South Piedmont
COMMUNITY COLLEGE

SPC

2005 - 2006 COLLEGE CATALOG

South Piedmont Community College

Serving Anson and Union Counties
2005 - 2006 Catalog

Old Charlotte Hwy. Campus
4209 Old Charlotte Hwy.
Monroe. NC 28110
704-289-8588
1-877-821-2200
FAX 704-225-7569

L.L. Polk Campus
Post Office Box 126
Polkton. NC 28135-0126
704-272-7635
1-800-766-0319
FAX 704-272-8904

http://www.spcc.edu

MESSAGE FROM THE PRESIDENT

Welcome to South Piedmont Community College!

As the president of SPCC, I hope you are as excited as I am about being part of the finest community college in North Carolina. At SPCC, our goal is focused on one outcome - your success. Whether you are pursuing an associate degree or certificate, taking a continuing education class to improve your job skills, or completing work to receive your GED, we want YOU to be successful.

With locations in Monroe, Polkton, and Wadesboro, South Piedmont Community College is accessible to everyone in Anson and Union counties. We are continuously expanding programs and learning opportunities. In addition to on-campus classes, our instructors are continuing to provide additional classes via the Internet and other distance delivery methods. If flexibility in scheduling classes is a requirement, we have the options you need.

If I may assist you, please call or stop by for a visit. I am always interested in talking with students. After all, YOU are why SPCC is here.

John R. McKay, President

Board of Trustees

Mission

South Piedmont Community College

Our mission at South Piedmont Community College is to provide accessible, affordable, high-quality, student-centered education while supporting economic development in our communities.

The purpose of South Piedmont Community College is to promote:

Learning and Student Success by
- Creating student-centered learning opportunities through a variety of academic and cultural experiences.
- Nurturing an environment that values the individual and fosters life long learning.
- Identifying and eliminating barriers to individual student success.

Workforce and Community Development by
- Assessing and addressing the diverse occupational and training needs of students and employers.
- Participating actively in economic development.
- Preparing students to live, learn, and work in a diverse global environment.
- Demonstrating a mindful stewardship of natural, cultural, and fiscal resources.

Excellence by
- Providing exemplary service to internal and external customers.
- Fostering a climate that promotes effective communication, cultural diversity and awareness, and professional and intellectual growth.
- Creating a culture that stimulates students, faculty, and staff to exceed high expectations.

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South Piedmont Community College Catalog

Academic Calendar

FALL SEMESTER 2005 (16 weeks)

August 8	Convocation/Professional Development (college closed to public)
August 9 - 12	Registration
August 10	Student Orientation
August 15	**First Day of Classes**
August 16	Last Day to Add a Class (1st 8-week session)
August 17	Last Day to Add a Class (16-week session)
August 18	Last Day to Drop a Class and Receive a Refund (1st 8-week session)
August 24	Last Day to Drop a Class and Receive a Refund (16-week session)
September 5	Labor Day Holiday (college closed)
September 16	Financial Aid Withdrawal Penalty Period Ends (1st 8-week session)
September 22	Last Day for Student Initiated Withdrawal (1st 8-week session)
October 10	End of 1st 8-Week Session
October 11 - 14	Student Break (no classes)
October 15	Classes Resume
October 15	**Begin 2nd 8-Week Session**
October 18	Last Day to Add a Class (2nd 8-week session)
October 20	Last Day to Drop a Class and Receive a Refund (2nd 8-week session)
October 26	Financial Aid Withdrawal Penalty Period Ends (16-week session)
November 7	Last Day for Student Initiated Withdrawal (16-week session)
November 14	Registration Begins for Spring Semester
November 17	Financial Aid Withdrawal Penalty Period Ends (2nd 8-week session)
November 21 - 26	Student Break (no classes)
November 23 - 26	Thanksgiving Holidays (college closed)
November 28	Classes Resume
November 30	Last Day for Student Initiated Withdrawal (2nd 8-week session)
December 16	**Fall Semester Ends**

FALL SEMESTER 2005 (1st 8-week session)

August 15	First Day of Classes
August 16	Last Day to Add a Class (1st 8-week session)
August 18	Last Day to Drop a Class and Receive a Refund (1st 8-week session)
September 5	Labor Day Holiday (college closed)
September 16	Financial Aid Withdrawal Penalty Period Ends (1st 8-week session)
September 22	Last Day for Student Initiated Withdrawal (1st 8-week session)
October 10	End of 1st 8-Week Session

FALL SEMESTER 2005 (2nd 8-week session)

October 15	Begin 2nd 8-Week Session
October 18	Last Day to Add a Class (2nd 8-week session)
October 20	Last Day to Drop a Class and Receive a Refund (2nd 8-week session)
November 17	Financial Aid Withdrawal Penalty Period Ends (2nd 8-week session)
November 21 - 26	Student Break (no classes)
November 23 - 26	Thanksgiving Holidays (college closed)
November 30	Last Day for Student Initiated Withdrawal (2nd 8-week session)
December 16	End of 2nd 8-Week Session

SPRING SEMESTER 2006 (16 weeks)

January 3	Convocation/Professional Development (college closed to public)
January 4 - 6	Registration
January 4	Student Orientation
January 9	**First Day of Classes**
January 10	Last Day to Add a Class (1st 8-week session)
January 11	Last Day to Add a Class (16-week session)
January 12	Last Day to Drop a Class and Receive a Refund (1st 8-week session)
January 16	Martin Luther King Jr. Holiday (college closed)
January 19	Last Day to Drop a Class and Receive a Refund (16-week session)
February 10	Financial Aid Withdrawal Penalty Period Ends (1st 8-week session)
February 16	Last Day for Student Initiated Withdrawal (1st 8-week session)
March 6	End of 1st 8-Week Session
March 7 - 10	Student Break (snow make-up days, if needed)
March 10	Professional Development/Employee Appreciation (college closed to public)
March 11	Classes Resume
March 11	**Begin 2nd 8-Week Session**
March 14	Last Day to Add a Class (2nd 8-week session)
March 16	Last Day to Drop a Class and Receive a Refund (2nd 8-week session)
March 22	Financial Aid Withdrawal Penalty Period Ends (16-week session)
April 3	Last Day for Student Initiated Withdrawal (16-week session)
April 10 - 15	Student Break (no classes)
April 14 - 15	Easter Holidays (college closed)
April 17	Classes Resume
April 17 - May 12	Registration for Summer Term
April 17 - August 4	Registration for Fall Semester
April 20	Financial Aid Withdrawal Penalty Period Ends (2nd 8-week session)
April 26	Last Day for Student Initiated Withdrawal (2nd 8-week session)
May 12	**Spring Semester Ends**
May 14	Graduation

SPRING SEMESTER 2006 (1st 8-Week Session)

January 9	First Day of Classes
January 10	Last Day to Add a Class (1st 8-week session)
January 12	Last Day to Drop a Class and Receive a Refund (1st 8-week session)
January 16	Martin Luther King Jr. Holiday (college closed)
February 10	Financial Aid Withdrawal Penalty Period Ends (1st 8-week session)
February 16	Last Day for Student Initiated Withdrawal (1st 8-week session)
March 6	End of 1st 8-Week Session

SPRING SEMESTER 2006 (2nd 8-Week Session)

March 11	Begin 2nd 8-Week Session
March 14	Last Day to Add a Class (2nd 8-week session)
March 16	Last Day to Drop a Class and Receive a Refund (2nd 8-week session)
April 10 - 15	Student Break (no classes)
April 14 - 15	Easter Holidays (college closed)
April 17	Classes Resume
April 20	Financial Aid Withdrawal Penalty Period Ends (2nd 8-week session)
April 26	Last Day for Student Initiated Withdrawal (2nd 8-week session)
May 12	End of 2nd 8-Week Session
May 14	Graduation

SUMMER TERM 2006

May 15 - 26	Registration
May 29	Memorial Day Holiday (college closed)
May 30	**First Day of Classes**
May 31	Last Day to Add a Class
June 2	Last Day to Drop a Class and Receive a Refund
June 30	Financial Aid Withdrawal Penalty Period Ends
July 4	Independence Day Holiday (college closed)
July 7	Last Day for Student Initiated Withdrawal
July 25	**Summer Term Ends**

Hours of Operation

South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The college business office is open Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Office hours may be extended during registration periods.

To obtain information regarding the college and its programs and services to the community, please check the web page http://www.spcc.edu or call during the following hours:

L.L. Polk Campus, Polkton
704-272-7635
800-766-0319
FAX: 704-272-8904

Monday - Thursday, 8 a.m. - 8 p.m.
Friday, 8 a.m. - 3 p.m.
Saturday, 8 a.m. - noon

Old Charlotte Hwy. Campus, Monroe
704-289-8588
877-821-2200
FAX: 704-225-7569

Monday - Thursday, 8 a.m. - 8 p.m.
Friday, 8 a.m. - 3 p.m.
Saturday, 8 a.m. - noon

Lockhart-Taylor Center, Wadesboro
704-694-6505
FAX: 704-694-9087

Monday - Thursday, 8 a.m. - 5:30 p.m.
Friday, 8 a.m. - 3 p.m.
Saturday, 8 a.m. - noon

Summer hours of operation may differ at all locations.

South Piedmont Community College observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas.

Terms
To Know

To help you with words used by SPCC faculty and staff, here is a list of frequently used terms and their definitions.

Academic Standing: A student's academic status — Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

Academic Year: The fall semester, spring semester, and summer terms - (Not all programs require a summer term.)

Accreditation: Various professional agencies appoint teams of evaluators who periodically study South Piedmont's programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

Adult High School (AHS): A program of instruction offered cooperatively with local public school systems to help students earn an Adult High School diploma.

Advanced Standing: Applying credits earned at another institution or through exams to a student's program of study at SPCC.

Advisor: A person who approves the selection of courses for a student's chosen field of study — usually a faculty member or counselor.

Associate in Applied Science (AAS): A two-year technical degree that prepares students for the job market.

Associate in Arts (AA): A two-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a Bachelor of Arts degree at a senior college or university.

Associate in Science (AS): A two-year college transfer program that concentrates on mathematics and science for those planning to work toward a Bachelor of Science degree at a senior college or university.

Audit: A course for which students pay tuition and fees but do not receive credit — An Audit Request Form is available in the Counseling Center or from the appropriate division head.

Catalog: The college publication that contains almost everything a student needs to know about South Piedmont Community College and its programs.

Catalog of Record: The catalog that is current when a student enrolls.

Certificate: A program of study requiring 12 to 18 semester hours of course work.

Contact hours: The actual number of hours in class per week, per course.

Continuing Education: Noncredit courses for citizens who are 18 years old or older.

Continuing Education Unit (CEU): An item of measurement that acknowledges an individual's participation in noncredit class activities — A CEU equals 10 contact hours of participation in an organized continuing education experience under responsible sponsorship,

capable direction, and qualified instruction.

Co-op Experience: Refers to work experience with a college-approved employer in an area related to a student's program of study.

Corequisites: A course that must be taken during the same term as the course that requires the corequisite.

Counselor: A person who provides students with personal, academic, vocational, and career counseling.

Credit hours: A class value — Every degree, diploma and certificate program requires students to take a certain number of credit hours.

Cumulative Grade Point Average (GPA): The average of grades for all classes taken at South Piedmont Community College — GPA is calculated by adding all earned quality points and dividing by the number of credit hours taken.

Curriculum: The program of courses required to receive a degree, diploma or certificate.

Developmental Studies: A series of courses for preparation, remedial study, and academic guidance if a student does not meet the entrance requirements for a particular program.

Diploma: Programs that usually take one to two semesters to complete — Courses are generally not designed to transfer to a 4-year college or university.

Directory Information: Information that may be released without a student's written consent — This information includes name, address, telephone number, major field of study, college activities the student participates in, the dates the student has attended college, degrees and honors the student receives, and the name and address of the college the student attended immediately before enrolling at SPCC. Students may, however, request that the college withhold directory information.

Drop/Add: When a student adjusts his or her schedule by dropping courses registered for but no longer desired, and/or by adding other courses — The Drop/Add period is limited and is indicated on the college calendar.

Dual Enrollment: When high school students take college courses while still enrolled in high school - A dual enrollment student must provide written permission from the principal of the current high school.

Elective(s)/Unrestricted Elective(s): A course or courses not specifically named in a student's curriculum, but required for graduation - Students should check with their academic advisor before choosing an elective.

Financial Aid: Grants (monies given to students through the federal and state governments) and scholarships available to qualified students to help meet educational expenses.

Full-time Student: A student who is taking at least 12 semester credit hours — A student who is registered for 11 credit hours or fewer in one semester is a part-time student.

GED. (General Educational Development): A high school equivalency diploma — Persons who have not completed high school may choose to take a series of tests that correspond to most high school curriculums to determine if they qualify for a high school equivalency diploma.

Human Resources Development (HRD): A program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

Independent Study (By Appointment): A credit course, allowed only in special circumstances, in which a student works individually with a faculty member — A student may register for an independent study course with permission from the department chair/instructor during the regular registration period.

Placement Testing: A computerized test (CPT) used to identify skill levels in reading, English, and basic math - Placement test scores help to determine appropriate classes for beginning students.

Plagiarize: To use ideas or words of another as one's own without crediting the source — Plagiarism is a form of cheating.

