partnerships, corporations, and manufacturing businesses.

*Prerequisite: BA101 with a grade of C or better*

**BA136 INTRODUCTION TO BUSINESS 4-0-0-4**

This introductory course exposes students to standard business terminology, current business technology, and provides an overview of the business environment in general.

**BA201 INTERMEDIATE ACCOUNTING 4-0-0-4**

Intermediate Accounting is an advanced course that presents a comprehensive study of accounting theory above the level of basic accounting principles. In-depth analysis of the balance sheet, income statement, statement of changes in the financial position, correction of errors, and changes in accounting methods will be discussed. Considerable emphasis is placed upon accounting theory, reinforced by application of this theory to accounting problems.

*Prerequisites: BA101 and GS150 with a grade of C or better*

*Suggested Prerequisite: BA102*

**BA203 BUSINESS TAXATION 4-0-0-4**

This course introduces the student to the common tax issues that normally confront small businesses. Tax issues addressed include income, employment sales, and property tax.

*Prerequisite: BA100 with a grade of C or better*

*Suggested Prerequisite: BA101*

**BA205 INTRODUCTION TO FINANCE 4-0-0-4**

This course exposes the student to a wide range of important issues in managerial finance, including such topics as the role of finance in organizations and principles of financial analysis and control.

*Prerequisites: BA100 with a grade of C or better*

*Suggested Prerequisites: BA136 and GS150*

**BA237 PRINCIPLES OF MANAGEMENT 4-0-0-4**

The latest major approaches and techniques of management are studied including planning, systems management, new organizational concepts, computer influence, controlling, and quantitative measurement.

**BA239 PRINCIPLES OF MARKETING 4-0-0-4**

This course provides an overview of the strategic planning process. The student will develop an understanding of marketing research, product development, pricing strategies, distribution channels, and promotion strategies.

*Suggested Prerequisite: BA136*

**BA245 HUMAN RESOURCE MANAGEMENT 4-0-0-4**

This course represents a realistic study of the principles and practices of personnel management, major factors in personnel problems and labor relations, and the organization of personnel work. Attention is given to the tasks of procuring, developing, maintaining, and using an effective team.

*Suggested Prerequisite: BA136 and BA237*

**BA250 ACCOUNTING INFORMATION SYSTEMS 3-2-0-4**

This comprehensive course integrates fundamental accounting principles with applicable information systems. The preparation of financial reports and the recording of transactions using accounting software are emphasized.

*Prerequisites: BA102 with a grade of C or better*

**BA255 INTRODUCTION TO PROJECT MANAGEMENT 4-0-0-4**

This course is an introduction to project management and exposes students to requirements for effective project management and the many challenges it presents. The course is designed to provide the student with a basic foundation of project management, including the characteristics of project management, how to define a project, organize a project, how to plan a project, how to implement, trace, and control a project, and how to terminate and post-evaluate a project. At the completion of the course the student will have the confidence to tackle any project regardless of size or complexity.

*Prerequisites: BA237 and BA245 with a grade of C or better*

**BA272 PRINCIPLES OF MACRO-ECONOMICS 4-0-0-4**

This course exposes the student to the broad aspects of economic analysis in the business world. Students will develop an understanding of cycles of business activities, monetary system, fiscal policy, and economic theories.

*Suggested Prerequisite: BA136*

**BA273 PRINCIPLES OF MICROECONOMICS 4-0-0-4**

The study of microeconomics centers on the restricted examination of the workings of internal forces in the marketplace. Students will develop an understanding of the forces that control, and the effects of changes on, the free enterprise system, capitalism, wage and price theory, law of supply and demand, and governmental regulation of business.

*Suggested Prerequisite: BA136*

**BE171 KEYBOARDING I 2-4-0-4**

This course concentrates on complete knowledge of the computer keyboard. Emphasis is on the development of touch computer keying and proper keyboarding techniques. The formatting of basic business documents is introduced.

**BE172 KEYBOARDING II 2-4-0-4**

Tables, simple reports, outlines, business letter styles, and envelopes are included in this course. Emphasis is on the improvement of basic skills and acquainting the student with production keyboarding.

*Prerequisite: BE171 with a grade of C or better*

**BE223 BUSINESS COMMUNICATIONS 4-0-0-4**

This course is designed to prepare students to organize and compose effective business correspondence and technical writing. The basic principles of writing and approaches for writing various types of communications are stressed.

*Prerequisites: GS120 and BE171 (or keyboarding skills) with a grade of C or better*

**BE290 INTRODUCTION TO WORD PROCESSING 3-2-0-4**

Introduction to Word Processing familiarizes students with the concepts of word processing software. Students are trained to use the basic functions of word processing software in the production of various types of documents.

*Suggested Prerequisites: BE171 (or keyboarding skills) with a grade of C or better*

**CJ101 INTRODUCTION TO CRIMINAL JUSTICE 4-0-0-4**

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system in relation to life in our society.

**CJ110 CRIMINOLOGY 4-0-0-4**

This course exposes students to different theoretical perspectives in the study of crime. Among the topics covered is the psychological behavior of criminals. Past, present, and future attempts of social control will be integrated throughout the course. Students are acquainted with various explanations in an effort to understand criminal behavior.

**CJ120 LAW ENFORCEMENT OPERATIONS 4-0-0-4**

This course introduces a fundamental overview of the developmental, philosophical, and operational concepts of law enforcement and their relationship to modern day policing within a democratic society. Topics include proper law enforcement procedures, community policing, and other related issues.

**CJ125 JUVENILE JUSTICE 4-0-0-4**

This course is a study of the process by which juvenile offenders are handled in the system of criminal justice, including correction practices, causation theories, and an analysis of the interaction between social institutions and youth. This course provides an overview of prevention programs, the juvenile justice system, treatment, and juvenile case law.

**CJ131 COURT PROCEDURE AND EVIDENCE I 4-0-0-4**

This course covers judicial structure/procedure from incident to disposition, types of evidence, and the rules governing the admissibility of evidence in court. Emphasis will be placed on court procedures, structure, constitutional guarantees, the trial process, and the roles of the trial participants.

**CJ132 COURT PROCEDURES AND EVIDENCE II 4-0-0-4**

This course continues from CJ 131, focusing on the various types of evidence used in both civil and criminal proceedings with emphasis on the rules governing the admissibility of evidence and procedures for handling evidentiary issues in the courtroom.

*Prerequisite: CJ131 with a grade of C or better*

**CJ170 CORRECTIONS 4-0-0-4**

This course is an introduction to the basic organizations of the correctional system, their functions and performance. Prisons, as well as probation and parole agencies, are discussed in the context of historical and contemporary philosophy. Attention is also focused on decision-making functions, the roles of various personnel, and treatment programs within the correctional system and the population of offenders within it.

**CJ208 SUBSTANCE ABUSE 4-0-0-4**

This course is a study of drugs, abuse, and the evaluation of drug abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. This course will also consider drug laws and the responses of the criminal justice system and society toward drug offenders.

**CJ215 CRIMINAL INVESTIGATION I 4-0-0-4**

This course explains the fundamentals of criminal investigative techniques including crime scene procedures, burglary, and death investigation. Topics include crime scene processing, collection/preservation of evidence, preparation of appropriate reports, court presentations, and death investigation. This course provides an overview of crime lab procedures and other related topics.



**CJ216 CRIMINAL INVESTIGATION II 4-0-0-4**

This course is a continuation from CJ215, focusing on specific investigative techniques used in particular crimes. North Carolina criminal statutes are used for crime classifications.

*Prerequisite: CJ215 with a grade of C or better*

**CJ230 CONSTITUTIONAL LAW I 4-0-0-4**

This course is about the history of the United States Constitution and how the Articles established the structure of the federal government. Case law is discussed to illustrate the growth and development of each branch of government, and what powers and restraints of power they have. North Carolina's Constitution will be examined to compare the federal and state forms of government. The concept of federalism will be examined in depth.

**CJ231 CONSTITUTIONAL LAW II 4-0-0-4**

This course will cover the source and expression of civil rights and liberties in the United States Constitution. The rights citizens have to own property, to speech, to choose their religion, to liberty, to privacy, and to vote without governmental interference will be explored.

*Prerequisite: CJ230 with a grade of C or better*

**CJ235 ADMINISTRATION/ORGANIZATION 4-0-0-4**

This course familiarizes students with the organization and administration of the various criminal justice agencies. Topics include operations, recruiting, training, and retention of personnel, communications, span of control, budgeting, planning, and other related topics.

**CJ240 CRIMINAL JUSTICE PROFESSIONAL ETHICS 4-0-0-4**

This course provides students with an opportunity to examine and discuss ethical and moral issues facing criminal justice professionals. Included are cultural diversity, values and norms, ethical systems, citizen involvement and social change affecting criminal justice issues, and other related topics.

**CJ270 CRIMINAL JUSTICE INTERNSHIP 0-0-12-4**

This course provides students with the opportunity to match theory and practice in a supervised work environment in a criminal justice agency, with the students' progress and performance on the job monitored jointly by the agency head and the course instructor. A total of 120 unpaid hours must be completed at the agency. Students must locate and arrange this internship with the appropriate supervising agency and contact the criminal justice chairperson at least one quarter before enrolling in this course regarding site selection and schedule approval.

*Prerequisites: CJ101, CJ110, CJ120, CJ125, CJ131, CJ132, CJ170, CJ208, CJ215, CJ216, CJ230, CJ231, CJ235, CJ240, and PL208 all with grade C or better or concurrent enrollment with approval from department chairperson*

**CS104 SPREADSHEET APPLICATIONS 3-2-0-4**

This course teaches students how to use spreadsheet software. Students use educational versions of actual application software to prepare typical office correspondence and to prepare business office documents and to solve typical business problems.

*Prerequisite: CS120 with a grade of C or better*

*Suggested prerequisites: BA100, BA136, and BE171*

**CS120 INTRODUCTION TO COMPUTERS 3-2-0-4**

This course provides an overview of the computer information sciences through the medium of one or more predominant operating systems and software interface packages. CS120 students are exposed to the interaction of hardware, software, and the computer-user as a whole system. Lab assignments highlight hands-on access to various details of the computer systems including internal and external commands.

*Suggested Prerequisite: BE171 with a grade of C or better*

**GS105 GENERAL CHEMISTRY 4-0-0-4**

As a survey course of general chemistry, fundamental concepts and principles are presented. Topics include atomic theory, bonding, nomenclature, solutions, acids and bases, the gas laws, and nuclear chemistry. Emphasis is placed on the applications of these topics in various fields.

**GS120 ENGLISH COMPOSITION 4-0-0-4**

This course focuses on writing as a process. Students compose illustration, narration, description, and process analysis essays and develop writing skills based on the study of fiction and nonfiction prose. Literary analysis is taught through the discussion of essays and an in-depth study of literary elements and writing techniques of a novel.

**GS121 ENGLISH COMPOSITION WITH RESEARCH 4-0-0-4**

In this course, students write comparison-contrast, division-classification, definition, and cause-effect research essays based on the study of non-fiction and fiction prose. Literary analysis is taught through the discussion of essays and an in-depth study of the literary elements and writing techniques of a novel.

*Prerequisite: GS 120 with a grade of C or better*

**GS126 EFFECTIVE SPEAKING 4-0-0-4**

In this course, students explore the conventions of public speech with an emphasis on the presentation expected of leaders in the health care and legal fields. Topics include the seven rhetorical canons of speech, ethics in public rhetoric, research and preparation, audience and the dramatic pentad, nonverbal communication, the effective use of visual aids, MS PowerPoint, and managing speaking anxiety. Assignments include, but are not limited to, at least three written analyses of professional speeches, a demonstration, an informative speech, a toast or eulogy, a question and answer session, participation in a team debate, and a persuasive speech.

**GS128 INTRODUCTION TO SPANISH 4-0-0-4**

In this course, students learn basic spoken Spanish, fundamental vocabulary used in written communications, and verb conjugation. As the course progresses, students will acquire the basics of both spoken and written Spanish, including the capacity to carry on a simple conversation. The design of the course provides students the fundamentals of the language that will enable them to pursue further study through their own initiative.

**GS140 PRINCIPLES OF BIOLOGY 4-0-0-4**

This course introduces biology through the study of scientific methods, biological chemistry, cells, and energy for life, basic genetics, and biotechnology. The course also compares human and plant organization and function. The student will also complete writing assignments that will introduce the student to scientific literature.

**GS150 COLLEGE MATHEMATICS I 4-0-0-4**

This course prepares students to perform the computational tasks required in introductory course work at South College – Asheville. Topics include consumer mathematics (such as calculating compounding interest), the metric and English systems, graphing functions, number theory and the real number system, set theory and Venn Diagrams. Assignments include, but are not limited to, word problems, quizzes, problem sets, application activities, and examinations.

**GS151 COLLEGE MATHEMATICS II 4-0-0-4**

This course continues students' preparation in the basic computation and abstract reasoning skills necessary for degree seeking program and professional success. Topics include linear algebra, geometry, solving inequalities and equations, properties of functions, composite functions, and rational functions. Assignments include, but are not limited to, word problems, quizzes, problem sets, field-specific projects, and examinations.

*Prerequisite: GS150 with a grade of C or better*

**GS181 GENERAL PSYCHOLOGY 4-0-0-4**

This course is designed to introduce students to foundational concepts in psychology and prompt them to critically apply those concepts to healthcare and the students' respective fields of study. Topics include perception, cognition, memory, personality, emotion, and consciousness. Assignments may include, but are not limited to, examinations, quizzes, and individual projects.

**GS182 ABNORMAL PSYCHOLOGY 4-0-0-4**

This course introduces future legal and law enforcement professionals to foundational concepts in abnormal psychology and prompts them to critically explore the intersections between the law, (and/or their own respective fields of study) and psychopathology. Topics include perception, attention, personality, diagnosis, and psychotherapy. Assignments include, but are not limited to, examinations, quizzes, and individual projects.

**GS183 DEVELOPMENTAL PSYCHOLOGY 4-0-0-4**

This course explores human development with special emphasis on biological foundations, cognitive and social development, personality, and the impact of family and technology on growth. Students will be asked to critically analyze research methods and major theories of development and apply those to their fields of study. Assignments include, but are not limited to, examinations, quizzes, and individual projects.

**GS186 INTRODUCTION TO SOCIOLOGY 4-0-0-4**

This course asks students to think critically about complex and multifaceted human social experiences through an introduction to basic sociological concepts and research methodologies. Topics include socialization, relationships and networks, difference and inequality, deviance and social control, and social movements and change. Assignments include, but are not limited to, quizzes, examinations, degree field-related primary and secondary research projects, group activities, reflection journals, and short homework.

**GS215 INTERPERSONAL COMMUNICATION 2-0-0-2**

This course covers the human relations skills essential to working with a variety of people. The course teaches skills on how to resolve conflicts and diffuse anger, to communicate effectively in the workplace, and to enhance professional relationships at all levels, especially with supervisors and co-workers.

**GS235 INTRODUCTION TO LITERATURE 4-0-0-4**

This course focuses on literary analysis based on the study of poetry, drama, and prose fiction. Emphasis is placed on literary interpretation, structural analysis, and variation in thematic approach.

*Prerequisite: GS121 with a grade of C or better*

**GS238 WORLD LITERATURE 4-0-0-4**

Organized thematically, this course explores multi-cultural viewpoints expressed in literary works of various genres from European and non-Western cultures - Africa, Japan, China, the Middle East, and Latin America. This course requires a documented research paper.

*Prerequisite: GS121 with a grade of C or better*

**GS239 MAJOR AUTHORS 4-0-0-4**

Organized thematically, this course explores the work of authors whose work has had a major impact on literature and culture. Depending on the instructor, the course may focus on works from a specific country, culture, or genre.

*Prerequisite: GS121 with a grade of C or better*

**GS250 COLLEGE MATHEMATICS III - STATISTICS 4-0-0-4**

This course is an introductory course that explores statistics and statistical inferences. Specifically, the course will provide the students with basic statistical tools that are germane to all fields of study. Topics covered will include the proper use of statistics, the design of experiments, data analysis, probability distributions,

hypothesis testing, regression, and analysis of variance. Assignments may include, but are not limited to, problem sets, experiments, quizzes, examinations, individual and group activities, presentations, and research essays.

*Prerequisite: GS150 with a grade of C or better*

**GS271 AMERICAN HISTORY 4-0-0-4**

This course examines American political, social, economic, and intellectual achievements from 1492 to 1875.

**GS276 AMERICAN GOVERNMENT 4-0-0-4**

This course introduces students to general principles and problems of modern government. It includes the study of the forms of government, the place of government in the social process, and theories of the state. The U.S. political system is analyzed.

**GS290 CULTURAL DIVERSITY 4-0-0-4**

This course is designed to examine the issues of culture and cultural diversity with a focus on the differences and similarities of the major ethnic groups within the dominant North American culture. Emphasis is placed on the analysis of communication patterns, written and spoken, of all groups. Students will analyze and research the elements associated with different cultures. The overriding purpose of this course is to provide the student with materials on cultural diversity that are experiential in nature.

**GS305 STRATEGIC COMMUNICATION AND DECISION MAKING 4-0-0-4**

This course introduces students to the foundations of strategic communication in interpersonal and small group settings with an emphasis on the rhetorical situations (digital, alphabetic, oral, and nonverbal) faced by healthcare, legal and other professionals. Students are asked to critically apply concepts learned in class to their field of study. Topics include sending and receiving messages, communicative processes, relational contexts, and communication technologies. Assignments include, but are not limited to, role-playing, practical examinations, written examination, oral examinations, primary and secondary research projects related to field of study, individual and group activities, presentations, quizzes, and journaling.

**MD150 MICROBIOLOGY FOR SURGICAL TECHNOLOGISTS 2-2-0-3**

Microbiology for the surgical technologist is designed to give the student an understanding of basic microbiology and how disease-causing organisms may affect their patient or their patient's course of post-operative treatment. Emphasis is placed on how to integrate this knowledge into the student's practice as a surgical technologist in the surgical environment. Factors possibly contributing to infection and approaches for providing the best aseptic practices pre-, post-, and intra-operatively are discussed. This course also has a 2-hour/week-laboratory component.

**MD170 ANATOMY & PHYSIOLOGY I 4-0-0-4**

Anatomy and Physiology I is an introduction to the structures and functions of the human body, including the characteristics of life, homeostasis, organizational levels, basic metabolism, the cell, tissues, organs, organ systems, organism, integumentary system, skeletal system, muscular system, nervous system, and special senses.

*Suggested Prerequisite: MD180 or concurrent enrollment*

*Co-requisite: MD170L (if a required course)*

**MD170L ANATOMY & PHYSIOLOGY I LAB 0-4-0-2**

In this course, students perform laboratory exercises, demonstrations, experiments, and tests that correlate with the lecture material of MD170.

*Co-requisite: MD170*

**MD171 ANATOMY & PHYSIOLOGY II 4-0-0-4**

Anatomy and Physiology II is a continuation of MD170. It includes such topics as the endocrine system, digestive system, respiratory system, blood, cardiovascular system, lymphatic and immune systems, urinary system, fluids and electrolytes, reproductive systems, pregnancy, and growth and development.

*Prerequisites: MD170 and MD170L (if a required course) all with a grade of C or better*

*Co-requisite: MD171L (if a required course)*

**MD171L ANATOMY & PHYSIOLOGY II LAB 0-4-0-2**

In this course, students perform laboratory exercises, demonstrations, dissections, and tests that correlate with the lecture material of MD171.

*Prerequisites: MD170 and MD170L (if a required course) all with a grade of C or better*

*Co-requisite: MD171*

**MD178 ANATOMY & PHYSIOLOGY FOR MEDICAL ASSISTANT 3-2-0-4**

Anatomy and Physiology for Medical Assistants is an introduction to the structures and functions of the human body including the characteristics of life, homeostasis, organizational levels, basic metabolism, the cell, tissues, organ systems, and organisms. It includes such topics as integumentary system, skeletal system, muscular system, nervous system, endocrine system, special senses, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, reproductive system, genetics, and nutrition.