Prerequisites: Preliminary skills, knowledge or other courses required before enrollment in a particular course — Prerequisites are listed by test score or course and course description in the catalog. Descriptions are alphabetized by course prefix.

Probation: A student is placed on academic probation when a GPA falls below 2.0.

SGA - Student Government Association: A college-wide student organization - A student can become involved in SGA activities by contacting the student activities facilitator in Student Services.

SHC: Semester Hour Credit - A student earns semester hour credits for each course taken.

Satisfactory Progress: The level of achievement and advancement toward a degree, diploma or certificate that is required to maintain eligibility for financial aid and the Department of Veterans Affairs educational benefits — Students who do not meet these standards may be placed on academic probation or lose eligibility for financial aid.

Student Activity Fee: A fee paid every semester to cover activities (cookouts, dances, etc.), part of graduation expenses, and any student publications.

TBA (To Be Announced): Term used in course schedule if an instructor or location has not been selected at the time of publication.

Teleconference: A presentation or meeting that is aired via satellite.

Telecourse: A curriculum course aired on public television that allows a student to complete a course without attending regularly scheduled classes on a campus.

Testout: A test covering course content given when a student believes he or she has prior knowledge/experience/course work - A student may, under certain conditions, take an exam and receive credit for a course without taking the course. The student will receive a grade. Registration and a completed testout form for the class are required.

Transcript: A printed record of every course taken at South Piedmont Community College and the grades received — An official transcript is stamped with the seal of the college. Transcripts are obtained from the Student Records Office.

Unclassified/Special Credit Student: A student taking one or more approved curriculum credit courses, but not enrolled in a specific curriculum.

Work-Study Program: A federally supported program, based on financial need, through which students are given preference for part-time employment on campus.

How to Register

Look in the catalog at the academic calendar to find out the date for registration, or call Student Success office for the date of the next registration.

— Contact the Admissions office

NEW STUDENT - Each new student is assigned an advisor when admission requirements are completed. During the registration period, new students should meet with their advisor to select and register for classes.

Either contact your advisor or the academic advisors

RETURNING STUDENT - Continuing students should *cont'r* meet with their advisor to select and register for classes.

FINANCIAL AID STUDENT - Financial aid students should make sure their financial aid status is complete before registering and going to the cashier.

Go to the Cashier to pay tuition and fees. Financial aid students should let the cashier know their status at the time of payment.*After payment, students *may* will receive a copy of their schedule.

Take the registration form to the bookstore when purchasing books.

Take the registration form to each class to document registration and payment of tuition and fees.

go to the faculty advising ctr

To DROP or ADD a class, see an advisor ~~or counselor~~. Changes must be made during the scheduled times for dropping and adding classes.

* Third party payment

ADMISSION REQUIREMENTS

All of the programs at SPCC are open to students who have a high school diploma or GED. Students who do not have a high school diploma or a GED should check with the Student Success office to see which programs they may enter.

In order to qualify for financial aid, a student must possess a high school diploma or GED and be enrolled in a specific curriculum program. Certain other requirements may also apply. Some of the programs have limited enrollment. Only the most qualified candidates will be selected.

Please contact the Financial Aid Officer for additional information.

Admission Information

ADMISSION POLICY

*South Piedmont Community College is an "open door" college. It does not impose restrictive standards for admission to the college.

Admission is open to all persons 18 years of age or high school graduates without regard to race, color, national origin, religion, sex, age or handicap.

A high school diploma or recognized equivalent is required for full admittance to all associate degree programs and Health Technologies programs.

While a high school diploma or recognized equivalent is desirable, it is not mandatory for admittance to some diploma and certificate programs. It is required for all health programs.

A person with less than a high school education may be accepted on the basis of experience and/or the ability to benefit.

Admission to SPCC does not guarantee admission to programs with selective admission criteria. Applicants should refer to admission requirements for specific programs.

Home schooled applicants must:

- Be registered with the North Carolina Division of Non-Public Education Office.

- Provide written documentation of successful completion of the North Carolina Competency exam.

- Provide copies of a transcript of the high school diploma received.

ADMISSION PROCEDURE

- Complete and return a South Piedmont Community College admission application.
- Apply for financial aid
- Submit official transcripts from high school, or General Educational Development (GED), and from all colleges attended, to the Admissions office, PO Box 126, Polkton NC 28135

What is an official transcript?
An official transcript is mailed directly from the high school, college or other institution to the Admissions Office at South Piedmont Community College. It is the applicant's responsibility to request that transcripts be sent to South Piedmont Community College.

- Complete placement testing.
- Attend orientation
- Meet with advisor and/or counselor. acad. adv. ctr.

- Register for classes on published registration dates. Pay tuition — Student ID
- Purchase text books

New students should complete admission requirements two (2) weeks prior to registration. Due to the special nature of some programs, there may be additional requirements. Refer to specific admission requirements for these programs.

PLACEMENT TESTING

The purpose of the placement test is to enhance student success. It helps new students to determine their skills in reading, English, basic mathematics and algebra. Skills identified through the placement test, along with counselor or advisor guidance, will help with placement in the most appropriate courses for student success. Scores are valid for two years.

certificate, high school

All associate degree, health program, and diploma applicants must complete the placement test (English, reading and math) prior to registration. ~~Certificate-seeking~~ applicants whose program of study requires a reading, English and/or mathematics course are required to take that portion of the placement test prior to enrolling. Students moving from the certificate to the higher level diploma or degree must complete all remaining portions of the placement test prior to an official change of program.

Exemptions to the placement testing policy are as follows:

- Applicants transferring from another institution who have successfully completed a transferable freshman English, reading, or mathematics course will be exempt from the placement test for the subject area.

- Applicants who have earned an associate or higher degree from an accredited institution are exempt from placement testing.

- Applicants who have a verbal score of 500 on the SAT or 19 on the ACT are exempt from the English and reading placement tests.

+ within the last 5 years

- Applicants who have a mathematics score of 500 on the SAT or 19 on the ACT are exempt from the mathematics placement test.

- Applicants enrolling in a curriculum certificate that does not contain a general education course may not be required to take a placement test.

Applicants eligible to exempt one or more of the placement tests based on any of the above exemptions must provide the Admissions Office with documentation appropriate to be exempt from placement testing. ~~Applicants who are exempt from placement tests must contact the Admissions Office for advisor assignment.~~

The full placement test is administered without charge to any student who has not taken the test within the previous twelve (12) months. Students wishing to take a retest within a twelve-month period are charged $1.25 for each section or $5.00 for all sections of the test. Students may retest only twice during a twelve-month period. Students should call the Student Success office for an appointment to complete the advising assessment.

PROVISIONAL ADMISSION

Students whose official transcripts have not been received by the Admissions Office at the time of registration may be admitted provisionally. However, all admission requirements must be completed before the end of the first semester enrolled. Failure to complete all admission requirements ~~will result~~ *may* ~~in a reclassification to Special Credit status for the next semester. Provisionally admitted students are required to take the placement test.~~ *effect your financial aid status*

READMISSION OF STUDENTS

All former students are encouraged to enroll for additional study with the college.

Students reentering must follow normal admission procedures. All application information must be updated.

If a student has been out of school as a result of disciplinary action or suspension, the student must get approval to re-enroll from the Vice President of Student Success.

If the program for which the student is reapplying requires placement testing, the student may be required to retest if previous test

/See Wayne CC's 4

scores are over two years old. Practical Nursing, Medical Assisting, Surgical Technology, Therapeutic Massage, and Medical Sonography students must retest if their scores are more than two years old or if the test changes.

GENERAL ADMISSION REQUIREMENTS FOR HEALTH TECHNOLOGIES PROGRAMS

General admission requirements for all health programs:

1. Complete an SPCC application for admission to the Admissions Office. Applications for admission are valid for one year only. If the student does not enter the specified health program during the semester and year indicated on the application, the application becomes invalid. In order to be considered for admission the following year, the student must submit another application for admission.

2. Have an official copy of high school, GED, or adult high school transcript sent to the Admissions Office, PO Box 126, Polkton, NC 28135.

3. Have all college transcripts sent to the Admissions Office, PO Box 126, Polkton, NC 28135.

4. Complete requirement A or B below:

   A. Meet required scores on the College Placement Test. Students may test a total of three times within a twelve-month period on the reading, English, math, and algebra sections. Any additional test will not count toward admission. The initial placement test is free. Each retest is $5.00, and individual sections of the test are $1.25. (Test scores from other colleges are not accepted. Applicants may not exempt the CPT due to appropriate SAT scores.)

   B. Submit to the Admissions Office official transcripts verifying completion of all general education courses required for the health program of interest. (General education classes required for each program are listed on the following pages.) Students must maintain a 2.0 or higher GPA in the general education classes in order to be considered for a health technologies program. It is the responsibility of the applicant to notify the Admissions Office as soon as these courses are completed.

5. Have a cumulative GPA or 2.0 [25] or higher on all previous college work.

   Students must notify the Admissions Office when the first five general admission requirements have been completed. Students will be notified when to complete 6 - 11 of the general admissions requirements.

6. Attend mandatory health technologies program information session.

7. Return completed health-screening requirements for the Medical Assisting, Office Laboratory Technician, and Surgical Technology programs. Return completed physical exams for the Practical Nursing, Medical Sonography, Therapeutic Massage, and Radiation Therapy programs. (In order to participate in the clinical/cooperative education portion of the health technologies programs, students will have to submit to criminal background checks and drug screens.) Health-screenings, physical exams, criminal background checks, and drug screens are at the student's expense.

8. Conduct a personal interview for the Therapeutic Massage program.

9. Attend a job-shadowing event for the Medical Sonography program.

10. Provide proof of CPR certification. Exception: Medical Assisting program.

11. Medical Assisting students must show key-boarding proficiency of 30 wpm with five or less errors.

NOTE: In order to participate in clinical education experiences at health care facilities, students may be required to submit results of an NC State or National Criminal Background check and/or drug screening at their own expense. Clinical facilities can determine if students are allowed to participate in clinical education at their facilities based on the results of the criminal background checks and drug screens. If the student is unable to receive clincial experience as required by the program, this can result in the student being unable to progress in the program and result in the student being not able to complete the requirements for graduation.

READMISSION TO HEALTH TECHNOLOGIES PROGRAMS

Students desiring readmission to a health technologies program must submit an application for admission along with a readmittance form to the Admissions Office. Students must satisfy all current admission requirements for their program of choice. Students will not be permitted to reenter a health technologies program more than once. This includes attempts at health technologies programs at other colleges.

Students seeking readmission must reapply at least ninety days prior to the beginning of the semester in which they are seeking readmission. Only those students whose cumulative GPA is 2.0 or higher at the time of withdrawal from a program and with no previous unsatisfactory clinical or ethical performance will be considered for readmission.

In order to be accepted for readmission, the applicant may be required to audit classes successfully completed up to the point of withdrawal based on program director's discretion. In addition to successfully auditing certain classes, space must be available in the health technologies program before acceptance will be granted to an applicant seeking readmission.

Students withdrawn for disciplinary reasons will not be considered for readmission.

SPECIFIC ADMISSION REQUIREMENTS FOR HEALTH TECHNOLOGIES PROGRAMS

Practical Nursing Admission

CPT required scores:

Reading	86	Math	61
English	86		

The following courses may be taken before acceptance into the program: ENG 111 or ENG 110, PSY 110, BIO 163, and NUR 118.

Students who meet the required CPT scores or complete the general education courses qualify to take the Nurse Entrance Test (NET). Students will be notified of specific dates and times to take this test. The NET testing fee is $15.00. The test may be taken once per year. Acceptance will be granted to the 20 students who have the highest scores on the NET. The next 10 students with the highest scores will be placed on an alternate list. **Alternates not selected and additional students on the list must reapply for the next year's program.** Applicants not accepted who wish to apply for the next year's program must retest on the NET.

Medical Sonography Admission

CPT required scores:

Reading	86	Arithmetic	61
English	86	Algebra	66

The following courses may be taken before acceptance into the progam: BIO 165, BIO 166, CIS 110 COM 140 or COM 231, ENG 111 or ENG 110, MAT 161 and MAT 161A or MAT 171 and MAT 171A, PSY 150, and a Humanities/Fine Arts elective.

Students who meet the required CPT scores or complete the general education courses qualify to take the Health Technologies Admissions Test (HOBET) exam. Students will be notified of specific dates and times to take this test. The HOBET testing fee is $15.00. The test may be taken only once per year. Applicants not accepted who wish to apply for next year's program must retest on the HOBET.

Students who have completed the placement test with required scores or the general education courses and have taken the HOBET exam will be considered for admission into the program. Students will be selected on a point system. Students can receive points in areas such as HOBET scores, general education classes (taken within 7 years), health-related high school classes (taken within 7 years), completion of the Medical Sonography Continuing Education class, successful completion of ACA 115, degree(s) in allied health, and allied health work experience.

Acceptance will be granted to up to 16 applicants who complete all admission requirements and have the highest number of points. (The total number of students selected is dependent upon clinical availability.). The next 6 will be placed on an alternate list. Alternates not selected and additional students on the list must reapply for the next year's program.

Surgical Technology Admission

CPT required scores:

Diploma		Degree	
Reading	86	Reading	86
English	86	English	86
Math Ar	40	Math Ar	61
		Algebra	53

The following courses may be taken before acceptance into the program: BIO 163 and ENG 111.