**MD180 MEDICAL TERMINOLOGY 4-0-0-4**

This course presents a study of basic medical terminology. Prefixes, suffixes, root words, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building system is used to learn many new terms. Emphasis is placed on spelling, definition, usage, and pronunciation.

**MD185 PATHOPHYSIOLOGY 4-0-0-4**

Pathophysiology includes the study of disease processes in humans. Disease signs, symptoms, complications, as well as physical, clinical, and laboratory findings are reviewed by body system. Treatment, medication, prognosis, and precautions for health care providers are also presented.

*Prerequisites: MD171 and MD171L or MD178 all with a grade of C or better*

**MD186 MEDICAL LAW AND ETHICS 4-0-0-4**

This introductory course examines medical law and ethics with emphasis on legal guidelines and requirements for health care providers. The rights and responsibilities of medical assistants, both professional and ethical, are described. Duties, opportunities, and risk management for medical assistants are discussed. In conjunction with medical ethics and related issues, professional organizations and certification exams available for the medical assistant are introduced to the student.

**MD187 PHARMACOLOGY 4-0-0-4**

This course is an introduction to the fundamentals of safe and correct drug administration, including drug laws, principles of pharmacology, drug handling procedures, physician's orders, charting, routes of administration, dosage calculation, and drug actions related to specific body systems and disorders.

*Prerequisite: MD171 and MD171L or MD178 all with a grade of C or better*

**MD188 MEDICAL OFFICE PROCEDURES 2-2-0-3**

This course includes administrative office procedures as practiced in the physician's office.

*Prerequisites: MD180 with a C or better.*

*Suggested Prerequisite: MD171 and MD171L or MD178 (if a required course)*

**MD193 MEDICAL INSURANCE AND CODING 4-0-0-4**

This course provides an overview of the various types of medical insurance, alternative health care delivery systems, and diagnostic and procedural coding.

*Prerequisite: MD178, MD180, MD185, and MD187 all with a grade of C or better*

*Suggested Prerequisites: MD171 and MD171L or MD178 (if a required course)*

**MD201 MEDICAL ASSISTING I 4-1-1-6**

Medical Assisting I is a course designed to provide the student with both theory and practical application of basic clinical procedures, specialty examinations, and diagnostic testing.

*Prerequisites: MD178, MD180, with a grade of C or better.*

**MD202 MEDICAL ASSISTING II 3-1-2-6**

Medical Assisting II is a course designed to provide students with both theory and practical application of advanced clinical procedures, diagnostic testing, and emergency medical procedures.

*Prerequisite: MD201 with a grade of C or better*

**MD205 MEDICAL ASSISTING PRACTICUM****0-2-4-6**

During this 120-hour unpaid practicum experience, students will have the opportunity to validate their competencies to the medical community through a supervised practicum experience in both administrative and clinical skills. This course must be taken during the last quarter that a student is enrolled. Students must submit a completed application to the Medical Assisting Department Chair at least one quarter before the practicum is scheduled to begin. Failure to do so may result in the student (s) not being assigned a practicum site until the following quarter. Students are not permitted to complete their practicum experience at their place of employment unless approval is received from the Medical Assisting Department Chair and any special specifications met. A student has only two opportunities to satisfactorily complete this course unless approval is received from the Medical Assisting Department Chair.

*Prerequisites: MD202 or concurrent enrollment and have attained approval from the department chair; must have a physical exam within 90 days prior to the beginning of the practicum (verifying that the student is in good general health), and have proof of current First Aid and CPR certification from the American Red Cross or American Heart Association that will remain current throughout the entire practicum*

**NUR115 FUNDAMENTALS OF NURSING****3-2-6-6**

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alteration of health.

*Prerequisite: Acceptance into the Major Curriculum of the Associate Degree Nursing Program*

*Co-requisite: NUR117 and NUR118*

**NUR116 NURSING CARE OF THE OLDER ADULT****3-0-6-5**

This course provides an opportunity to utilize the provider of care and manager of care roles to meet the needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

*Prerequisites: NUR115, NUR117, NUR118, NUR125, NUR133, NUR135 and NUR188 all with a grade of C or better*

*Co-requisite: NUR125*

**NUR117 PHARMACOLOGY****2-2-0-3**

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications, and side effects. Upon completion, students should be able to compute dosages and administer medication safely.



*Prerequisite: Acceptance into the Major Curriculum of the Associate Degree Nursing Program*

*Co-requisite: NUR115 and NUR118*

### **NUR118 NUTRITION**

**3-0-0-3**

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

*Prerequisite: Acceptance into the Major Curriculum of the Associate Degree Nursing Program*

*Co-requisite: NUR115 and NUR117*

### **NUR125 MATERNAL-CHILD NURSING**

**6-0-11-10**

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children and families.

*Prerequisites: NUR115, NUR117, NUR118, NUR133, NUR135 all with a grade of C or better*

*Co-requisite: NUR116*

### **NUR133 NURSING ASSESSMENT**

**2-2-0-3**

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

*Prerequisites: NUR115, NUR117, NUR118 all with a grade of C or better*

*Co-requisite: NUR135*

### **NUR135 ADULT NURSING I**

**8-4-9-13**

This course introduces concepts related to the nursing care of adult clients experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

*Prerequisites: NUR115, NUR117, NUR118 all with a grade of C or better*

*Co-requisite: NUR133*

**NUR185 MENTAL HEALTH NURSING****3-0-9-6**

This course includes concepts related to the nursing care of clients experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in nursing care of individuals with psychiatric/mental health needs and develop a therapeutic alliance in the nurse client relationship.

*Prerequisites: NUR115, NUR116, NUR117, NUR118, NUR125, NUR133, NUR135 all with a grade of C or better*

*Co-requisite: NUR188 and NUR255*

**NUR188 NURSING IN THE COMMUNITY****2-0-6-4**

This course is designed to introduce basic concepts and practices of community-based nursing. Emphasis is placed on roles and functions of nurses as members of interdisciplinary teams in the community and utilization of the nursing process to meet the needs or problems of individuals and groups on the community. Upon completion, students should be able to provide nursing care to individuals and or groups in community based settings.

*Prerequisites: NUR115, NUR116, NUR117, NUR118, NUR125, NUR133, NUR135 all with a grade of C or better*

*Co-requisite: NUR185 and NUR255*

**NUR235 ADULT NURSING II****5-4-9-10**

This course provides expanded concepts related to nursing care for adult clients experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of the multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care to groups of individuals with common complex alterations in health.

*Prerequisites: NUR115, NUR116, NUR117, NUR118, NUR125, NUR133, NUR135, NUR185, NUR188, NUR255 all with a grade of C or better*

*Co-requisite: NUR286*

**NUR255 PROFESSIONAL ISSUES****3-0-0-3**

This course explores basic concepts of practice in the management of patient care in a complex health care system. Emphasis is placed on professional, legal, ethical, and political issues and management concepts. Upon completion, students should be able to articulate professional and management concepts.

*Prerequisites: NUR115, NUR116, NUR117, NUR118, NUR125, NUR133, NUR135 and NUR188 all with a grade of C or better*

*Co-requisite: NUR185 and NUR188*

**NUR286 CLINICAL PRECEPTORSHIP****0-0-12-4**

This course is designed to be offered as a co-requisite to the NUR235 course in the final year. Emphasis is placed on applying the nursing process in a clinical setting.

Upon completion, students should be able to demonstrate delivery of nursing care at the level required for the NUR235 course. This course provides preceptorship experiences in a variety of acute care settings. The students will have a 120-hour preceptorship experience. This experience is designed as a focused client care experience under the direction of an RN preceptor.

*Prerequisites:* NUR115, NUR116, NUR117, NUR118, NUR125, NUR133, NUR135, NUR185, NUR188, NUR255 all with a grade of C or better

*Co-requisite:* NUR235

#### **OT100 INTRODUCTION TO OCCUPATIONAL THERAPY 4-0-0-4**

This course introduces the student to the role of occupational therapy in health care, community based practice, and educational systems. Topics include history of the profession and the American Occupational Therapy Association, philosophical principles, the Occupational Therapy Framework: Domain and Process, Standards of Practice, Code of Ethics, current and emerging practice areas, roles of the registered occupational therapist and the certified occupational therapy assistant, national and state credentialing requirements.

*Prerequisites:* MD170, MD170L, MD171, MD171L, MD180, GS120, GS121, GS126, GS150, GS180 (all with a grade of C or better) [3rd quarter]

#### **OT110 ANALYSIS OF HUMAN OCCUPATIONS 2-4-0-4**

This course focuses on the observations, analysis, and performance of human occupations in work, self-care, and play/leisure throughout the life span. The teaching and learning process and the language of occupational therapy will be included.

*Prerequisites:* MD170, MD170L, MD171, MD171L, MD180, GS120, GS121, GS126, GS150, GS180 (all with a grade of C or better) [3rd quarter]

#### **OT120 APPLIED KINESIOLOGY 2-4-0-4**

This course is a study of human movement and occupational performance. Topics include the interrelationship among the central nervous system, peripheral nervous system, and musculoskeletal system; anatomical landmarks, joints, posture and balance, locomotion, and analysis of functional movement required for work, self-care, and play. Range of motion, joint measurement, and manual muscle testing are included.

*Prerequisites:* MD170, MD170L, MD171, MD171L, MD180, GS120, GS121, GS126, GS150, GS180 (all with a grade of C or better) [3rd quarter]

#### **OT130 DEVELOPMENTAL /PEDIATRIC THEORY 4-0-0-4**

This course presents human development from birth through adolescence, with emphasis on occupational performance of typical and atypical individuals. Topics include theory and application, frames of reference, the occupational therapy process, evidence-based practice, and roles of the OT and OTA in service delivery in various developmental practice settings. Issues impacting developmental practice will be explored.

*Prerequisites:* OT100, OT110, OT120 (all with a grade of C or better) [4th quarter]

**OT140 THERAPEUTIC METHODS I 2-4-0-4**

This course focuses on the development of observation skills; assessment; and teaching, adapting, and grading self-care, work, and play/leisure occupations for individuals with developmental challenges. Topics include safety, interventions, technology and equipment to maximize participation in meaningful occupations.