Acceptance will be granted to the first 20 applicants who complete all admission requirements. The next 10 will be placed on an alternate list. Alternates not selected and additional students on the list must reapply for the next year's program.

To progress into the second year, the student will need to successfully complete the diploma requirements and meet prerequisites for the general education courses within the second year curriculum of the Surgical Technology Associate Degree.

Medical Assisting Admission

CPT required scores:

Diploma		Degree	
Reading	86	Reading	86
English	86	English	86
		Math Ar	61
		Algebra	53

The following courses may be taken before acceptance into the program: BIO 163 or MED

116, CIS 110 or CIS 111, ENG 111 or ENG 110, COM 140, MED 110, MED 121, MED 122, or completion of the OLT certificate program or Medical Office Administration degree program.

Acceptance will be granted to the first 20 applicants who complete all admission requirements. The next 10 will be placed on an alternate list. Alternates not selected and additional students on the list must reapply for the next year's program.

To progress into the second year, the student will need to successfully complete the diploma requirements and meet prerequisites for the general education courses within the second year curriculum of the Medical Assisting Associate Degree.

Therapeutic Massage Admission

CPT required scores:

Diploma		Degree	
Reading	86	Reading	86
English	86	English	86
Math	40	Math	40

The following courses may be taken before acceptance into the program: CIS 110 BIO 163, ENG 111 or ENG 110.

Acceptance will be granted to the first 26 applicants (10 students for the Polk campus and 16 students for the OCH campus) who complete all admission requirements. The next 10 will be placed on an alternate list. Alternates not selected and additional students on the list must reapply for the next year's program.

To progress into the second year, the student will need to successfully complete the diploma requirements and meet prerequisites for the general education courses within the second year curriculum of the Therapeutic Massage Associate Degree.

Office Laboratory Technician Admission

CPT required scores:
Reading	86
English	86

The following courses may be taken before acceptance into the program: CIS 110 and MED 121.

Acceptance will be granted to the first 10 students who complete all admission requirements. The next 10 students will be placed on an alternate list. Alternates not selected and additional students on the list must reapply for the next year's program.

Radiation Therapy Admission

CPT required scores:
Reading	86	Math	61
English	86	Algebra	66

The following courses may be taken before acceptance into the program: BIO 163, COM 140, ENG 111, PSY 150, a Humanities/Fine Arts elective, or completion of the Radiography Associate degree program.

Students who meet the required CPT scores or complete the general education courses qualify to take the Health Technologies Admissions Test (HOBET). Students will be notified of specific dates and times to take this test. The HOBET testing fee is $15.00. The test may be taken only once per year. Applicants not accepted who wish to apply for the next year's program must retest on the HOBET.

Acceptance will be granted to the 10 students who have the highest scores on the HOBET. The next 10 students with the highest scores will be placed on an alternate list. Alternates not selected and additional students on the list must reapply for the next year's program.

Nursing Transfer/Refresher

Ask SLC

Students wishing to transfer to South Piedmont Community College from an accredited nursing program, or to refresh for license renewal may be admitted to the Practical Nursing program, contingent upon space available. Students must meet admission requirements. Selection is based on previous academic experience and appropriate North Carolina Board of Nursing guidelines.

Transfer Students - Submit a reference recommendation from Nursing Director/ Chairperson. South Piedmont Community College provides the form.

Refresher Students - Submit Nursing Certificate number.

TRANSFERRING CREDIT

From Other Colleges

Transfer credit may be accepted from regionally accredited post-secondary institutions for grades earned of "A," "B," or "C." In all cases, credit is granted only for courses comparable to SPCC courses in subject, content and length.

Transfer credit may satisfy course requirements, but will not influence a student's grade point average on the South Piedmont Community College transcript.

The College will not accept transfer credit for community college courses prior to the change from quarter to semester in 1997. The time frame for accepting transfer credit is seven years for all courses other than remedial and computer courses, five years for computer courses, and three years for remedial courses.

Students may petition the registrar to have related course work over seven years evaluated. The placement test can be used to determine a student's ability to complete required course work. Students who place out of developmental courses may have course work older than seven years evaluated.

From Other Programs at SPCC

When a student chooses to change from one curriculum program to another, some of the credits may transfer to the new program. Only courses with grades of "A," "B," or "C" will be considered. Credit will only be transferred for courses comparable to courses in the new program in subject, content, and length.

To earn a South Piedmont Community College degree, students transferring credits must earn a minimum of 25% of the credits in their chosen curriculum program at SPCC. This includes transfer credits from other colleges as well as between SPCC programs.

HAVING COLLEGE CREDIT EVALUATED FOR TRANSFER

- The student must submit official transcripts from each post-secondary institution for which credit is desired.

- When the transcripts are received, the registrar evaluates them and completes a credit evaluation form.

- The curriculum advisor reviews the complete evaluation packet (copies of official transcripts,

credit evaluation form, curriculumchecklist, etc.). If the curriculum advisor is in agreement with the evaluation made by the Vice President of Student Success, no further action is required. However, if the curriculum advisor is in disagreement with any part of the credit evaluation, a response must be directed to the Vice President for Student Success within seven (7) working days to appeal/resolve the situation.

• The College sends a copy of the approved evaluation form and curriculum checklist to the student.

What types of credits are evaluated?

Evaluations of a student's academic credits earned at other institutions of higher education and/or in other curriculum programs at SPCC will be conducted.

Regardless of the number of credit hours accepted, each student must earn a minimum of 25% of the required credit hours in the chosen curriculum program at South Piedmont Community College.

SPECIAL ADMISSION

The 2001 Session of the NC General Assembly enacted legislation to allow a student under the age of 16 to enroll in a community college if the Admissions Office determines that the student is intellectually gifted and has the maturity to justify admission to the college. Approval must be provided through the local board of education; candidates must meet aptitude test scores and achievement test scores of at least the 92nd percentile from an approved list of tests.

TECH PREP

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program.

The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

The three major program areas in Tech Prep at the high school level are Engineering Technology (Industrial, Mechanical, and Electrical), Business, and Health/Human Services. These areas correspond to programs offered at South Piedmont Community College. Within each of the three areas, specific courses have been identified that are a part of the Tech Prep Articulation Agreement.

Requirements for Tech Prep advanced placement are:

1. Grade of B or higher in the course and

2. A raw score of 80 or higher on the VoCATS post assessment.

In order to receive credit as per the agreement, students must enroll at the community college within two years of their high school graduation date.

Courses accepted for advanced placement will appear on the student's transcript. The credit will apply toward graduation, but will carry no formal grade or grade points.

DUAL ENROLLMENT

The Dual Enrollment program offers high school and home school students at least 16 years of age the opportunity to get a head start on a college program by allowing enrollment in South Piedmont Community College courses while they are still in high school. Official written permission must be obtained from their school system.

- High school and home school students must be a least 16 years of age to concurrently enroll on a space available basis in any curriculum course.

- High school students must be recommended by the chief administrative public school officer, and the principal must certify that the student is taking the equivalent of 1/2 of a full-time schedule (at least two high school courses) and is making appropriate progress toward graduation; or in the case of courses offered in the summer, must certify that such student took at least two high school courses or attended 1/2 of the school day during the preceding year and made appropriate progress toward graduation.

- Home school students must provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.

- Dual enrolled students must submit a *completed* dual enrollment form for each semester that they wish to enroll.

- Dual enrolled students are limited to enrollment in six (6) credit hours. Permission for enrollment in more than six credit hours must be approved by the Vice President of Student Success.

• Dual enrolled students will be exempt from tuition cost, but will be responsible for fees and text book costs.

- Dual enrolled students may not take developmental classes (any class below the 100 level).

- Enrollment in certain ~~academic~~ *curriculum* courses requires students to complete the college placement test and place into college level courses.

- A three (3) credit hour course is equivalent to 1/2 high school credit.

- Dual enrolled students are subject to the policies and procedures of SPCC pertaining to attendance, confidentiality of records, etc., as found in the College Catalog and the College Student Handbook.

- Students admitted on a dual-enrolled basis are not eligible for student financial aid. Efforts in dual enrollment classes may have an effect on a student's future financial aid eligibility.

- High school students are admitted on a space available basis.

HUSKINS BILL PROGRAM

High school students may take college credit courses under a cooperative program agreement (Huskins Bill) and be exempt from applicable tuition. Boards of Education may (but are not required to) pay for the cost of textbooks and fees (not tuition) for high school students enrolled in community college courses, provided the courses in which students are enrolled meet cooperative enrollment criteria.

Sections of Huskins Bill courses are scheduled for the purpose of enrolling high school students. Prerequisite and course admission requirements for high school students are the same as for adult college students. ~~Courses can be used as elective credit toward high school graduation requirements.~~

SPECIAL CREDIT STUDENT STATUS

A student may enroll as a special credit student without specifying a particular curriculum objective. However, any special credit student desiring a degree or diploma must enroll in an appropriate major and meet all appropriate admission requirements for that major. To receive financial assistance, a student must declare a major.

CONTINUING EDUCATION PROGRAMS ADMISSION

Any person who is at least 18 years old or a high school graduate is eligible to enroll in a Continuing Education program. Further information is available in the Continuing Education section of the college catalog or from the Continuing Education Centers.

ADMISSION OF INTERNATIONAL STUDENTS

South Piedmont Community College is authorized to enroll nonimmigrant, alien students. Applicants should submit application materials for admission at least two months in advance of the semester he/she wishes to enroll. To be admitted to a curriculum program at SPCC and to receive a U.S. Department of Justice Certificate of Eligibility (I-20 A-B), a successful applicant must be a high school graduate and provide the following documentation:

- Application for Admission with notarized signature;

- Official Transcript(s) - which come directly from the high school and colleges attended (These transcripts must be in English. If the transcript form must be translated, it must be done by an approved translator at the student's expense.);

- A notarized affidavit of financial support submitted by a bank or financial institution verifying the availability of funds to cover the expenses of tuition, fees, books, and living expenses for one year; and

- TOEFEL scores showing proof of English speaking and writing ability. A minimum score of 500 is required.

- Health and immunization records may be required.

South Piedmont Community College has no housing facilities, living accommodations or support programs for individuals from other countries. Students are responsible for their own transportation. Generally, students holding visas are not authorized to work. Therefore, the applicant should not expect to cover expenses by working while enrolled.

Tuition, Fees, and Financial Aid

TUITION AND FEES

Tuition is set by state policy and is subject to change without notice.

In-State Tuition

$38.00 per semester hour of credit plus fees up to 16 semester credit hours.

Students taking 16 or more
semester credit hours

Tuition	$608.00
Technology Fee	16.00
Activity Fee	10.00
Accident Insurance	1.25
Total	$635.25

Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina. Please see the Student Residence Classification section for more information.

$211.00 per semester hour of credit plus fees up to 16 semester credit hours.

Students taking 16 or more
semester credit hours

Tuition	$3376.00
Technology Fee	16.00
Activity Fee	10.00
Accident Insurance	1.25
Total	$3403.25

Accident Insurance

Accident insurance provides coverage to the student during hours in school. The $1.25 per semester insurance fee is required and payable with tuition.

Activity Fee

The fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association.

The college activity fee is $1.00 per semester hour up to a maximum of $10.00 for 10 or more semester hours. This fee applies to all students except those enrolled in a custom course.

Technology Fee

The technology fee is $1.00 per semester up to a maximum of $16.00 for 16 or more semester hours.

Lab Fee

Beginning Fall 2005 there will be a lab fee charged for each science, health, and industrial technology course.

Special Fees

Additional fees may be charged for some programs (e.g., equipment fees, liability insurance, etc.).

Payment Plan

South Piedmont Community College will be FACTS offering a payment plan beginning Spring 2006. Check the SPCC website at www.spcc.edu or contact the Business Office for additional information.

Textbooks and Supplies

Students must purchase textbooks and other necessary supplies. The college maintains bookstore services on both campuses. The cost of books and supplies varies according to the program of study taken by the student.

STUDENT RESIDENCE CLASSIFICATION

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.* (Copies of the regulations are available for inspection in the Student Success office).

The regulations (G.S. 116-143.1 (b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide residents of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide residents of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Members of the Armed Forces, their spouses and offspring may be eligible for special provisions as set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.*

The decision of the Admissions Officer or Vice President of Student Success responsible for the initial classification may be appealed to the President of South Piedmont Community College, or his delegate in accordance with North Carolina law (G.S. 116-143.1).

If not satisfied with the decision, the student may appeal to the State Residence Committee. Upon request, the College will provide the student with copies of school information housed within the college (e.g. residence application, school records, etc.) as may be needed.

Student Residence Reclassification

Residence status reclassification may be made only during the regular registration period. Upon the written petition of a student submitted to the Admissions Officer or to the Vice President of Student Success at least ten days prior to the beginning of the academic semester, a classification inquiry will be initiated. In such cases, the reclassification will be made in accordance with North Carolina law (G.S. 116-143.1).

REFUND POLICY

Tuition refunds may be authorized only if the student must drop from classes for unavoidable reasons. Withdrawal requests must be presented to the Registrar's Office before the student withdraws from classes.

Refunds for Students not Receiving Financial Aid (Title IV Funds):

- Full tuition refunds will be made if the College cancels a class or if the student drops before the first day of class.
- 75% of the tuition paid may be refunded if the student withdraws by the 10% date of the semester.
- No tuition refund will be made if the student withdraws after the 10% date of the semester, even if the student has not attended any class.
- No refunds shall be made in the amount of $5.00 or less.

Students Receiving Financial Aid (Title IV Funds):

If a student withdraws or (stops attending) all registered courses before the 60% point of the term, the Financial Aid Office will perform a calculation to determine the amount of funds which must be returned to Title IV programs. If the student did not earn all of the disbursed Title IV aid, the student will have to repay 50% of the unearned portion of the aid.

SENIOR CITIZENS - ADMISSIONS

Persons 65 years of age or older and who are residents of North Carolina may attend South Piedmont Community College without paying tuition. Other fees will be charged. Verification of age will be required.

An exception would be a self-supporting class in which all students enrolled share the cost of the class.

FINANCIAL AID

In order to receive financial aid, students must be enrolled in an academic program for at least six credit hours applicable to their program (some students may be eligible if they are less than half-time) and maintain satisfactory progress in their course of study.

Courses not eligible for Federal Financial Aid include:
- Special credit (not claiming a major).
- Credit by examination (test-out).
- Audited courses.

Students who do not possess a high school diploma, GED, or recognized equivalent must demonstrate their ability to benefit prior to receipt of Title IV student aid. Ability to benefit will be determined in accordance with federal guidelines.

Assistance may be awarded in the form of grants, part-time employment (workstudy), scholarships or a combination of these.

Students must apply for financial assistance each year and are encouraged to apply at least eight weeks prior to the registration day of the semester they intend to enter the college. To receive priority for all types of financial aid, students planning to begin in the fall semester should complete the Federal Financial Aid (FAFSA) application process so that approval is received by June 1.

Federal Financial Aid Applications and other pertinent information may be obtained from the Student Success Office or by request from: Financial Aid Director, South Piedmont Community College, Post Office Box 126, Polkton, North Carolina 28135; telephone number (704) 272-7635. or www.cfnc.org

How to Remain Eligible for Financial Aid

Federal regulations require that students receiving financial aid must be making satisfactory academic progress. South Piedmont Community College makes these standards applicable to all federally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For federal financial aid purposes, satisfactory progress is measured in two ways, qualitative and quantitative.

Qualitative Measurement

Each semester, the financial aid student's cumulative grade point average (GPA) is calculated. The student must achieve a minimum GPA of 2.0.

Failure to attain the required quality point average causes a semester of probation. During this probationary semester:

- Students must work to raise the GPA to 2.0.

- Financial aid continues.

At the end of one semester of probation, if the student has not achieved a satisfactory GPA, financial aid will end. To restore the financial aid award, the student must enroll and continue in a curriculum until his/her GPA is at an acceptable level. During this time, the student receives no financial aid.

A student who enrolls and withdraws from all classes is not considered to be making satisfactory progress.

Quantitative Measurement
(Percent of courses taken)

Students receiving financial assistance must complete 67% of all credit hours attempted. They must also be evaluated in increments of not more than half the program or one academic year, whichever is less.

Diploma Programs

Evaluations are made at the end of fall semester. Students who will lose their eligibility in the spring semester are notified. Evaluations are made at the end of summer term with notification given to students who will lose eligibility for the fall semester.

Associate Degree Programs

Students are evaluated at the end of spring semester. Notification is given to students who will lose their eligibility in the fall semester. Evaluations are made at the end of fall semester with notification given to students who will lose their eligibility for the spring semester.

Maximum Allowable Credit Hours

Students are expected to enroll and satisfactorily complete the total number of credit hours and courses to graduate from their program.

For financial aid, federal regulations limit the maximum allowable credit hours to no more than 150% of the total credits of the program. In other words, a student cannot have attempted more than 150% of the total number of credits hours required for graduation. If more credit hours are taken, no financial aid can be awarded for the program of study.

Figuring It Out

To graduate from Accounting, 69 credit hours are required. Multiply that times 150% to find the most credit hours allowed.

$$69 \times 150\% = 104$$

The maximum number of credit hours allowed for Accounting is 104. Students over the maximum allowable credit hours for a program will be ineligible to receive financial aid for further periods of enrollment.

Important Considerations

Changing programs will greatly affect satisfactory progress. All hours previously taken at South Piedmont Community College count toward progression. Hours previously taken at another institution that are transferred to SPCC will count toward progression.

Withdrawals, changes to audit status, uncompleted courses and repeated courses count toward hours attempted.

Developmental courses numbered below 100 are not included in the quantitative measurement. Students are allowed only one year of financial aid or (30 hours) to complete developmental courses.

Satisfactory Progress for Veterans

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid. The required grade point average (GPA) is 2.0 on all attempted work. This is a cumulative grade.

A veteran who does not make satisfactory progress will be placed on probation for one

semester. During that semester of probation, the veteran must focus on raising his or her GPA to the acceptable minimum of 2.0. During this first semester of probation, the student will continue to receive financial aid.

At the end of this one semester of probation, the student's GPA must be at the acceptable minimum of 2.0. If it is not, veterans benefits will be terminated. Benefits may be restored by enrolling in the curriculum with no VA benefits until the student's GPA increases to the acceptable minimum.

The veteran student who enrolls in two or more subjects and fails, changes to audit status, or withdraws from all subjects, will be classified as having made unsatisfactory progress and benefits will be terminated.

Appeals Procedures for Financial Aid

In order to appeal financial aid termination, a student must document mitigating circumstances in writing. Examples of cases where waiver will be considered may include injury to the student, illness of the student or immediate family member, or death of a family member.

- A student must complete the Financial Aid Termination Appeals Form and submit it to the Financial Aid Committee.

- The Financial Aid Committee will review the appeal to determine whether or not termination of aid is justified. Written notification of the committee's decision is sent to the student.

- A student who wishes to appeal the decision of the Financial Aid committee may request a committee hearing for final determination.

TYPES OF FINANCIAL AID AVAILABLE

Federal Pell Grants

The Pell Grant program is designed to provide assistance to U.S. citizens who attend post-secondary educational institutions at the undergraduate level and who have not yet earned a Bachelor's degree from any institution. The Financial Aid Office encourages all students seeking financial aid at South Piedmont Community College to apply for a Pell Grant. A student applies for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA).

Pell Grants are awarded each semester using a voucher system. The voucher will cover the cost of tuition and fees, and books and supplies (not to exceed the student's eligible amount). The balance, when other voucher charges are subtracted, will be paid to the student.

All Pell recipients will be required to submit attendance forms, signed by their instructors, to the Financial Aid Office prior to the Pell Grant checks being disbursed. Attendance forms are available in the Financial Aid Office. This is the student's responsibility.

Federal Supplemental Education Opportunity Grant (SEOG)

This federal program offers grants to students who have exceptional financial need. Students must be continually enrolled at least half-time.

Students are encouraged to apply no later than March 1 for this grant.

North Carolina Student Incentive Program

Application for this grant is made through the Application for Federal Student Aid (FAFSA). To be eligible to receive funds, a student must:

- Be a legal resident of North Carolina.

- Be enrolled or accepted for enrollment on a full-time basis.
- Demonstrate substantial financial need based on the Application for Federal Student Aid information.
- Submit application prior to the March 15 deadline of the academic year preceding enrollment.
- Not be enrolled in more than 6 hours of remedial course work.

North Carolina Community College Grant

Students must be NC residents enrolled for at least 6 credit hours per semester in curriculum programs. Eligibility is determined based on the same criteria as the Federal Pell Grant; students not eligible for Federal Pell Grant may be considered for the grant based on their estimated family contribution as determined on the Student Aid Report. Applicants must complete the Free Application for Federal Student Aid (FAFSA), which is used to also qualify for Federal Pell Grants.

Federal Work-Study Program

The Work-Study program provides jobs for students who meet the eligibility requirements and wish to earn part of the cost of attending South Piedmont Community College. Work-Study employment is available on campus on a part-time basis (usually 10 to 20 hours per week). Students who are interested in college work-study jobs must also apply for Pell Grants and complete an application for employment.

Students receiving Federal Financial Assistance must meet satisfactory progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in the Financial Aid Handbook. For more information contact the Financial Aid Director, South Piedmont Community College, P.O. Box 126, Polkton, NC 28135.

Nurse Education Scholarship Loan Program

NC State Education Assistance Authority administers this program. It is available to Practical Nursing students who have financial need. This loan is also based on other factors such as academic performance.

Awards range from $400 to $5,000 depending upon the student's demonstrated financial need, cost of instruction, other financial assistance, and the amount of funding available through the Nurse Education Scholarship Loan Program (NESLP).

To apply for NESLP funds, students must complete the Free Application for Federal Student Aid.

SPCC Emergency Loan Fund

Students may borrow up to $150 to be repaid within 30 days of disbursement.

Students must be in a major. Special credit status is not an eligible major. Students must be in good standing with the college. Students may not have any outstanding charges with the college.

Endowed Scholarships

Endowed Scholarships are provided through permanent funds established by benefactors and invested by the College. These funds are protected and invested wisely to ensure permanence and growth.

The **William Dunlap Covington Endowment** was established through the generosity of Mrs. Anne Miller Covington. One or more merit scholarships are awarded annually to students in a Business Administration, Accounting, or Office Systems Technology associate degree program.

The **Susan Margaret Horne Scholarship Endowment** was established through the

generosity of Mr. Kenneth W. Horne, Jr. One or more merit scholarships are awarded annually to students in the Practical Nursing or Surgical Technology diploma program.

The **Hoyle W. Lee Scholarship Endowment** was established by the generosity of the Hoyle W. Lee family. This endowment awards one or more scholarships to students pursuing careers in the long-term health care field. Candidates must be enrolled in either the Nursing Assistant or one of the Health Technologies programs. Preference is given to students who are current or previous employees of Heritage Hills Nursing Home and their children.

The **W. Cliff Martin Endowed Scholarship** is named for W. Cliff Martin who was a trustee of the College. Mr. Martin was a long-time friend, supporter and benefactor of the College. Applicants should complete the regular financial aid process and the SPCC scholarship application.

The **Ben and Lillian Rivers Scholarship Endowment** was established through the generosity of Mr. and Mrs. Charles Allen in memory of her parents. One or more merit scholarships are awarded annually to students in Criminal Justice, Business, Early Childhood, or other programs leading to a teaching credential. Applicants should complete the regular financial aid process.

Other Named Scholarships

Scholarships available from state and local sources are awarded on the basis of financial need and academic performance. Local scholarships available for students attending South Piedmont Community College are listed below:

Anson Community Hospital Scholarship
Board of Elections Scholarship
Edgar R. Hyder Scholarship
Las Amigas Scholarship

SPCC General Scholarship
Tom W. Allen Excellence in Law
 Enforcement Scholarship
Wadesboro Rotary Club Scholarship
Wachovia Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the SPCC Financial Aid Director. Application forms may be secured from the Financial Aid Officer at SPCC.

Hope Tax Credit — TUITION

A Hope Tax Credit can be claimed for each student in a family who is enrolled in higher education at least half time in an eligible educational institution and who has not yet completed his or her first two years of study. Students financing their own education and who are not claimed as dependents on their parents' tax return, or adults who claim students as dependents, can claim a tax credit for tuition expenses and required fees.

Veterans Benefits

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, a student must:

- Have a high school diploma or GED

- Be enrolled in a specific curriculum program

Certain other requirements may also apply. All previous college course work must be received and evaluated by the Registrar.

All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration.

Not all courses are approved for VA educational benefits. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Please contact the Financial Aid Office for a list of programs or classes that are eligible.

NOTE: Test-outs, by-appointment, audit, and classes offered by cassette are not eligible for VA benefits. Students taking 8-week classes may be subject to a proration of monthly benefits from the VA.

The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact Financial Aid Office, South Piedmont Community College, P.O. Box 126, Polkton, NC, 28135.

Vocational Rehabilitation

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the area or write:

Department of Human Resources
Div of Vocational Rehabilitation Services
Raleigh, NC 27611

The Tuition Assistance Program

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units or from the address below.

AGESO
4105 Reedy Creek Road
Raleigh, NC 27607-6410

North Carolina Community College Child Care Assistance

Child care assistance may be available to students who are single parents and have custody or joint custody of children. Child care providers must be licensed by the state of North Carolina. Applications are available in the Financial Aid Office.

Workforce Investment Act (WIA)

WIA funds may be available to qualified students. Assistance may be provided for books, tuition, fees, child care, transportation, and supplies. The duration of any individual WIA award is based upon the availability of funds, as well as student satisfactory progress measures that may be imposed. Students should contact their local county Job Link Center for more information.

Academic Policies

CATALOG OF RECORD

The catalog that is current when a student enrolls in the college is called the catalog of record. The program of study listed in a student's catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, a student may elect to move to the next catalog in which those changes are effective or may continue in the current catalog. A request for change must be filed with the ~~Admissions Office.~~ *Counselor or Advisor*

A student who is in continuous attendance (except summer term) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance may be required to graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

Any deviation from the *catalog of record* ~~stated~~ policy/ ~~procedure~~ must receive written approval by the ~~Vice President of Student Learning,~~ faculty advisor, and/~~or~~ *his/her* department chair.