*Prerequisites:* OT100, OT110, OT120 (all with a grade of C or better)  
[4th quarter]

**OT150 CLINICAL CONDITIONS I 3-0-0-3**

This course presents the etiology, symptoms, and treatment of developmental and psychosocial conditions that are commonly referred to in occupational therapy. The effects of trauma, disease, and congenital conditions on occupational behavior are examined. Procedures and precautions ensuring safety of clients and caregivers will be reviewed.

*Prerequisites:* OT100, OT110, OT120 (all with a grade of C or better)  
[4th quarter]

**OT160 DOCUMENTATION FOR OTA 2-0-0-2**

This course introduces a basic framework for writing medical documentation. Objective observations, assessment and goal planning are addressed. Documentation to meet standards for state, federal and reimbursement agencies is included.

*Prerequisites:* OT100, OT110, OT120 (all with a grade of C or better) [4th quarter]

**OT200 PSYCHOSOCIAL THEORY 4-0-0-4**

This course will examine the occupational therapy process in relation to individuals with psychosocial challenges across the lifespan. Topics include theory and application, frames of reference, the occupational therapy process, evidence-based practice, and roles of the OT and OTA in service delivery in various psychosocial settings. Issues impacting psychosocial OT practice will be explored.

*Prerequisites:* OT130, OT140, OT150, OT160 (all with a grade of C or better)  
[5th quarter]

**OT210 THERAPEUTIC METHODS II 2-4-0-4**

This course will focus on the development of observation skills; assessment; documentation; and teaching, adapting, and grading self-care, work, and play and leisure occupations for individuals with psychosocial challenges. Topics include safety, group dynamics, development of therapeutic use of self, and interventions to maximize participation in meaningful occupations.

*Prerequisites:* OT130, OT140, OT150, OT160 (all with a grade of C or better)  
[5th quarter]

**OT220 FW I PEDS/PSYCH 0-0-6-2**

This course includes observation and guided practice for application of the occupational therapy process in both a setting focusing on children with developmental challenges and in a setting focusing on individuals with psychosocial challenges. Students are supervised by clinical educators or faculty at health care, education, or community settings. In-class activities complement topics and exper-

periences in off campus sites. Students are responsible for transportation. 60 hours of fieldwork.

*Prerequisites:* OT130, OT140, OT150, OT160 (all with a grade of C or better) [5th quarter]

### **OT230 CLINICAL CONDITIONS II 3-0-0-3**

This course is a continuation of OTA 150 and includes the etiology, symptoms, and treatment of physical conditions that are commonly referred to in occupational therapy. The effects of trauma, disease, and congenital conditions on occupational behavior are examined. Procedures and precautions ensuring safety of clients and caregivers will be reviewed.

*Prerequisites:* OT130, OT140, OT150, OT160 (all with a C or better) [5th quarter]

### **OT 240 PHYSICAL DYSFUNCTION THEORY 4-0-0-4**

The occupational therapy process in relation to the persons with physical disabilities across the lifespan is examined. Topics include theory and application, frames of reference, the occupational therapy process, evidence-based practice, and roles of the OT and OTA in service delivery in various physical dysfunction settings. Issues impacting physical rehabilitation OT practice will be explored.

*Prerequisites:* OT200, OT210, OT220, OT230 (all with a C or better) [6th quarter]

### **OT250 THERAPEUTIC METHODS III 2-4-0-4**

This course will focus on the development of observation skills; assessment; documentation; teaching; adapting; grading self-care, work, and play/leisure occupations for individuals with physical challenges. Topics include PAMS, splinting, technology, techniques and equipment to maximize participation in meaningful occupations, improve independence, and ensure safety.

*Prerequisites:* OT200, OT210, OT220, OT230 (all with a C or better) [6th quarter]

### **OT260 FW I PHYSICAL DYSFUNCTION 0-0-6-2**

This course includes observation and guided practice for application of the occupational therapy process in settings serving adults with physical challenges. Students are supervised by clinical educators or faculty at health care, education, or community settings. In-class activities complement topics and experiences in off campus sites. Students are responsible for transportation. 60 hours of fieldwork.

*Prerequisites:* OT200, OT210, OT220, OT230 (all with a grade of C or better) [6th quarter]

### **OT270 GERIATRIC ISSUES 2-0-0-2**

This course will examine special issues affecting the elderly. Special topics include effects of aging and chronic illness, low vision, community mobility, and driving, effects of pharmacology, wheelchair seating and positioning, fall prevention and aging in place.

*Prerequisites:* OT200, OT210, OT220, OT230 (all with a grade of C or better) [6th quarter]

**OT280      MANAGEMENT FOR THE OTA      2-0-0-2**

This course will examine basic management and support tasks relevant to the role of the occupational therapy assistant. Topics include ethical principles in the workplace, the roles and functions of regulatory agencies, funding and reimbursement systems, program development, and health care delivery systems.

*Prerequisites:* OT200, OT210, OT220, OT230 (all with a grade of C or better) [6th quarter]

**OT290      FIELDWORK II A      2-0-40-12**

This course requires a minimum of 8 weeks of supervised off-campus experience applying occupational theory, skills, and concepts. Students will use the occupational therapy process while developing and practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, or emotional challenges. Course includes 20 hours in the classroom to prepare students to transition from classroom to clinic. Students will create a professional development plan and prepare a resume. Students are responsible for transportation, and room and board.

*Prerequisite:* Completion of all OTA and General Education requirements (all with a grade of C or better) [7th quarter]

**OT295      FIELDWORK II B      2-0-40-12**

This course requires a minimum of 8 weeks of supervised off-campus experience applying occupational theory, skills, and concepts. Students will use the occupational therapy process while developing and practicing the skills of an entry-level OTA. Students are assigned to a setting working with individuals with developmental, physical, or emotional challenges. Course includes 20 hours in the classroom to prepare students to take the national certification exam, obtain licensure, practice interviews and apply for employment. Students are responsible for transportation, and room and board.

*Prerequisite:* Completion of all OTA and General Education requirements (all with a grade of C or better)

**PD110      COLLEGE AND CAREER MANAGEMENT      4-0-0-4**

This course is designed to assist students in their adjustment and success in college and in their future careers. The course covers time management, note taking, test taking, textbook reading, learning styles, goal setting, health, and wellness. This course should be taken in the student's first or second quarter of enrollment at South College-Asheville unless written permission for an exception is granted by the appropriate department chair.

**PD212      PROFESSIONAL DEVELOPMENT      2-0-0-2**

This course is designed to prepare the graduating student for successful employment through development of interviewing skills, cover letters, communication skills, job success strategies, professional appearance, personal and business ethics, goal setting, and financial management. The course includes a simulated interview and a comprehensive field-specific outcomes assessment exam. This course should be taken in the student's last or next to last quarter immediately prior to

graduation; unless, written permission for an exception is granted by the appropriate department chair.

**PL101 INTRODUCTION TO PARALEGAL STUDIES 4-0-0-4**

This course introduces the student to the paralegal profession and the American legal system with emphasis on ethics and professional responsibility. Students explore ethics, case analysis, legal reasoning, legal research, career opportunities, professional organizations, terminology and other related topics. Students discuss the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. Students will relate current events to the field of law and visit a nearby courthouse.

*Prerequisite: GS120 or concurrent enrollment*

**PL102 LEGAL RESEARCH AND WRITING I 4-0-0-4**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

*Prerequisites: GS120 and PL101 all with a grade of C or better*

**PL103 LEGAL RESEARCH AND WRITING II 4-0-0-4**

This course builds upon the skills learned in Legal Research and Writing I. Particular emphasis is placed upon using detailed research to draft professional documents, including client letters, memorandum of law, an appellate brief and court documents. The use of WESTLAW and other computer-based legal research tools is stressed in the course.

*Prerequisites: GS120, PL101, and PL102 all with a grade of C or better*

**PL106 TORTS AND REMEDIES 4-0-0-4**

This course familiarizes the student with the substantive law of torts. Concentration focuses on three main areas: intentional torts, quasi-intentional torts, and negligence law. This course also examines various equitable remedies.

*Prerequisites: PL101 and GS120 all with a grade of C or better*

**PL114 ETHICS FOR PARALEGALS 4-0-0-4**

Ethical and professional issues faced by legal assistants in the legal environment are the focus of this course. Students are required to become familiar with existing and proposed ethical codes, standards, and guidelines, and will develop a framework from which to undertake the analysis of ethical dilemmas.

**PL116 CONTRACT LAW 4-0-0-4**

This course introduces the students to the area of contract law. Students explore the creation of enforceable contracts that include all the elements of such contracts. Students study the effect of Uniform Commercial Code on contracts, and the duties and responsibilities of the parties in a third party contract. Students also learn the remedies available for breach of contract. During the course students learn how to draft several kinds of contracts.

**PL118      LEGAL DRAFTING AND COMMUNICATION      4-0-0-4**

This course is designed to prepare students for the many documents that are the product of legal analysis and research. Instruction is pragmatic and hands-on. Students are introduced to business documents, litigation documents, wills and trusts, and domestic law documents.

*Prerequisites: GS120, BE290, and PL102 all with a grade of C or better*

**PL200      CIVIL LITIGATION      4-0-0-4**

The course examines the rules of civil procedure, general discovery rules, and the court system, including the role of judges, attorneys, and juries. The course enables the students to prepare pre-trial pleadings, interview witnesses, conduct preliminary investigations, and assist in the preparation of the case for trial, and post-trial proceedings. Students are encouraged to attend local civil courts.

*Prerequisites: PL102 and GS120 all with a grade of C or better*

**PL202      DOMESTIC LAW      4-0-0-4**

This course covers premarital, marital and post-marital legal issues. The legal rights of women and the legal status of children are addressed. Students prepare documents and information checklists.

*Prerequisites: PL101 and GS120 all with a grade of C or better*

**PL206      ESTATE PLANNING AND PROBATE      4-0-0-4**

In this course, students examine the transferring of assets, trusts, wills, gifts, administration of decedent's estates under both the Uniform Probate Code and local law, federal and state taxes, and administrator's responsibilities.