SEMESTER SYSTEM - *page 14*

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks in length and may include two or more shorter sessions. The summer session is eight (8) weeks long and may contain two shorter four-week sessions.

The College is in session six days per week. The number of times that a class meets each week is determined by the number of lecture and/or clinic/lab hours required for that class.

REGISTRATION

All students are required to register before the beginning of each semester. Credit will not *page 15* be granted for courses in which the student is not properly registered.]

Registration instructions are published prior to each semester in the class schedule.

ADVISORS

Students will be assigned advisors upon declaring a curriculum program at South Piedmont Community College. Most advisors are full-time faculty members within the respective curriculum.

Advisors will keep a record of each advisee's progress. A student's advisor is the person who can answer questions about program or graduation requirements.

Faculty members schedule office hours each term. Students must meet with their assigned advisors to ensure proper registration. Students should check with their advisors to learn specific office hours.

If a student is designated as a "special credit" student or a "dual enrolled" student, the advisor is a college counselor in the Student Success Office.

ATTENDANCE POLICY

Missing classes can impact what and how much a student learns. It is difficult to get the most from a course if many classes are missed.

SPCC recognizes that students are adults with many responsibilities. An occasional absence might be absolutely necessary. However, such absences in no way lessen the student's responsibility for meeting the requirements of the class.

Instructors may use attendance as part of their policy to determine class grades.

STUDENT COURSE LOAD

A student must carry 12 semester hours to be considered a full-time student. The normal maximum load is 18 credit hours. Written permission of the department chair and the Vice President of Student Learning must be obtained to schedule more than 18 credit hours.

GRADING SYSTEM & QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages (QPA). The letter grades used are:

A   4 quality points
B   3 quality points
C   2 quality points
D   1 quality point
F   0 quality points
I   Incomplete, 0 quality points
AU   Audit, 0 quality points
W   Withdrawal, 0 quality points
TP   Tech Prep, 0 quality points
WP   Withdrawal passing after midterm, 0 quality points
WF   Withdrawal failing after midterm, 0 quality points
WI   Withdrawal-involuntary
NG   No grade submitted by instructor
CE   Credit by Examination
EX   Experiential Learning
ST   Satisfactory Transfer
PT   Passing Transfer
T/TR Transfer Credit
*   Asterisk (*) grade indicates this grade is not calculated into the current major GPA.

How to Calculate the QPA

The quality point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. The hours for a grade of WF are computed when calculating QPA.

Important Note
Maintaining a "C" Average

An average of "C" in the major area of study and an overall average of "C" is required for graduation. An average of "C" on the 4.0 quality point system is a 2.0 quality point average.

For the Health Technologies programs only, any grade below a "C" is considered failing.

INCOMPLETE

The grade of "I" may be assigned by the instructor as an "incomplete." Students must complete all work and remove the "I" from their records during the next term, including the 10-week summer term.

An "I" automatically becomes an "F" if not removed in the required time.

WITHDRAWAL

South Piedmont Community College recognizes that from time to time, it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" following the Drop/Add period and through the 70% point of the term. Students must complete a "Withdrawal Form" available in the Student Success Office. This form must be signed by the student and his or her advisor and submitted to the Student Records Office.

After the 70% point of the semester, if a student must withdraw from one or more classes, the Vice President of Student Success may grant an administrative withdrawal. To apply for an administrative withdrawal after the 70% point of the semester the student must:

• Get an administrative withdrawal request form from the Student Success Office.

• Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.

- Submit a completed request along with documentation at least two weeks before the end of classes for the term in question.

In cases where the Vice President of Student Success formally approves the withdrawal, the instructor will assign an appropriate grade of WP or WF.

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV programs) are required to repay funds for which they are not eligible due to withdrawal.

DROP/ADD

Students may [most visit the Acad. Advisor to] drop or add courses during the drop/add period at the beginning of each semester without grade penalty. The drop/add period is published in the ~~academic calendar.~~ [current semester class schedule]

Students must complete an official Drop/Add form available in the Student Success Office.

PROBATION POLICY

The ~~Admissions Committee~~ [VP, Student Success] meets each semester to review students' academic progress. [each semester] The first semester a student has a ~~quality~~ [grade] point average below the minimum of 2.0 required for the cumulative hours attempted for his/her current major, the student will be placed on academic intervention. ~~During the academic intervention period, the student's~~ [credit] hours are not limited. The student will have one semester to meet the required grade point average for his/her current major. Failure to do so will result in the student being placed on academic probation. During the academic probation period, the student's hours will be limited.

Failure to attain the required 2.0 ~~quality~~ [grade] point average during a probationary semester will result in one or more of the following:

- [Academic] Suspension ~~for a semester~~

- A loss of financial aid ~~for a semester~~

- A further semester of probation

- ~~Transfer to another program~~

- A loss of V.A. educational benefits

- [Limited] ~~Reduced~~ academic course load and counseling

- Other as defined by the ~~Admissions Committee~~ [VP, Student Success]

The ~~Probation Committee~~ will determine which one or more of the above shall apply in each individual case.

The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting responsibilities. Sole judgment on extenuating circumstances rests with the committee.

Appeal of Probation

A student may appeal the decision of the ~~Probation~~ Committee [VP, SS] by notifying the ~~Vice President of Student Learning~~ no later than ~~5~~ [five] days following the notification of probationary status.

The ~~Vice~~ President ~~of Student Learning~~ will schedule an appeal hearing ~~of the Educational Programs Team~~ [team student handbook] within five days of receipt of the student's intent to appeal. The decision of the ~~committee~~ shall be final.

READMISSION

Students suspended for academic reasons will automatically be on probation for their first returning semester.

A student who has withdrawn for any reason other than disciplinary may reenter any

semester provided all debts to the college have been paid.

COURSE PREREQUISITES AND COREQUISITES

If a course a student wishes to take has a prerequisite or a corequisite, the student is required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. In the case of corequisites, both the corequisite and the course requiring the corequisite must be dropped; or in the case of withdrawal, both must be withdrawn. Occasionally, exceptions to these rules may be deemed appropriate; however, the advisor and instructor must approve such exceptions.

COURSE AUDITING

Students who wish to audit courses must register through normal channels. College credit will not be granted for an audited course and the grade will be AU. This grade (AU) may not be converted later to a letter grade. A student in an audit class must follow the instructor's classroom policies.

A student may request a change to audit status only up to the midpoint of the term. After the midterm, the student may not change to an audit status. It is the student's responsibility to obtain the instructor's signature on an audit agreement form and deliver the completed form to the Registrar's Office before the midpoint deadline. Forms are available in the Student Success Office.

DECLARING & CHANGING CURRICULUMS

When completing an application for admission to South Piedmont Community College, a student selects (or declares) a program of study (a curriculum). To change this program of study, students are required to follow an established procedure. Students may not declare a second (additional) program of study without completing the first program of study

or without special approval by the Vice President of Student Success.

If a student wishes to change a program of study, the first step is to talk about it with an academic advisor. The next step is to complete a "Request for Change in Curriculum Program" form available in the Student Success office. If a student has changed programs before, there may be a requirement to meet with a counselor before the change is completed. A student must also complete an assessment inventory - a tool that provides information to assist in making good decisions regarding career paths.

ACADEMIC HONORS

South Piedmont Community College recognizes outstanding academic achievement in degree and diploma programs by placing the student on the Dean's or President's List. A news release is forwarded to the hometown newspaper of those students named to the Dean's or President's list.

Dean's List

Students enrolled for a minimum of 12 semester hours in a given term and who receive a "B+" average (3.5 quality point average) will be placed on the Dean's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honors; also, students are not eligible for consideration unless all course work for the semester is complete and no grades of "W" have been received.

President's List

Students enrolled for a minimum of 12 hours in a given term and who receive an "A" average (4.0) will be placed on the President's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honors; also, students are not eligible for consideration unless all course work for the semester is complete and no grades of "W" have been received.

Honor Graduates

Students who will receive an associate degree and have a grade point average of 3.5 or higher in their major will be listed as an honor graduate on the graduation program. Honors will be noted on their diploma.

- Cum laude - grade point average between 3.5 and 3.74

- Magna cum laude - grade point average between 3.75 and 3.89

- Summa cum laude - grade point average between 3.9 and 4.00

Developmental courses (indicated by prefix number below 100) are not considered college-level work and will not be included in the computation of the grade point average for honors designation.

Honors graduates must have completed at least one-half of the credit hours required for their degree from South Piedmont Community College.

CREDIT BY EXAMINATION

A student may earn credit by examination for a given course by demonstrating the required level of proficiency.

This credit shall be based on a departmental examination which will be given with the permission of the course instructor and department chair. A completed "Application for Credit by Examination" form with appropriate signatures must be submitted.

The credit by examination may be attempted only once for each course. If grade of "D", "F", or "I" has been received for the course, a student is not eligible to try a credit by examination for that course. Students who drop a course are ineligible to try a credit by examination for that course during that semester.

Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Success Office.

ADVANCED PLACEMENT EXAMINATIONS/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for Transfer Credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps.

- Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Student Success Offices.

- Attach documentation of successful completion of the course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences.

EXPERIENTIAL LEARNING

Evaluation of a portfolio submitted for recognition of knowledge gained through work and/or life experience that is equivalent to the knowledge gained by taking a specific course may result in credit granted for experiential learning. Experience must be directly related to an academic discipline offered at South Piedmont Community College. Experiential learning credit is subject to the following guidelines:

- Approval is limited to students enrolled at South Piedmont Community College.

- In general, any described work or life experience may be used for only one curriculum course.

- Experiential learning credit will not be granted for a course for which the student has previously received credit.

- The faculty, along with the department chair in the related department, evaluates the experience being presented for credit.
- A nominal fee is charged for the evaluation and validation of credit.

- An experiential credit request form is available in the Student Success Office.

- If approved, a grade of "EX" will be given. A grade of EX is not calculated in the grade point average and for the purposes of nontraditional credit, assumes achievement at a level of "C" or better.

- A maximum of 12 hours of experiential credit may be awarded toward an associate degree, diploma or certificate.

All students receiving transfer credit for traditional and/or nontraditional learning must complete at least 25% of the credit hours required for a degree, diploma or certificate at South Piedmont Community College. Non-traditional credit cannot be included in the 25% residency requirements.

INDEPENDENT STUDY

Independent Study is an alternate means of completing the requirements of credit courses that lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by independent study must be in conference with the instructor at scheduled office hours or by appointment.

To be eligible for Independent Study, a student must have an overall cumulative grade point average of 2.5 or better and have completed at least one-half of the course requirements for a degree program.

If a student wishes to take a course by Independent Study, registration for the course should take place during regular semester registration. Before registering, the student must receive approval of the advisor, the faculty member who will oversee the independent study, and the Vice President of Student Learning.

Necessary forms and other information may be obtained at any time from the Student Success Office or at registration.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is a program that integrates classroom learning with practical work experience in a work setting related to the student's program of study. The objective of cooperative education is to expand the student's learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. The student works under a structured learning plan and under the guidance

of a designated supervisor at an approved work site. Academic credit is given for the learning that takes place during the work period. Co-op may be taken during the last one or two semesters before graduation. Students in programs in which Co-op is a requirement should work with their advisor to plan their program of study.

To be eligible to participate in the cooperative education program, the student must meet the following minimum requirements:

- Be enrolled in a curriculum program at South Piedmont Community College;

- Be within one or two semesters of degree completion;

- Have and maintain a grade point average of 2.0 or higher; and

- Have the approval of the advisor in his/her program of study and of the Co-op Coordinator.

DISTANCE LEARNING EDUCATION
South Piedmont Community College provides the opportunity to earn credit through alternative methods of instructional delivery. Distance Learning courses at SPCC include online credit, noncredit, and resource courses, as well as telecourse and college-by-cassette courses.

Online classes are taught via the Internet, which gives students the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time that is more accommodating to their schedule.

Resource online courses combine online learning with traditional (on campus) classroom instruction. Students attend on-campus classes as well as complete online assignments.

Telecourses offer the flexibility of being able to watch the televised portion of the course when it is broadcast or, if recorded, viewed at a time that is more convenient. College-by-cassette courses are available on video cassette.

New or transfer students who meet prerequisites and corequisites for classes taught through distance learning may enroll through normal procedures. Current and previous SPCC students must have a 2.0 grade point average to enroll in distance learning classes and meet all prerequisites and corequisites.

Course and testing requirements are outlined by the instructor in the syllabus. Distance learning course requirements for progress, conduct, and attendance are set and explained in each course syllabus. The distance learning course instructor is responsible for monitoring these aspects of the course(s), and certified records are kept for the state auditors to indicate compliance with regulations.

DECIDING TO TAKE A DISTANCE LEARNING COURSE
Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. Each student should decide if he/she is a good match with a distance learning course.

Distance learning students need to be self-motivated and willing to work 12 to 15 hours every week on their course. Distance learning students should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take tests.

Distance learning students must not only have access to the right equipment for the course (television, VCR, and/or a computer), but

DvD

they must be able to operate that equipment. Telecourses require a television that receives the UNC Public Broadcast Station. For flexibility, a VCR will be needed to record the programs so that they can be watched later. College-by-cassette courses require a VCR to play each tape in the series.

Students taking online courses must have access to a computer. Although some computers on campus are connected to the Internet, students must not rely on campus machines as their computer resource or Internet connection. The latest hardware/software requirements can be found under Distance Learning General Information in the SPCC class schedule.

An online student must also have an email address and be able to send and receive email messages that have attachments. Students will need to know how to create, open and save files, and how to navigate on the Internet.

APPEAL OF COURSE GRADE

Any student alleging that an instructor has unfairly assigned him/her a final grade may use these procedures in seeking corrective action.

First the student should consult with the instructor issuing the grade within five (5) working days after the grade was mailed to the student. If, after consultation with the instructor, the complaint is not resolved to the student's satisfaction, the student should, within five (5) working days, consult the chairperson of the department in which the instructor taught the course for which the questioned grade was issued. If the instructor is the department chairperson, this step should be directed to the Vice President of Student Learning.

Should the matter remain unresolved after conferring with the department chairperson, the student may file a formal appeal of the grade. The appeal must be made in writing within five

(5) working days after the conference. The appeal letter should be addressed to the Educational Programs Team and submitted to the Vice President of Student Learning. The letter shall list the (1) course number, title, section, and time scheduled; (2) instructor; (3) grade issued; (4) error charged by the student; (5) date and time of consultation with the instructor; and (6) any corrective action being requested.

Upon receipt of the written appeal, the Educational Programs Team shall hold a hearing within (5) working days of the receipt of the written appeal. The student and instructor will be notified of the date, time and location of the hearing. The student and instructor may present pertinent information and evidence. The Committee shall render a decision on the appeal within (3) working days after the hearing.

As a final recourse, the student may submit an additional appeal letter to the College Senior Leadership Team if the decision of the Educational Programs Team is not acceptable. Such an appeal must be submitted within seven (7) working days after the mailing of the decision of the Educational Programs Team. This letter shall be sent to the President of the College, who shall schedule the hearing within (5) working days after receiving the letter. This appeal letter shall contain the same information required in the original appeal to the Educational Programs Team.

The student and instructor will be notified of the date, time, and location of the hearing. The student and instructor may present pertinent information and evidence. Within three (3) working days after the hearing is completed, the president will notify the student of the decision of the Senior Leadership Team. The decision of the Senior Leadership Team will be final.

REQUIREMENTS FOR GRADUATION

In order to receive a degree, diploma, or certificate, students must submit a Graduation Application; this form should be submitted the semester preceding the expected date of graduation. The Graduation Application form is available in the Student Success Office at either campus or on the SPCC website.

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department.

- A student must have a 2.0 quality point average in his major, an overall 2.0 average ("C" average) and have completed all required courses in order to graduate.

- All departmental requirements must have been satisfied.

- All property of the college, i.e., library books, videos, tapes, etc., must be returned.

- Residency requirements must be met. Students transferring credit must have earned one quarter of the hours required in the program (excluding general education courses) at South Piedmont Community College.)

- Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Vice President of Student Success for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.

- Graduation exercises will be conducted at the end of spring semester for students who will complete *all* coursework by the end of summer term.

- Each graduating student should complete an application for graduation and pay the appropriate fees at registration for the last semester before graduation.

SPCC GRADUATION/PERSISTENCE RATES

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available in the Office of Student Records, Garibaldi Building, Polkton Campus.

REPEATING COURSE WORK

Students wanting to improve a passing grade in a course may repeat that course once. In the case of a course which has been repeated, the highest grade will be used in the calculations of grade points and credit hours earned. Students desiring to repeat a course for a third time must obtain written permission from the Vice President of Student Learning.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is the student's responsibility to determine his or her status in regard to financial aid.

COURSE SUBSTITUTION

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed in bold in the program listing. All substitutions must be approved in writing by the student's advisor, departmental chairperson and the Vice President of Student Learning.

A maximum of five (5) courses may be credited for any associate degree student through course substitution, three (3) courses for diploma, and one (1) for certificate. No substitutions may be made to "core courses" within a student's diploma or degree program.

TRANSFER OF CREDIT

Educational work completed by a student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma or certificate program at South Piedmont Community College. Students are required to file transcripts of all previous college work.

The College will not accept credit for community college courses prior to the change from quarter to semester in 1997. The time frame for accepting transfer credit is seven (7) years for all courses other than remedial and computer courses, five (5) years for computer courses, and three (3) years for remedial courses.

A student may petition the registrar to have related course work over seven years evaluated. The placement test can be used to determine a student's ability to complete required course work. Students who place out of developmental courses may have their course work older than seven years evaluated.

Credit earned at South Piedmont Community College can be transferred to a similar program at other institutions of the North Carolina Community College System and selected four-year colleges and universities. The institution to which the student wishes to transfer determines transfer credit.

The Comprehensive Articulation Agreement, approved November 1996, between the State Board of Community Colleges and the Board of Governors of the University of North Carolina, allows for the transfer of Associate in Science and Associate in Arts degree program credits from each community college into each of the 16 public senior institutions of higher education. *— and some private*

Additionally, 14 private institutions have endorsed the Comprehensive Articulation Agreement. These include the following:

Barton College
Belmont Abbey College
Bennett College
Campbell University
Catawba College
Chowan College
Johnson C. Smith
Livingstone College
Mars Hill College
Mount Olive College
Queens College
Saint Andrews College
Wingate University

South Piedmont Community College has entered into agreements with other colleges and universities whereby students may transfer credits from the College Transfer and/or General Education Associate *in Arts/Science* degree program toward a Bachelor's degree.

For more information regarding the transfer status of specific courses and curriculums, contact a college counselor, a faculty member, and/or the Vice President of Student Success. *the senior institution*

STUDENT RECORDS *move before acad policies*

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:
- Complete application
- Letter of acceptance
- Registration and change notices

- Veterans records
- Transcripts
- Grade sheets and registration forms
- Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible.

South Piedmont Community College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Success or a counselor. Students wishing to view their records must provide identification and complete a Request for Release of Information form. The student will be allowed to view his/her records within 45 days of the request.

A student may not review parental financial information unless the parents give written approval. For additional information pertaining to the Family Educational Rights and Privacy Act, consult the Registrar or Vice President of Student Success.

Directory Information
Certain information is considered to be directory information and may be used for directory purposes unless the student specifically requests directory information to be protected. In accordance with the Family Educational Rights and Privacy Act, directory information relating to a student includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- The most recent previous educational agency or institution attended by the student

TRANSCRIPTS
Students may request copies of South Piedmont Community College transcripts from the college's Records Office by completing a transcript request form available in the Student Success Office. Students should allow time for processing and mailing.

Students are provided two free transcripts of their academic course work. Additional transcripts will cost $2.00 each and will be mailed out within 48 hours of the request. Transcripts on demand can be obtained for a $5.00 fee.

Student Success

PURPOSE OF STUDENT SUCCESS

The purpose of the Student Success Division is to provide systematic support services to help students reach their educational and career goals. These services support the instructional programs, are in keeping with, and complement the philosophy and purpose of South Piedmont Community College.

COUNSELING AND TESTING SERVICES

SPCC offers a variety of services to enhance the student's academic, personal, and professional goals. Included in these services are: counseling (career, academic, and personal), services for students with disabilities, peer tutoring, career exploration, providing College Days and offering college transfer information, job placement (Career Day/Job Fairs), voter registration, placement testing, orientation, and working with those students on academic intervention/probation.

Counseling

The college provides counseling services to help students succeed in their educational programs. Counselors can also help students with more personal problems that might affect their progress. Requests for these services can be made at the Student Success Office. NOTE: Personal counseling may be referred to local mental health facilities based on the intensity of the student's needs.

Services for Students with Disabilities

SPCC is committed to providing support and services to students with disabilities to help them obtain a quality education and to reach their goals with the least amount of difficulty possible. Assistance is provided when necessary as related to a student's individual impairment. To determine the student's eligibility for special accommodations, official documentation describing the disability will be required of any student requesting such accommodations/services.

Official documentation may include results of medical, psychological, or emotional diagnostic tests or other evaluations conducted by authorized professional(s) verifying the disability and the need for special accommodations. This documentation/information is held confidential for five years after enrollment and will be destroyed after that time. To renew services, new documentation must be provided. Documentation should be no more than three years old and should indicate current level of functioning.

Students with impairments or special needs are requested to contact Student Success at least one (1) month (30 days) prior to the beginning of the semester in which the student enrolls in order to arrange for appropriate accommodations.

Peer Tutoring

Peer tutoring is available at no cost to students needing help in a specific course of study. Peer tutors provide individual and/or group help to build a stronger understanding of course material outside of regularly scheduled classes. If a peer tutor is desired, contact the Academic Support Center. Peer tutors are selected with the approval of the course instructor and a counselor.

Career Exploration

The Career Center offers programs, workshops, and counseling to assist students, alumni, and employers explore their place in the workforce. A variety of interest, aptitude, and personality assessments are available. These assessments provide information that can be used to make career decisions.

Counselors are available to discuss assessment results, the area job market, educational programs, financial assistance, and other special programs.

The Career Center maintains a collection of books and resources that focus on career development, career exploration, and personal development. For more information about the Career Center, contact a counselor at either the L. L. Polk or Old Charlotte Highway Campus.

The counselors can also assist students and alumni with employment opportunities. SPCC counselors and the area Employment Security Commission Job Link Centers work together to assist students, alumni, and area residents to gain employment. Help is provided with resumes, interviewing, and job search skills. While there is no guarantee that students and alumni will be placed in jobs of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

In conjunction with the Department of Social Services and other local service agencies, SPCC offers Career Days and Job Fairs to students, alumni, and area residents. This gives everyone an opportunity to not only inquire about jobs available in their area, but also obtain any positions available.

College Days and Transfer Information

During the fall semester, SPCC hosts a College Day for students, alumni, employers, and community residents who wish to obtain their bachelor's degree. Representatives from several four-year colleges and universities attend this important event so that students and area residents have an opportunity to ask questions and obtain information about the four-year institution.

College materials (catalogs and admission applications) and transfer information are available in the Career/Testing Center. SPCC counselors can answer questions about the transfer process.

Voter Registration

Students and employees, who have not registered to vote, may register in the Student Success Office at either the L. L. Polk or Old Charlotte Highway Campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to Election Day.

Placement Testing

The purpose of the placement test is to enhance student success. It helps new students determine their skills in reading, English, basic mathematics, and algebra. Skills identified through the placement test, along with counselor or advisor guidance, will help with placement in the most appropriate courses for student success. Scores on placement tests are valid for two years. See the Admissions section in this catalog for details.

All degree, health program, and diploma applicants must complete the placement test prior to registration. Certificate-seeking applicants whose program of study requires a reading, English and/or mathematics course are required to take that portion of the placement test prior to enrolling. Students moving from the certificate to the higher level diploma or degree must complete all remaining portions of the placement test prior to an official change of program. The full placement test is administered without charge to any student who has not taken the test within the previous twelve (12) months. Students wishing to take a retest within a twelve-month period are charged $1.25 for each section or $5.00 for all sections of the test. Students may

retest twice during a twelve-month period. Students should call the Student Success office for an appointment to complete the advising assessment.

Orientation

All new students are expected to participate in an orientation program conducted each semester by the Student Success staff and other college personnel. The purpose of orientation is to acquaint students with the campus, student leaders, and support services, as well as to discuss policies and regulations of South Piedmont Community College. At the orientation, students become familiar with the following:

- Campus regulations and policies governing student behavior

- Financial aid, veteran benefits, child care assistance, work-study opportunities, and academic scholarships

- College support services available to students such as peer tutoring, counseling, and disability services

- Academic policies to include registration, drop/add, withdrawal, grading system, and change of program procedures

- Clubs and activities for student participation

Academic Intervention/Probation

Each semester students' grades are checked to determine their progress at South Piedmont Community College. If a student is not doing well in classes, and this is the first such incident, the student will be provided Academic Intervention. Academic Intervention is a program designed to help the student succeed by counseling that student during the registration process.

If a student has had one or more semesters of not doing well in classes, the student will be placed on Academic Probation. Academic Probation is a program designed to help the student succeed by limiting the course hours the student may register for each semester until grades are improved.

Services to Continuing Education Students

The following student services are available to continuing education students:

- Curriculum admission and program information

- Placement testing for continuing education medical-related courses

- Personal counseling

- ADA assistance

- Career guidance through assessments, inventories, and resume tools

- College IDs for students requiring off-site program identification

SOCIAL AND CULTURAL ACTIVITIES

South Piedmont Community College offers a well-rounded program for the social and cultural development of its students. Lectures and exhibits of various kinds are held periodically during the year. Notices of these events are posted throughout the campuses.

CLUBS AND STUDENT ORGANIZATIONS

Student Government Association

The purpose of the Student Government Association is to enhance the college through the representation of the student body in matters affecting student life. Moreover, the Student Government Association promotes and supervises student organizations and activities

in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students.

All enrolled full-time or part-time students, who pay the student activity fee, are members of the South Piedmont Community College Student Government Association.

The Student Government Association Executive Board consists of 5 members elected annually. The board serves to provide leadership and coordination for all Student Government Association sponsored events and activities.