*Prerequisites: PL102 and GS120 all with a grade of C or better*

**PL207      COMPUTERS IN THE LEGAL OFFICE      3-2-0-4**

This course introduces students to several uses of computer software in the law office, including the following: drafting legal documents; legal timekeeping and billing; and database and spreadsheets in legal applications. It is recommended that students take this course when nearing the completion of the major paralegal curriculum.

*Prerequisite: BE290 with a grade of C or better*

**PL208      CRIMINAL LAW      4-0-0-4**

This course familiarizes the student with substantive criminal law and criminal rules and procedures. The student prepares pre-trial pleadings and becomes familiar with pre-trial, trial and post-trial proceedings.

**PL209      REAL ESTATE LAW      4-0-0-4**

This course covers the law of real estate, including the nature of real property, real estate transactions, and land use and regulation. This course includes a discussion of cases and concepts involved in real estate law.

*Prerequisites: PL101 and GS120 all with a grade of C or better*



**PL212 REAL ESTATE CLOSING AND DOCUMENT PREPARATION 4-0-0-4**

This course covers the law of real estate with emphasis on the preparation and drafting of key documents necessary for the real estate closing transaction, including, but not limited to, Deeds, Deeds of Trust, and Mortgages, Promissory Notes, Regulation Z and HUD 1 forms. Students will learn the legal and ethical requirements of the Real Estate Settlements and Procedures Act (RESPA) and become proficient with closing software such as *SofiPro*.

*Prerequisites: PL209 with a grade of C or better or approval from Department Chair*

**PL220 PARALEGAL INTERNSHIP 0-0-12-4**

In this course, students are given the opportunity to validate their skills through a 120-hour supervised, unpaid internship experience. Students are given the opportunity to work with private legal offices, government legal departments, or corporate legal departments where they perform the various responsibilities of the paralegal. Students must contact the Paralegal Department Chairperson the quarter before enrolling in this course regarding approval of site selection and schedule. This course must be taken during the last quarter of enrollment in the Paralegal Studies Program or any time after the 7<sup>th</sup> quarter of the Legal Studies Program.

*Prerequisites: All basic paralegal coursework or concurrent enrollment with approval from Department Chair*

**PL300 CONSTITUTIONAL LAW I 4-0-0-4**

This course is about the history of the United States Constitution and how the Articles establish the structure of the federal government. Case law is discussed to illustrate the growth and development of each branch of government and what powers and restraints of power these branches have. The North Carolina Constitution is examined to compare the federal and state forms of government. The concept of federalism is explored in depth.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL302 ISSUES IN LEGAL ETHICS 4-0-0-4**

Ethical and professional issues faced by legal assistants in the legal environment are the focus of this course. Students are required to become familiar with existing and proposed ethical codes, standards, and guidelines and to develop a framework from which to undertake the analysis of ethical dilemmas.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL304 EVIDENCE LAW 4-0-0-4**

The focus for this course is the rules of evidence at both the state and federal levels. Attention is given to the following: criminal and civil trials (including the functions of the judge and jury), real and demonstrative evidence, authentication, production of writings, witnesses (the examination, competency, and privileges), hearsay, impeachment, burden of proof, presumptions, and judicial notice.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL305 BANKRUPTCY LAW****4-0-0-4**

This course provides an overview of the federal bankruptcy law and the rights of creditors and debtors. Emphasis is placed upon bankruptcy procedures in Chapter 7, 11, and 13 of the U.S. Bankruptcy Code. Students are exposed to bankruptcy forms, collection letters, and UCC search and post-judgment collection documents, including garnishment issues.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL306 CRIMINAL PROCEDURES****4-0-0-4**

Emphasized in this course is the examination of the history and philosophy of the criminal justice systems and procedures in the United States. Students explore the legislative and constitutional framework for such systems, including police, courts, and institutional corrections. The goal of the course is to provide the student with a broad perspective of criminal procedures in order to provide as much assistance to a legal team as possible during these procedures.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL307 EMPLOYMENT LAW****4-0-0-4**

This course is designed to explore the law of labor and employment. Topics include the history of labor law, the National Labor Relations Act, unfair labor practices, union activities, discrimination in the workplace, remedies, occupational safety and health, disability and worker's compensation, contractual and tort theories, privacy in the workplace, and the Wage and Hour Law.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL308 CONSTITUTIONAL LAW II****4-0-0-4**

This course covers the source and expression of civil rights and liberties in the United States Constitution. The rights citizens have to own property, to speech, to choose their religion, to liberty, to privacy and to vote without governmental interference is explored.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL400 BUSINESS ORGANIZATIONS****4-0-0-4**

This course examines the legal aspects of forming, operating, financing, managing, and dissolving various forms of businesses, including corporations, partnerships, and limited liability companies. Emphasis is placed on understanding appropriate and necessary documents and forms and filing requirements.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL401 LAW AND TECHNOLOGY****4-0-0-4**

This course is designed to explore the law of technology. Topics include: history of the internet/world wide web, copyright law, the Digital Millennium Copyright Act, licensing, patents of processes and business methods, electronic signatures, and privacy rights.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL402 SPECIAL TOPICS IN LEGAL RESEARCH 4-0-0-4**

Exploration of historical and contemporary issues related to the legal profession is emphasized in this course through the advanced study of legal research methodology and legal analysis.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL403 ADVANCED CIVIL LITIGATION 4-0-0-4**

This course explores, defines, and develops the role of the paralegal with the attorney as a team in the civil and criminal process. The course examines the structure of the court system in the United States and how jurisdiction affects the rights of the parties, the nature of the litigation, and the process of the court procedure. The course educates the student through an in depth analysis of the trial and appeal process from time of incident to ultimate conclusion with emphasis on the function of the paralegal in each stage of the process. Incorporated in this course are discussions of legal ethics, the psychology of law and the impact of planning and preparation on the appropriate outcome of litigation. Students are encouraged to attend local civil and criminal courts.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL404 MEDIATION AND ALTERNATIVE DISPUTE RESOLUTION 4-0-0-4**

This course involves the study of procedural and substantive legal principles of alternative forms of dispute resolution. Students explore such procedures as negotiation, mediation, arbitration, fact finding, and grievance resolution in both the private and public sectors.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL410 ADMINISTRATIVE LAW 4-0-0-4**

Administrative Law examines the process and function of administrative agencies, including their rulemaking, executory and quasi-judicial roles. Students use internet resources to explore the statutory foundations, objectives, resources, and practical aspects of several agencies.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL412 HEALTH CARE LAW 4-0-0-4**

This course introduces students to the laws and regulations relating to health care practice. Students explore the liability and regulation of health care practitioners and institutions, major philosophical and moral issues, problems, and questions arising within the healthcare profession. General topics include professional code of conduct, professional-employer relationship, privacy and confidentiality, informed consent, and collective responsibility. This course helps students develop a systematic approach to resolving ethical and legal conflicts in the clinical and business aspects of healthcare.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL413 LAW AND SOCIETY****4-0-0-4**

This course is a study of the influence of law upon our national, social, cultural and personal identities. Students explore the means by which law facilitates or impedes the growth of knowledge, civility and behavior. Progress, or the lack thereof, in the sciences, the arts, religion, public services, economy, and our general state of well-being are all impacted by the structure and content of the laws, ordinances, rules and regulations by which we are governed.

*Prerequisite: PL 220 with a grade of C or better or approval of department chair.*

**PL414 ELDER LAW****4-0-0-4**

This course introduces students to the ever-increasing time between old age and death. It teaches the necessity of pre-mortem planning, including advance powers of attorney, medical directives, living wills, and health care surrogates. This course also examines issues of health and personal care planning for the elderly, mental capacity and guardianships. Students develop an understanding of the principles of long term at-home and custodial care planning and asset protection, including Medicare, Medicaid and long-term care insurance.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL415 ENVIRONMENTAL LAW****4-0-0-4**

This course is a study of the major federal and state environmental laws, focusing on issues facing Western North Carolina. Students will become knowledgeable of two major pieces of federal legislation: The Clean Water Act and the Clean Air Act. The Resource Conservation and Recovery Act and the Comprehensive Environmental Response Liability Act (Superfund) are also covered. The course also provides an introduction of several state environmental laws for the protection of wildlife and forests.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PL416 INTERNATIONAL LAW****4-0-0-4**

International Law provides students with the tools for understanding the principles underlying the legal environment of global business. The course identifies the current legal rules and regulations affecting businesses and examines new developments and trends that will affect future transactions. Ethical implications and dilemmas are presented throughout the course.

*Prerequisite: PL220 with a grade of C or better or approval of Department Chair*

**PT110 INTRODUCTION TO PHYSICAL THERAPIST ASSISTANT****4-2-0-5**

This course introduces the student to the profession of Physical Therapy. The student learns how to determine vital signs, what are general and universal precautions (OSHA), ethical conduct (for example, HIPPA), standards of physical therapy practice, and to identify the role and responsibilities of a physical therapist assistant. The history of physical therapy and the American Physical Therapy Association (APTA) is discussed. Documentation, medical terminology, and medical

record keeping are learned. A basic computer skills module is required as part of this course. Participation in interactive laboratory activities is required.

*Prerequisites: Admission to the PTA program*

**PT130      PATHOLOGY FOR THE PTA      4-0-0-4**

This course includes the study of disease processes and systemic disorders in the human. The course covers guidelines, precautions, and contraindications for physical therapy interventions for typical diseases, conditions, and illnesses observed in physical therapy practice.

*Prerequisites: Admission to the PTA program*

**PT150      FUNCTIONAL ANATOMY & KINESIOLOGY      3-6-0-6**

This course is the study of movement as it relates to the human body. The emphasis is on the integration of anatomy, physiology, physics, and geometry in relationship to human movement. Examples of skills learned are palpation, range of motion and goniometry, analysis of gait, and open and closed chain mechanics.