Advertising and Graphic Design Club
(JPEG)

(Jam Packed Explosive Graphics) JPEG provides an organization for graphic design students who are enrolled in the Advertising and Graphic Design curriculum. The organization serves to support and enhance collegiate experiences through participation in local community service projects and various professional and social activities that promote the personal, professional, and social development of enrolled students.

Campus Crusade for Christ

Campus Crusade for Christ is an interdenominational club committed to sharing the gospel of Jesus Christ. Campus Crusade for Christ provides regular opportunities for Christians to grow in their faith and provides support and encouragement for students, faculty, and staff at South Piedmont Community College. The club has an open door policy and invites all members of the college community to attend meetings.

College Transfer Club

The College Transfer Club promotes leadership, fellowship, and communication among members and the academic community; explore academic options with four-year schools of interest; ease the transition to four-year schools; provide information on the transfer processes; and present opportunities for extracurricular activities, advanced learning projects, and educational field trips.

Criminal Justice Student Association
(CJSA)

The Criminal Justice Student Association is comprised of students interested in careers in corrections, law enforcement, security services, or the judicial system. CJSA emphasizes leadership, community service, and fellowship.

Early Childhood Education Club
(FutureTeachers)

The Early Childhood Education Club allows students interested in the development of young children to socialize with peers who have the same interests and goals. Club members participate in community service projects that emphasize helping, sharing, and caring, which are characteristics of good child care.

Health Technologies Clubs

Practical Nursing Club
Medical Assisting Club
Sonography Club
Surgical Technology Club

Health Technologies Clubs provide an opportunity for students in the health education programs to know each other and offer support for one another. Students participate in community service projects such as health screenings, blood drives, and preventative health programs.

Organization of Human Service
Education (OHSE)

The South Piedmont Community College Organization of Human Service Education promotes professional development and community services for those students pursuing careers in the social or human services field.

Phi Theta Kappa
Alpha Omega Psi Chapter

Phi Theta Kappa is the international honor society of the two-year college. Invitation to membership in Phi Theta Kappa can only be extended by the local chapter, Alpha Omega Psi.

To be eligible for membership, a student must currently be enrolled in an associate degree program at South Piedmont Community College. The student must have already completed at least 12 semester hours of course work leading to an associate degree, have a grade point average of 3.5, and enjoy full rights of citizenship.

SPCC Gaming Club
(Extreme Players)

SPCC Gaming Club serves to provide the students of South Piedmont Community College with fun and entertaining ways to spend free time away from class. The club strives to organize activities which promote recreational interaction between students from SPCC and surrounding colleges.

Alumni Association

Each South Piedmont Community College student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in SPCC's future activities and growth.

Alumni Association members are invited to take advantage of placement services and other postgraduate benefits that are offered.

OTHER SERVICES

Library Services

South Piedmont Community College has libraries in two locations: the Carpenter Library at the Old Charlotte Highway Campus in Monroe and the Horne Library at the L.L. Polk Campus in Polkton.

Services to Students: The library is responsive to students' needs. The library staff assists students with their research and routinely provides help with using the computers, formatting papers, and searching the Internet. Instruction on how to use the library's resources is provided at the beginning of the fall and spring semesters. Students are provided with the library's rules, circulation policies, and Internet Use Policy at library orientation or on the student's first library visit. Librarians routinely provide workshops for students on such topics as Internet use, writing papers in APA and MLA style, and plagiarism. Customized library instruction is available by request.

Library Resources: Students have access to over 15,000 items in the library through the online catalog. Resources include books, magazines, newspapers, videotapes, audio cassette tapes, and DVDs. Students also have access to over 60 electronic databases through NCLIVE. The library has up-to-date computers with high speed Internet access available for student use.

Library Card: The SPCC student ID also serves as the library card. Every student should have a current student ID, which is obtained in the Student Success Division. Once a student obtains an ID, it should be brought to the library so a student library account can be created. A student can then check out library materials and use the library's computers.

Academic Support and
Developmental Studies

Academic Support is an entry-level program that provides students with the skills to achieve educational success. Academic Support provides skills development through classroom situations and computerized labs.

Developmental Studies courses include English, reading, and math. They are used to brush-up and review skills needed to be successful in a college career. Developmental courses are unique in that they allow for differing levels of preparation and readiness by students. These courses are offered on both the L. L. Polk and Old Charlotte Highway Campuses.

Skills Tutorial Labs

PLATO is a computerized program designed to meet the needs of adult learners. The comprehensive scope and sequence of PLATO courseware spans a broad range of subject areas, with each targeted to specific competencies and skills levels. Previous computer experience is not required. Students work at their own pace to improve skills.

Instructors refer students to the Skills Tutorial Lab for additional practice on skills related to their course work. Students use special software packages selected by the instructors to assist with challenging parts of their courses.

The Skills Tutorial Labs are located in the Martin Technology Complex on the East Campus and at the Continuing Education Center on the West Campus.

Student IDs

SPCC curriculum students should obtain a student ID free of charge at either the L. L. Polk or Old Charlotte Highway Campus. A student must present an official registration form to Student Success prior to receiving the ID.

Class Rings

South Piedmont Community College class rings are available to all students. Students wishing to purchase rings should check with the Student Success Office to find out when to order. A ring sales representative will be available during specific times that will be announced in advance.

Health Services and First Aid

SPCC recognizes the correlation of health and academic productivity and provides an effective program of health services consistent with its purpose and reflecting the needs of its students. Health services and information are provided that address the health and well being of individuals. The Health Technologies programs provide seminars and workshops to students, alumni, and employees on a regular basis. Contact a Health Technologies Club member for a list of those events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at the student's expense to provide necessary medical services.

POLICIES

Drugs and Alcohol

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions.

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large. Drug and alcohol use may also result in damage to college property.

Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities.

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Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. South Piedmont Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

2. The term "controlled substance" means any drug listed in 21 DFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.

3. If any employee or student is convicted of violating any criminal drug statute while in a workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

4. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute, and where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. Conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

5. Convictions of employees working under a federal grant, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. South Piedmont Community College must notify the U.S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he/she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

8. The term alcoholic beverage includes beer, wine, whiskey and other beverages listed in Chapter 18B of the General Statutes of North Carolina.

9. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Students employed under the Federal Work-Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled.

For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

Additional information and details concerning alcohol and drugs are contained in the College Handbook and Student Handbook.

Firearms or Other Dangerous Weapons Policy

South Piedmont Community College will provide a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, will result in the following actions:

1. The college will file charges under North Carolina General Statutes 14-269.2.
2. Any student who violates this provision will be expelled from the college for a period of not less than one year.
3. Violation of this provision by any employee will be considered a breach of the terms and conditions of employment.
4. Action will follow in accordance with the college's personnel or student due process procedures.

Student Conduct

Students at South Piedmont Community College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities, and procedures are outlined in the "Student Handbook," which can be obtained from the Student Success Office.

The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with federal, state, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal as outlined in the Student Handbook.

Inclement Weather

In case of inclement weather conditions that can inhibit automobile driving, the lighting and heating of buildings, etc., SPCC administration will announce closings via radio and television stations within the service area. The same schedule of notices will apply with any other emergency situations that may occur. Television stations that will carry announcements of closings are WBTV (3) Charlotte, WSOC (9) Charlotte, WBTW (13) Florence, WCNC (36) Charlotte, Carolina Cable (14) Charlotte. Area radio stations that will carry the announcements include WLWL 770 Rockingham and WIXE 1190 Monroe.

It is the policy of South Piedmont Community College to make up all instructional days missed due to inclement weather by one or a combination of the following ways:

- Reschedule missed days by using scheduled breaks, by utilizing weekend days, or by extending the last day of the semester.
- Add the appropriate number of minutes to the remaining classes.
- Assign special out-of-class projects.

Children on Campus

South Piedmont Community College, as an adult educational institution, does not maintain

child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff are requested not to bring children to class, the library, or to the work area. Children are forbidden from shop and lab areas unless authorized by college personnel. Student Success personnel will take appropriate action.

Phone Calls

Students will not be called out of class to receive personal calls except in the case of an emergency. Pay telephones are provided for personal calls. Students are asked to limit personal calls to three minutes so those pay phones are not tied up for extended periods. Students should not request the use of telephones in any office.

Hearing impaired individuals should consult the Student Success staff for TDD services.

Use of Electronic Devices

South Piedmont Community College is committed to fostering a learning friendly environment. Electronic communications devices can be detrimental to the learning environment. Therefore, the use of cell phones and beepers in the classroom or library is prohibited.

Smoking

Smoking is prohibited in all South Piedmont Community College buildings. Smokers are invited to use the designated smoking areas outside each building where ashtrays are provided.

STUDENT HOUSING

The college does not have dormitory facilities. The Student Success Office may assist in obtaining information about area rentals when available.

STUDENTS WHO ARE EMPLOYED

Students who plan to work and go to school should look at their total work week, including hours at work, hours in class, and hours needed to do class assignments. Students must also consider any family commitments.

The following guidelines for balancing work load and class load are suggested to help decide how many courses to take based on course schedule and everyday life:

Work Load	(Class Load)
40+ hrs/week	(3 semester hrs)
40 hrs/week	(3-6 semester hrs)
30 hrs/week	(7-11 semester hrs)
15 hrs/week	(12-18 semester hrs)

Programs of Study

The curriculum division of South Piedmont Community College offers programs of study and training in a wide range of career and interest areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Many courses are offered on a semester basis. A semester is 16 weeks or 80 school days. Other courses are offered in a more compact format such as 8-week sessions. Courses are also offered in a more compact format during the summer session.

Courses are offered during the day, at night, on weekends, and as distance learning. Not all programs offer courses at all of these times or as distance learning options. Students should check with their advisor or with Student Success for more information.

The following curriculum programs are offered at South Piedmont Community College:

Accounting

Advertising and Graphic Design

Air Conditioning, Heating, & Refrigeration Technology

Associate Degree Nursing

Associate in Arts

Associate in Arts - Elementary Education

Associate in General Education

Associate in Science

Autobody Repair

Basic Law Enforcement Training

Business Administration

Business Administration - Electronic Commerce

Carpentry

Computer Programming

Criminal Justice Technology

Early Childhood Education

Early Childhood Education - Special Education

Early Childhood Education - Teacher Associate

Electrical/Electronics Technology

Fire Protection Technology

Foodservice Technology

General Occupational Technology

Human Services Technology - Social Services

Industrial Systems Technology

Information Systems Technology

Information Systems - Network Administration & Support

Licensed Practical Nurse Refresher

Masonry

Materials Science Technology

Mechanical Engineering Technology

Medical Assisting

Medical Office Administration

Medical Sonography

Office Systems Technology

Office Systems Technology - Legal

Paralegal Technology

Practical Nursing

Radiation Therapy Technology

Surgical Technology

Therapeutic Massage

College Transfer

The College Transfer program is designed to parallel the freshman and sophomore years of a four-year college or university.

During the first two years of college, students take a program of general course work in the areas of humanities, fine arts, mathematics, science, and social and behavioral science. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work towards an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree. Students may attend full time or part time during the day or evening. Classes are available on the weekend and as distance learning.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the state's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must still meet the transfer university's foreign language and/or health and physical education requirements, if any, prior to or after transfer to the senior institution.

NOTE: Three (3) semester hour credits (SHC) in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts but not for the literature requirement.

Associate in Arts
(A10100)

		Credit
GENERAL EDUCATION		
ACA 111	College Student Success (or)	1
ACA 115	*Success and Study Skills*	
ART 111	Art Appreciation (or)	3
MUS 110	*Music Appreciation*	
BIO 111	General Biology I *(and)*	4

BIO 112	General Biology II (or)	4
CHM 131	*Introduction to Chemistry (and)*	
CHM 131A	*Intro. to Chemistry Lab (and)*	
CHM 132	*Organic and Biochemistry*	
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
ENG 233	Major American Writers (or)	3
ENG 243	*Major British Authors*	
GEO 111	World Regional Geography (or)	3
POL 120	*American Government*	
HIS 111	World Civilizations I (or)	3
HIS 112	*World Civilizations II*	
HUM 120	Cultural Studies (or)	3
HUM 160	*Introduction to Film*	
MAT 171	Precalculus Algebra	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

OTHER REQUIRED HOURS (Choose from) **20**
(may include additional general education and professional transfer courses)

ART 111	ART 114	ART 115	BIO 111
BIO 112	CHM 131	CHM 131A	CHM 132
CIS 115	ECO 252	ENG 131	ENG 231
ENG 232	ENG 233	ENG 243	GEO 111
HIS 111	HIS 112	HIS 117	HIS 131
HIS 132	HIS 165	HIS 221	HIS 236
HUM 120	HUM 130	HUM 160	HUM 161
HUM 220	MAT 151	MAT 151A	MAT 161
MAT 161A	MAT 162	MAT 162A	MAT171A
MAT 172	MAT 172A	MAT 271	MAT 272
MAT 273	MAT 280	MUS 110	PHY 110
PHY 110A	PHY 151	PHY 152	PHY 251
PHY 252	POL 120	PSY 241	PSY 243
PSY 246	PSY 281	SPA 111	SPA 112

Total Credit Hours in Degree **65**

Associate in Arts
Elementary Education
(A1010R)