*Prerequisites: Admission to the PTA program*

**PT180      THERAPEUTIC MODALITIES      3-6-0-6**

Therapeutic Modalities addresses the techniques and effects of physical agents such as heat, cold, ultrasound, compression, traction, hydrotherapy, and electrical stimulation as treatment and/or facilitator for change and healing. The principles of wound care are also presented.

*Prerequisites: PT110, PT130, and PT150 all with a grade of C or better*

**PT200      PRINCIPLES OF REHABILITATION      4-8-0-8**

This course teaches the principles of neuromotor development. Patient skills required for activities of daily living (ADLs) and the integration of neuromotor control is the primary focus of this course. Neuromuscular facilitation and other rehabilitation techniques are introduced. Basic skills required of a physical therapist assistant such as transfers, positioning, fitting assistive devices, wheel chair training, gait training, massage, body mechanics, patient education, and documentation are learned and demonstrated by the student. Outcomes resulting from a patient's/client's loss of function are also addressed in this course.

*Prerequisites: PT110, PT130, and PT150 all with a grade of C or better*

**PT210      THERAPEUTIC EXERCISE AND MUSCLE  
TESTING      4-8-0-8**

Therapeutic Exercise and Muscle Testing studies the use of exercise techniques designed to impact the musculoskeletal system in order to increase strength; normalize range of motion, improve balance and coordination in the performance of movement and activities of daily living, correct postural dysfunction, and promote wellness. Students also study data collection techniques appropriate for documenting patient progress.

*Prerequisites: PT110, PT130, PT150, PT180, and PT200 all with a grade of C or better*

**PT220 CLINICAL EXPERIENCE AND DOCUMENTATION 0-4-8-4**

Clinical Experience and Documentation teaches the student how to advance a patient through their physical therapy program based on subjective and objective information, to implement appropriate care modalities, to document outcomes under the direction of a physical therapist, and to perform basic patient/client management skills. Clinical site attendance is required in this course.

*Prerequisites: PT110, PT130, PT150, PT180 and PT200 all with a grade of C or better*

**PT230 ADVANCED REHABILITATION PRINCIPLES 4-8-0-8**

Advanced Rehabilitation Principles continues the study of neuromotor development as well as introducing the student to complex and multi-diagnosed individuals. Special rehabilitation needs due to mental and/or cognitive disorders are studied.

*Prerequisites: PT110, PT130, PT150, PT180, PT200, PT210, and PT220 all with a grade of C or better*

**PT250 PROFESSIONAL SEMINAR 3-2-0-4**

Professional Seminar introduces the student to specialty areas in physical therapy. Students have contact with actively practicing clinicians in order to learn or review current concepts and techniques in physical therapy and to promote integration of previously learned material into comprehensive rehabilitation programs for specific patient problems and patient populations.

*Prerequisites: PT110, PT130, PT150, PT180, PT200, PT210, and PT220 all with a grade of C or better*

**PT260 CLINICAL INTERNSHIP I 0-0-40-12**

Clinical Internship I is an unpaid 392 hour clinical internship experience during which the student must perform and validate professional competencies under the direct supervision of a clinical instructor at two different clinical sites. At the end of the first clinical affiliation (192 hours), the students will return to the campus for four (4) hours in a classroom setting debriefing and preparing for the second clinical affiliation of two hundred (200) hours. After the second clinical affiliation (200 hours), the students attend four (4) hours in the classroom setting.

*Prerequisites: PT110, PT130, PT150, PT180, PT200, PT210, PT220, PT230, and PT250 all with a grade of C or better*

**PT280 CLINICAL INTERNSHIP II 4-0-24-12**

This course is a continuation of PT260 through an additional 240 hours of unpaid clinical internship under the direct supervision of a physical therapist or physical therapist assistant. An additional 40 hours of classroom activities is required.

*Prerequisite: PT110, PT130, PT150, PT180, PT200, PT210, PT220, PT230, PT250, and PT260 with a grade of C or better*

**RT101 FOUNDATIONS OF RADIOLOGIC TECHNOLOGY 4-0-0-4**

This course introduces students to the history of the profession of radiologic technology. Principles, practices, and policies of healthcare organizations are examined with a focus on human diversity. Students are introduced to both legal and

medical terminology associated with healthcare. This course provides the necessary foundations of healthcare with respect to patient care, communication skills, legal and ethical concerns, cultural diversity, and radiology as a profession.

**RT111 ESSENTIALS OF PATIENT CARE 4-0-0-4**

This course explores the basic concepts behind the competent care of patients. Topics include the needs of patients and their families with respect to an array of issues, including psychological, physical and educational challenges. Students will learn proper transfer techniques, history taking skills, procedures pertinent to patient care while utilizing precautions for controlling infection and approaches to managing both routine and emergency situations.

**RT112 IMAGE FORMATION AND DISPLAY I 4-0-0-4**

In this course students acquire a foundation of knowledge regarding the creation and recording of radiographic images, including the factors that dictate the nature and outcomes of the process. Students learn the concepts of photon interaction. This course also outlines the concepts associated with radiation protection for the patient, public, and personnel. Federal and state radiation health and safety requirements as well as those of accreditation agencies and healthcare organizations will be discussed. The application of theoretical concepts is experienced through labs and demonstrations during class sessions.

*Prerequisite: RT101 and RT111 all with a grade of C or better*

**RT120 CLINICAL EXPERIENCE I 0-0-16-5**

This course provides students the opportunity to learn imaging technology and related skills in various clinical settings. Students focus on the care and assessment of patients, drawing upon cognitive, affective, and psychomotor skills. Both the observation and performance of medical imaging processes occur under the supervision of registered radiologic technologists. During this quarter, students must attain identified competency levels.

*Prerequisites: RT101 and RT111 all with a grade of C or better*

**RT121 RADIOGRAPHIC POSITIONING 4-0-0-4**

In this course, students develop the knowledge and skills of the structure and function, radiographic positioning and routines of radiographic landmarks and the abdominal-thoracic cavity. The course deals with the principles needed to perform routine radiographic procedures of these systems and the relationship of anatomy, patient care, and terminology to radiographic practice is demonstrated. The focus of the course is on patient identification, clinical profiles, nomenclature, universal precautions, and radiographic critique/quality, and the methodologies related to each area. Instruction emphasizes especially pathology, surface landmarks, positioning technique, and radiographic anatomy.

*Prerequisites: MD170, MD170L, RT101, and RT111 all with a grade of C or better*

*Co-requisite: RT122*

**RT122 RADIOGRAPHIC POSITIONING I LAB 0-0-2-1**

Under direct supervision, students will observe and demonstrate the positioning and production of diagnostic quality radiographs of the thoracic-abdominal cavity in a laboratory setting. Students will critique radiographs for diagnostic quality, anatomy, positioning, and use of appropriate positioning landmarks and technical factors.

*Prerequisites:* MD170, MD170L, RT101, and RT111 all with a grade of C or better

*Co-requisite:* RT121

**RT130 CLINICAL EXPERIENCE II 0-0-16-5**

This course provides clinical experience geared to the attainment of designated competencies. The clinical learning process concentrates on students' performance of imaging procedures applicable to the axial and appendicular skeleton. The experience hones students' cognitive, affective, and psychomotor skill levels pertaining to these particular tasks. Students' concentration on outcome assessment and their mastery of co-requisite skills continues during this clinical experience.

*Prerequisites:* RT120, RT121, and RT122 all with a grade of C or better

**RT131 RADIOGRAPHIC POSITIONING II 4-0-0-4**

In this course students develop the knowledge and skills of the structure and function, radiographic positioning, and routines of the appendicular skeleton, pelvic girdle, cervical, thoracic, and lumbar spine. Pediatric radiography will also be covered during this course session. The principles needed to perform routine radiographic procedures of these systems are addressed. The relationship of anatomy, patient care, and terminology to radiographic practice is demonstrated. The focus of the course is on patient identification, clinical profiles, nomenclature, universal precautions, and radiographic critique/quality, and the methodologies related to each area. Instruction emphasizes especially pathology, surface landmarks, positioning technique, and radiographic anatomy.

*Prerequisites:* RT121 and RT122 all with a grade of C or better

*Co-requisite:* RT132

**RT132 RADIOGRAPHIC POSITIONING II LAB 0-2-0-1**

Under direct supervision, students observe and demonstrate the positioning and production of diagnostic quality radiographs of the appendicular skeleton, pelvic cavity, cervical, thoracic, and lumbar spine in a laboratory setting. Pediatric radiography is also covered during this course session. Students critique radiographs for diagnostic quality, anatomy, positioning, and use of appropriate positioning landmarks and technical factors.

*Prerequisites:* RT121 and RT122 all with a grade of C or better

*Co-requisite:* RT131

**RT133 RADIOGRAPHIC POSITIONING III 4-0-0-4**

In this course students develop the knowledge and skills of the structure and function, radiographic positioning and routines of the upper and lower gastrointestinal systems, urinary systems, skull and facial radiography, and surgical procedures. In



addition, trauma radiography is included during this quarter. This course deals with the principles needed to perform routine radiographic procedures of these systems. The relationship of anatomy, patient care, and terminology to radiographic practice is demonstrated. The focus of the course is on patient identification, clinical profiles, nomenclature, universal precautions, and radiographic critique/quality, and the methodologies related to each area. Instruction emphasizes pathology, surface landmarks, positioning technique, and radiographic anatomy. This course also includes the composition, use and effects of contrast media on the human body

*Prerequisites:* RT131 and RT132 all with a grade of C or better

*Co-requisite:* RT134

### **RT134 RADIOGRAPHIC POSITIONING III LAB 0-2-0-1**

Under direct supervision, students observe and demonstrate the positioning and production of diagnostic quality radiographs of the upper and lower gastrointestinal systems, urinary systems, skull and facial radiography, and surgical procedures. Radiography related to traumatic injury/illness receives special attention during this course. Course topics include reference to related medical terminology and patient care issues. Students will critique radiographs for diagnostic quality, anatomy, positioning, and use of appropriate positioning landmarks and technical factors.

*Prerequisites:* RT131 and RT132 all with a grade of C or better

*Co-requisite:* RT133

### **RT140 CLINICAL EXPERIENCE III 0-0-24-7**

This clinical experience centers on the attainment of competencies that require higher levels of cognitive, affective and psychomotor skills. Surgical radiographic procedures, fluoroscopy of physiological body systems, mobile and trauma procedures are incorporated into the learning experiences during this course. Students gain a mastery of knowledge garnered from previous clinical assignments, focusing particularly on objective assessment of their acquired skill levels.

*Prerequisites:* RT130, RT131, and RT132 all with a grade of C or better

### **RT141 IMAGE FORMATION AND DISPLAY II 4-0-0-4**

The analysis of actual radiographic images comprises the primary content of this course. Students learn techniques for overcoming problems in evaluating images and come to appreciate fully the importance of minimum standards for imaging and the factors that can enhance or diminish image quality. Students emerge from the course with a solid understanding of radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design.

*Prerequisites:* RT112 with a grade of C or better

### **RT142 RADIATION PHYSICS 4-0-0-4**

Students acquire in this course the fundamentals of atomic structure and terminology. The course explores the natural characteristics of radiation and the natural processes behind x-ray production. Topics include electrodynamics, magnetism, electric generators and motors, production and control of high voltage, production and properties of x-rays, and x-ray circuitry.

*Prerequisites:* RT141 with a grade of C or better

**RT210 INTERVENTIONAL RADIOGRAPHY & ADVANCED IMAGING MODALITIES 4-0-0-4**

This course is designed to help students gain an understanding of the history, physical principles, and clinical aspects associated with the advanced imaging modalities in the field of radiology. An integrated study of anatomy, physiology, and radiographic procedures is presented. Special emphasis is placed on radiographic procedures related to the circulatory and nervous system. This course carries a strong emphasis of scientific principles and applications related to the field of computed tomography. Additional advanced imaging modalities covered include magnetic resonance imaging, ultrasonography, nuclear medicine, and digital angiography. This course emphasizes caring for the patient, procedural preparation, safety precautions, and advanced administration of contrast media as it relates to invasive procedural applications.

*Prerequisites: RT142 with a grade of C or better*

**RT211 RADIATION PROTECTION & BIOLOGICAL RESPONSES 4-0-0-4**

The impact of radiation on living systems and the principles of protection against that impact is the focus of this course. The course explores the effect of radiation on the human body, including cells, tissues, and the body as a whole. There is deep exploration of the biological reactions to radiation, including acute and chronic affects. The course emphasizes the radiographer's responsibilities for ensuring radiation protection for patients, personnel, and the public.

*Prerequisites: RT142 with a grade of C or better*

**RT212 CLINICAL EXPERIENCE IV 0-0-24-7**

Students perform various radiographic procedures during this clinical experience that demonstrate competencies requiring high levels of cognitive, affective, and psychomotor skills. These procedures are performed under direct/indirect supervision and involve a more complex level of radiographic practice.

*Prerequisites: RT140, RT133, and RT134 all with a grade of C or better*

**RT220 QUALITY ASSURANCE & ANALYSIS 4-0-0-4**

This course is designed to promote knowledge of the technological aspects of radiography relating to computer and information processing. This course examines computer processes and applications for capturing, displaying and distributing images. Total quality management of a radiology department within a healthcare system is presented, exploring the theory and practice of quality assurance. The use of departmental quality assurance test tools, interpretation or results, and management of a quality assurance program through record keeping is presented.

*Prerequisites: RT210 and RT211 all with a grade of C or better*

**RT221 IMAGING PATHOLOGY 4-0-0-4**

This course introduces students to the theoretical causes of diseases and the pathophysiology involved in the compromise of healthy systems. There is an examination of etiology, pathophysiological responses, clinical manifestations, the radiographic appearance of disease, and the management of modifications in body systems.

*Prerequisites: RT133 and RT134 all with a grade of C or better*

**RT222 CLINICAL EXPERIENCE V 0-0-24-7**

Under the guidance of registered radiologic technologists, students become involved in more complicated aspects of radiography and patient care, performing complex radiographic tasks. Students diversify their knowledge in other imaging modalities. Rotations may consist of, but are not limited to, nuclear medicine, computed tomography, and ultrasound. Special procedure radiography is also a focus of the course.

*Prerequisites: RT210, RT211, and RT212 all with a grade of C or better*

**RT230 IMAGING SYNTHESIS 4-0-0-4**

This course is a capstone learning experience. Students prepare for professional employment and continuous learning by integrating and synthesizing their professional knowledge, skills, and attitudes. Students demonstrate competencies for professional employment at the entry level and the capacity to pursue lifelong professional growth.

*Prerequisites: RT courses excluding RT232 all with a grade of C or better*

**RT232 CLINICAL EXPERIENCE VI 0-0-24-7**

Under the guidance of professional radiographers, students undertake tasks involving the more complicated aspects of radiography. Students complete all competencies mandated by the American Registry of Radiologic Technologists (ARRT).

*Prerequisites: RT222 with a grade of C or better*

**RT310 INTRODUCTION TO HEALTH ADMINISTRATION 4-0-0-4**

In this course, students will learn the introductory skills essential to becoming a successful administrator. Course instruction will focus on administrative theories, methodologies, decision-making, and managerial skills. Students will be provided a general overview of health administration with the basic skills and knowledge necessary to become successful members of healthcare organizations.

*Prerequisite: Department Chair Approval*

**RT312 FUNDAMENTALS OF SECTIONAL ANATOMY 4-0-0-4**

This course introduces students to an in-depth presentation of cross-sectional anatomy of the body. Basic principles of sectional anatomy as related to imaging modalities such as Computed Tomography and Magnetic Resonance Imaging will also be included. This course will be inclusive of pathologies and their appearance related to cross-sectional viewing.

*Prerequisites: Department Chair Approval*

**RT315 INTRODUCTION TO PICTURE ARCHIVING AND COMMUNICATION SYSTEMS 4-0-0-4**

This course focuses on the introduction of digital and picture archiving communication systems (PACS) in the imaging sciences. Students will be provided an overview of the history and trends associated with digital imaging. The overall goal of the course is for the student to have a basic understanding and knowledge of the components associated with digital radiology including DICOM & PACS, their effects on medicine, application, and use. Computed Tomography (CT) will

be presented, including System Operation and Components, Image Formation, Image Quality, CT Exams, and Image Artifacts.

*Prerequisite: Department Chair Approval*

**RT320      ADVANCED PATIENT CARE CONCEPTS      4-0-0-4**

This course is designed to transition the healthcare practitioner to an advanced level of training in patient assessment. Topics include advanced pharmacology, risk management, principles of medical emergencies and response, and electro-physiology and arrhythmias. In addition, this course teaches students the proper procedures governing phlebotomy and EKG. HIPAA law and effects on the provision of healthcare will also be discussed.

*Prerequisite: Department Chair Approval*

**RT340      UNDERSTANDING COMPUTED TOMOGRAPHY      4-0-0-4**

This particular course will utilize a Computed Tomography Study Module as an independent educational tool. Students will learn the overview of Computed Tomography that is clinically useful within the field of Radiology. This course will present the historical background, benefits, patient care concepts, and image formation associated with Computed Tomography.

*Prerequisite: Department Chair Approval*

**RT410      HEALTH SCIENCE RESEARCH      4-0-0-4**

This course is designed to enhance the healthcare practitioner's skills in research development and interpretation. Issues of the logic of research, research design, and the foundation of quantitative analysis will be discussed. Major emphasis is placed on teaching the research process, including library research, survey research, and statistical analysis. Various research designs, sampling techniques, statistical procedures, and literature reviews will be discussed.

*Prerequisite: Department Chair Approval*

**RT415      CURRENT TRENDS AND ISSUES IN      4-0-0-4  
RADIOLOGICAL SCIENCES**

This course allows students to examine and analyze current trends and issues associated with the professional practice of radiologic technology. In addition, this course provides the framework for transition for the radiologic technologist in the imaging sciences. *Prerequisite: Department Chair Approval*

**RT420      RADIOLOGY INTERNSHIP (CT)      0-0-24-7**

The open format of this course is designed for students to gain additional skills/experience in professional/clinical area of interest. For this particular radiology internship, objectives are developed in the radiographic modality of Computed Tomography. This course will be presented as an independent review with clinical enhancement. Students who upon completion of this course meet eligibility requirements as set forth by the American Registry of Radiologic Technologists for certification in Computed Tomography may apply for registry certification.

*Prerequisite: Department Chair Approval*

**RT421 RADIOLOGY INTERNSHIP (MAMMOGRAPHY) 0-0-24-7**

The open format of this course is designed for the student to gain additional skills/experience necessary in the field of Radiographic Mammography. This course will provide the student an introduction to the radiographic profession of Mammography as well as meet initial criteria standards for registry certification set forth by the Mammography Quality Standards Act (MQSA) and the American College of Radiology (ACR).

*Prerequisite: Department Chair Approval*

**RT422 GENERAL MODALITY RADIOLOGY 0-0-24-7  
INTERNSHIP**

The open format of the course is designed for the student to gain additional skills/experience necessary in a professional/clinical area of interest. Basic course objectives will be practical in nature for the modality of interest. The student in consultation with the instructor will develop valid course objectives.

*Prerequisite: Department Chair Approval*

**ST101 INTRODUCTION TO SURGICAL TECHNOLOGY 2-0-0-2**

This course presents an introduction to the field of Surgical Technology. Content topics include the history of the surgical technologist, medical terminology, professional, legal, ethical and moral responsibilities of the surgical technologist, health care organizations as well as environmental safety in the surgical field and the importance of teamwork in the operating room setting. This course also discusses the physical, psychological, social, and spiritual needs of the patients.

*Co-requisites: ST110 and ST110 L*

**ST110 PATIENT CARE CONCEPTS I 3-0-0-3**

This course presents an overview of the perioperative milieu, emphasizing surgical asepsis, sterilization, and instrument and room preparation as well as microbiology and the process of infection and its role in the surgical arena.

Content topics include principles of asepsis, decontamination, disinfection, and sterilization of instrumentation and supplies. Procedures for scrubbing, gowning, and gloving are discussed with demonstration.

Patient care concepts include anesthesia, anesthetics, post-operative anesthesia and perioperative pharmacology.

This course parallels the practical laboratory demonstrations of ST110L.

*Co-requisites: ST101 and ST110L*

**ST110L PATIENT CARE CONCEPTS I LAB 0-4-0-2**

In this course, students demonstrate the ability to perform the basic functions of a surgical technologist in scrubbing, gowning, gloving, and opening supplies. The student will identify various types of instruments, and demonstrate patient preparation for surgery. While demonstrating these skills, the principles of asepsis are followed. Students are videotaped demonstrating the above skills.

*Co-requisites: ST110 and ST101*

**ST120 PATIENT CARE CONCEPTS II****3-0-0-3**

This course continues the theoretical study and practical application of the skills necessary for the surgical technologist to provide quality patient care. Patient care concepts and topics include pre-operative, intra-operative and post-operative routines, pre-operative physical preparation of the patient including patient transport, positioning, skin preparation, and draping. Additional topics include hemostasis, wound management, and wound healing, applications of suturing, suture types, and needle characteristics. These concepts are related to the surgical technologist's role in the perioperative environment. This course also discusses energy sources in the operating room and how physics plays a role in the surgical arena. The lab portion of this course provides for practical demonstration of the discussed skills.

*Prerequisites: ST101, ST110, and ST110L all with a grade of C or better*

*Co-requisites: ST120L and ST121*

**ST120L PATIENT CARE CONCEPTS II LAB****0-4-0-2**

In this course, students demonstrate the ability to perform as a surgical technologist in the sterile scrub role and non-sterile role during basic surgical procedures in the skills lab. This includes setting up a back table and mayo stand to prepare for a procedure, performing surgical counts of sponges, sharps, and instruments, prepping and draping the patient, proper handling of instrumentation, supplies, medications and fluids. During demonstration of these skills, the principles of asepsis are followed during pre, intra, and postoperative activities.

*Prerequisites: ST101, ST110, and ST110L all with a grade of C or better*

*Co-requisites: ST120 and ST121*

**ST121 SURGICAL CLINICAL CARE I****0-0-6-2**

This course introduces the student to the roles and responsibilities of the perioperative team members.

Emphasis is placed shadowing the circulator and anesthesia provider as a member of the non-sterile team. This includes assisting in patient transfer and transport, opening sterile supplies and instrumentation. The student will be assigned a surgical preceptor and will begin participating as a sterile member of the operating room team while in an observation and second scrub role. The student will also learn the daily operation of decontamination and sterile processing of instrumentation and equipment. These clinical experiences take place at various hospitals and out-patient surgery centers.

*Prerequisites: ST101, ST110 and ST110L*

*Co-requisite: ST120, ST120L*

**ST130 SURGICAL PROCEDURES I****3-0-0-3**

This course introduces the student to concepts of diagnostic procedures, endoscopic procedures, general surgery procedures, genitourinary surgery procedures, and ophthalmic surgery procedures. Emphasis is placed on the relevant anatomy and physiology related to the diagnostic or surgical interventions the patient under-

goes. Topics include diagnostic studies, preoperative testing, anesthesia considerations, positioning principles, and methods to determine needed supplies, equipment and instrumentation for these procedures. The sequence of events for these types of surgeries is also discussed along with pre, post and intra-operative responsibilities of the surgical technologist in the scrub role (STSR).

*Prerequisites: ST120, ST120L, and ST121 all with a grade of C or better*

*Co-requisite: ST131*

### **ST131      SURGICAL CLINICAL CARE II      0-0-15-5**

This course continues to develop the skills related to the roles and responsibilities of the surgical technologist during surgical procedures. During this quarter the student will perform as a member of the sterile team. Emphasis is placed on critical thinking and technical skills while demonstrating surgical competencies as required. A clinical coordinator from South College-Asheville visits the clinical sites *to measure the student's progress as they work with various preceptors*. Clinical times and requirements may vary according to individual clinical site policies.

*Prerequisites: ST120, ST120L, and ST121 all with a grade of C or better*

*Co-requisite: ST130*

### **ST140      SURGICAL PROCEDURES II      8-0-0-8**

This course continues with a comprehensive study of surgical procedures in the following areas: obstetric and gynecologic, ENT, oral/maxillofacial, orthopedic, and peripheral vascular surgeries. Emphasis will be placed on the relevant anatomy and physiology related to the diagnostic or surgical interventions the patient undergoes. Topics will include how to prepare the necessary equipment, supplies and instrumentation for these procedures. The sequence of events, for these types of surgeries, will be discussed along with how pre-, post-, and intra-operative procedures will impact the Surgical Technologist.

*Prerequisites: ST120, SST121, ST130, and ST131 (with a grade of "C" or better)*

*Co-requisite: ST141*

### **ST141      SURGICAL CLINICAL CARE III      0-0-15-5**

This course continues to develop the student's understanding of the roles and responsibilities of the surgical technologist during surgical procedures. Emphasis is placed on more complex cases, while improving speed and accuracy. The student is precepted by a Surgical Technologist or a Registered Nurse working in scrub or circulating roles. These clinical experiences take place at various local hospitals. A clinical coordinator from South College-Asheville visits these clinical sites to check on the students' progress as they work with various preceptors. Clinical times and requirements may vary according to individual clinical site policies.

*Prerequisites: Successful completion of ST120, ST120L, ST121, ST130, and ST131 (with a grade of C or better)*

*Co-requisite: ST140*

**ST210 SURGICAL PROCEDURES III****4-0-0-4**

This course continues with a comprehensive study of surgical procedures in the following areas: cardio, thoracic/pulmonary, plastics & reconstructive, pediatric and neurosurgical procedures. Emphasis will be placed on the relevant anatomy and physiology related to the diagnostic or surgical interventions the patient undergoes. Topics will include how to prepare the necessary equipment, supplies and instrumentation for these procedures. The sequence of events for these types of surgeries will be discussed along with how pre-, post-, and intra-operative procedures impact the Surgical Technologists.

*Prerequisites: ST120, SST121, ST130, ST131, ST140, and ST141*

*Co-requisite: ST211*

**ST211 SURGICAL CLINICAL CARE IV****0-0-24-8**

This course concludes the development of the student's skills and understanding of the roles and responsibilities of the surgical technologist during surgical procedures. Emphasis is placed on complex surgical specialties allowing the student to demonstrate the necessary skills required for peri-operative patient care. The student is precepted by a Surgical Technologist or a Registered Nurse working in scrub or circulating roles. These clinical experiences take place at various local hospitals. A clinical coordinator from South College-Asheville visits these clinical sites to check on the students' progress as they work with various preceptors. Clinical times and requirements may vary according to individual clinical site policies. Upon satisfactory completion of this course, the student is prepared in clinical care for an entry-level position.

*Prerequisites: ST120, ST120L, ST121, ST130, ST131, ST140, and ST141 all with a grade of C or better*

*Co-requisite: ST210*



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***Administration  
& Faculty***

# ADMINISTRATION AND FACULTY

## BOARD OF TRUSTEES

As described in the South College-Asheville Board of Trustees Bylaws, the college is governed by the Board of Trustees. The Board has exclusive control over the management and affairs of the college and is the legal policy-making body responsible for the college. The membership is comprised of business leaders and educators, both associated and not associated with the college.

## MEMBERS OF THE BOARD OF TRUSTEES FOR 2013-2015

Karon Korp, President, Magic Mountain Press (*Chairperson of the Board*)

Alfred Whitesides, Mountain First Bank

Stephen A. South, Corporate Officer

Rebecca South, Corporate Officer

## COLLEGE OWNERSHIP

Effective November 1, 1998, South College-Asheville, formerly Cecils College, was purchased from Executive Schools, Inc. by South College of North Carolina, Inc. The principal office of South College of North Carolina, Inc. is located at the South College-Asheville Campus, 140 Sweeten Creek Road, Asheville, NC 28803.

## CORPORATE OFFICERS

The corporate officers of South College of North Carolina, Inc. are Stephen A. South, President and Rebecca G. South, Secretary. The corporation is managed by the corporate officers. In matters concerning the management and control of the College, the Board of Trustees has control.

## FACULTY AND STAFF LISTING

For a complete and current listing of South College-Asheville administrative staff and faculty, please refer to the college catalog addendum.

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*Index*

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# 2012-2013 Academic Calendar

	FALL 2012	WINTER 2013	SPRING 2013	SUMMER 2013
<b>FACULTY MEETING</b>	September 10	December 3	March 18	June 10
<b>CHALLENGE EXAMS</b>	September 4 October 22	November 2 February 18	March 12 May 6	June 4 July 29
<b>ORIENTATION</b>	October 4	January 7	April 1	June 25
<b>CLASSES BEGIN</b> <b>Regular Quarter</b> <b>Mid-Quarter</b>	October 8 November 12	January 9 February 13	April 3 May 13	June 27 August 12
<b>LAST DAY TO DROP/ADD and LATE REGISTRATION</b>	October 13 November 14 MQ	January 15 February 18 MQ	April 9 May 15 MQ	July 3 August 15 MQ
<b>LAST DAY TO DROP WITHOUT GRADE PENALTY</b> <i>(See Policies Relating to Tuition &amp; Fees)</i>	October 26 November 21 MQ	January 29 February 22 MQ	April 23 May 24 MQ	July 20 August 23 MQ
<b>ADVISEMENT/ PRE-REGISTRATION</b>	November 19 to November 30	February 18 to March 1	May 20 to May 31	August 19 to August 30
<b>LAST DAY OF CLASSES</b>	December 17	March 19	June 11	September 9
<b>FINAL EXAMINATIONS</b>	December 14-19	March 15-21	June 7-13	September 6-12
<b>GRADUATION</b>			June 15	
<b>HOLIDAYS</b>	November 22-24 December 22-25 December 31-January 1	January 21	May 25 and 27	July 4 August 31 to September 2

~ All Dates Subject to Change ~

- Class times vary according to number of meeting times in quarter for specific class. Please consult each quarter's class schedule.



*[www.SouthCollegeNC.edu](http://www.SouthCollegeNC.edu)*



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