Credit

GENERAL EDUCATION

ART 111	Art Appreciation (or)	3
	MUS 110 Music Appreciation	
BIO 111	General Biology I	4
CHM 131	Intro to Chemistry (and)	3
CHM 131A	Intro to Chemistry Lab (or)	1
	PHY 110 Conceptual Physics (and)	
	PHY 110A Conceptual Physics Lab	
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
HIS 111	World Civilizations I	3
MAT 141	Mathematical Concepts I	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Literature Elective (Choose from) **3**

ENG 131   ENG 231   ENG 232   ENG 233

Humanities/Fine Arts Elective (Choose from) **3**

ART 111   ART 114   ART 115   HUM 120
HUM 130   HUM 160   HUM 220   MUS 110

OTHER REQUIRED HOURS

ACA 111	College Student Success (or)	1
	ACA 120 Career Assessment (or)	
	EDU-250 PRAXIS I Preparation	
HIS 112	World Civilizations II	3
MAT 142	Mathematical Concepts II	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Elective (Choose from) **8**

ENG 131   ENG 231   ENG 232   ENG 233
ENG 243   GEO 111   HIS 117   HIS 131
HIS 132   HIS 165   HIS 221   HIS 236
MAT 141A   MAT 142A   PSY 241   PSY 243
PSY 246   PSY 281

Total Credit Hours in Degree **65**

Associate in Science
(A10400)

Credit

GENERAL EDUCATION

ACA 111	College Student Success (or)	1
	ACA 120 Career Assessment (or)	
	ACA 115 Success and Study Skills	
ART 111	Art Appreciation (or)	3
	MUS 110 Music Appreciation	
BIO 111	General Biology I (and)	4
BIO 112	General Biology II (or)	4
	PHY 151 and PHY 152 (or)	
	CHM 131 and CHM 131A and CHM 132	
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
ENG 233	Major American Writers (or)	3
	ENG 243 Major British Authors	
GEO 111	World Regional Geography (or)	3
	POL 120 American Government	
HIS 111	World Civilizations I (or)	3
	HIS 112 World Civilizations II	
HUM 120	Cultural Studies (or)	3
	HUM 160 Introduction to Film	
MAT 171	Precalculus Algebra	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

OTHER REQUIRED HOURS (Choose from) **14**
(Science sequence chosen above may not be included.)

BIO 111   BIO 112   BIO 165   BIO 166
CHM 131   CHM 131A   CHM 132   CIS 115
MAT 151   MAT 151A   MAT 171A   MAT 172
MAT 172A   MAT 271   MAT 272   MAT 273
MAT 280   PHY 151   PHY 152   PHY 251
PHY 252

Elective (Choose from) **6**

ART 111   ART 114   ART 115   ECO 252
ENG 233   ENG 243   GEO 111   HIS 111
HIS 112   HIS 117   HIS 131   HIS 132
HIS 221   HIS 236   HUM 120   HUM 130
HUM 160   HUM 161   HUM 220   MUS 110
POL 120   PSY 241   PSY 281   SPA 111
SPA 112

Total Credit Hours in Degree **65**

Associate in General Education
(A10300)

The Associate in General Education Degree may be used by a student to develop a curriculum in the college transfer and technical areas that meets a specific need for education and training not provided in one of the College's approved degree (AA, AS, or AAS) plans. Built into this degree is the flexibility to choose courses that meet the needs of a college transfer degree plan that includes significant amounts of technical course work.

Credit

GENERAL EDUCATION

COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1

Humanities and Fine Arts (Choose from)   3

ART 111	ART 114	ART 115	ENG 233
ENG 243	HUM 120	HUM 130	HUM 160
HUM 220	MUS 110	SPA 111	

Social and Behavioral Sciences (Choose from) 6

GEO 111	HIS 111	HIS 112	HIS 117
HIS 131	HIS 132	PSY 150	PSY 241
PSY 281	SOC 210		

Science and Mathematics (Choose from)   4

BIO 111	BIO 112	CHM 131	CHM 131A
MAT 151	MAT 151A	MAT 162	MAT 162A
MAT 171	MAT 171A	MAT 172	MAT 172A
PHY 110	PHY 110A	PHY 151	PHY 152

COLLEGE TRANSFER/TECHNICAL COURSES 35
(Select courses at the 110 level or higher.)

OTHER REQUIRED HOURS

ACA 111	College Student Success (or)	1
	ACA 120 Career Assessment (or)	
	ACA 115 Success and Study Skills	
CIS 110	Introduction to Computers	3

Total Credit Hours in Degree   65

Accounting
(A25100)

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

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

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

Credit

MAJOR HOURS

ACC 120	Prin. of Financial Accounting	4
ACC 121	Prin. of Managerial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software App.	2
ACC 220	Intermediate Accounting I	4
ACC 225	Cost Accounting	3
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 225	Business Finance	3
CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
ECO252	Prin. of Macroeconomics	3

Business
Elective (Choose from)   6

BUS 110	BUS 116	BUS 125	BUS 135
BUS 147	BUS 152	BUS 153	CIS 152
CIS 169	MKT 120		

Accounting Elective (Choose from)   3
ACC 130   ACC 149   ACC 215   ACC 221
ACC 226

GENERAL EDUCATION *‹REQUIRED COURSES›*

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics (*and*)	3
MAT 140A	Survey of Mathematics Lab	1
	(*or*) *BIO 111 General Biology I*	

Social/Behavioral Sciences (Choose from)   3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   ~~SPA 111~~   ~~SPA 112~~

Total Credit Hours in Degree   67

Accounting Certificate
(C25100)

ACC 120 *OR*	Prin. of Financial Accounting	4
ACC 129 *OR*	Individual Income Taxes	3
ACC 140 *OT*	Payroll Accounting	2
ACC 150 *OT*	Accounting Software App.	2
BUS 121 *OT*	Business Math	3
CIS 111 *OR*	Basic PC Literacy	2

Total Credit Hours in Certificate   16

Advertising and Graphic Design
(A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

		Credit
MAJOR HOURS		
CIS 111	Basic PC Literacy	2
GRD 110	**Typography I**	**3**
GRD 113	History of Graphic Design	3
GRD 121	**Drawing Fundamentals I**	**2**
GRD 122	Drawing Fundamentals II	2
GRD 131	**Illustration I**	**2**
GRD 132	Illustration II	2
GRD 141	**Graphic Design I**	**4**
GRD 142	**Graphic Design II**	**4**
GRD 151	**Computer Design Basics**	**3**
GRD 152	**Computer Design Tech I**	**3**
GRD 241	**Graphic Design III**	**4**
GRD 242	Graphics Design IV (*or*)	4
	PRN 131 Flexography I	
GRD 243	Graphic Design V (*or*)	4
	PRN 155 Screen Printing I (and)	
	PRN 220 Offset Press Fundamentals	
GRD 265	Digital Print Production	3
GRD 280	**Portfolio Design**	**4**
GRD 281	Design of Advertising	2
GRD 285	Client/Media Relations	2

Elective (Choose from)   3
CIS 165   CIS 169   GRD 160   GRD 210
GRD 231   GRD 232   GRD 282   ITN 160

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3

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MAT 140	Survey of Mathematics		3
MAT 140A	Survey of Mathematics Lab		1

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from) 3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   72

Graphic Design Certificate
(C30100)

CIS 111	Basic PC Literacy	2
GRD 121	Drawing Fundamentals I	2
GRD 122	Drawing Fundamentals II	2
GRD 141	Graphic Design I	4
GRD 160	Photo Fundamentals I	3
ITN 160	Principles of Web Design	3

Total Credit Hours in Certificate   16

Air Conditioning, Heating, and Refrigeration Technology
(A35100)

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

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

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

	Credit
MAJOR HOURS	
AHR 110 Intro to Refrigeration	5
AHR 111 HVACR Electricity	3
AHR 112 Heating Technology	4
AHR 113 Comfort Cooling	4
AHR 114 Heat Pump Technology	4
AHR 125 HVAC Electronics	2
AHR 133 HVAC Servicing	4
AHR 140 All Weather Systems	2
AHR 151 HVAC Duct Systems I	2
AHR 160 Refrigerant Certification	1
AHR 180 HVACR Customer Relations	1
AHR 210 Residential Building Code	2
AHR 211 Residential System Design	3
AHR 212 Advanced Comfort Systems	4
AHR 240 Hydronic Heating	2
AHR 250 HVAC System Diagnostics	2
AHR 255 Indoor Air Quality	2
CIS 111 Basic PC Literacy	2
ELC 112 DC/AC Electricity	5
HYD 110 Hydraulics/Pneumatics I	3
ISC 110 Wordplace Safety	1

GENERAL EDUCATION	
COM 140 Intercultural Communication	3
ENG 110 Freshman Composition I	3
MAT 110 Mathematical Measurement	3

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from) 3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   73

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

		Credit
MAJOR HOURS		
AHR 110	Intro to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 125	HVAC Electronics	2
AHR 133	HVAC Servicing	4
AHR 140	All Weather Systems	2
AHR 160	Refrigerant Certification	1
AHR 180	HVACR Customer Relations	1
CIS 111	Basic PC Literacy	2
GENERAL EDUCATION		
ENG 110	Freshman Composition I	3
MAT 110	Mathematical Measurement	3

Total Credit Hours in Diploma   38

Air Conditioning, Heating, and Refrigeration Certificate
(C35100)

AHR 110	Intro to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 160	Refrigerant Certification	1

Total Credit Hours in Certificate   17

Air Conditioning, Heating, and Refrigeration Certificate
(C35100A)

AHR 110	Intro to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 114	Heat Pump Technology	4
AHR 125	HVAC Electronics	2
AHR 140	All Weather Systems	2
AHR 160	Refrigerant Certification	1
AHR 180	HVACR Customer Relations	1

Total Credit Hours in Certificate   18

Associate Degree Nursing
(A45100)

The Associate Degree Nursing (integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout their life span in a variety of settings.

Courses include content related to the nurse's role as a provider of nursing care, as a manager of care, as a member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

Collaborative Program Offered in Cooperation with Stanly Community College

In this cooperative agreement, Stanly Community College provides the Associate Degree Nursing (ADN) curriculum on site at South Piedmont Community College. The Associate in Applied Science degree is awarded by Stanly Community College.

Autobody Repair
(D60100)

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and

techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Credit

MAJOR HOURS

AUB 111	Painting and Refinishing I	4
AUB 112	Painting and Refinishing II	4
AUB 114	Special Finishes	2
AUB 121	Non-Structural Damage I	3
AUB 122	Non-Structural Damage II	4
AUB 131	Structural Damage I	4
AUB 132	Structural Damage II	4
AUB 134	Autobody MIG Welding	3
AUB 136	Plastics & Adhesives	3
AUB 141	Mech & Elec Components I	3
AUB 162	Autobody Estimating	2
CIS 111	Basic PC Literacy	2

GENERAL EDUCATION

ENG 110	Freshman Composition I	3
MAT 110	Mathematical Measurement	3

Total Credit Hours in Diploma   44

Autobody Repair Certificate
(C60100)

AUB 111	Painting and Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structual Damage I	4
AUB 136	Plastics & Adhesives	3
AUB 141	Mech & Elec Components I	3

Total Credit Hours in Certificate   17

Basic Law Enforcement Training Certificate
(C55120)

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

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

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

Credit

MAJOR HOURS

CJC 100	Basic Law Enforcement Training	18

Total Credit Hours in Certificate   18

Business Administration
(A25120)

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

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

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

Credit

MAJOR HOURS

ACC 120	Prin. of Financial Accounting	4
ACC 121	Prin. of Managerial Accounting	4
BUS 115	Business Law I	3
BUS 116	Business Law II	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
BUS 225	Business Finance	3
BUS 230	Small Business Management	3
BUS 253	Leadership & Management Skills	3
CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
CIS 152	Data Base Concepts and App.	3
ECO 252	Prin. of Macroeconomics	3
MKT 120	Principles of Marketing	3

Business Electives (Choose from)   9
ACC 129   BUS 110   BUS 125   BUS 135
BUS 147   BUS 152   BUS 280   CIS 165

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from)   3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   71

Business Administration Certificate
(C25120)

ACC 120	Prin of Financial Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
CIS 111	Basic PC Literacy	2
MKT 120	Principles of Marketing	3

Total Credit Hours in Certificate   18

Business Administration Electronic Commerce
(A25121)

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

Credit

MAJOR HOURS

ACC 120	Prin of Financial Accounting	4
BUS 115	Business Law I	3
BUS 116	Business Law II	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 152	Human Relations	3
BUS 225	Business Finance	3
BUS 280	REAL Small Business	4
CIS 110	Introduction to Computers	3
CIS 152	Database Concepts and App.	3
CIS 165	Desktop Publishing I	3
CIS 172	Introduction to the Internet	3
ECM 168	Electronic Business	3
ECM 210	Introduction to E-Commerce	3
ECM 220	E-Commerce Planning and Imp	3
ECM 230	Capstone Project	3
ECO 252	Prin. of Macroeconomics	3
MKT 120	Principles of Marketing	3

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from)   3

GEO 111	HIS 111	HIS 117	PSY 150
SOC 210			

Humanities/Fine Arts (Choose from)   3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree   72

Business Administration Electronic Commerce Diploma
(D25121)

Credit

MAJOR HOURS

ACC 120	Prin of Financial Accounting	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
CIS 172	Introduction to the Internet	3
ECM 168	Electronic Business	3
ECM 210	Introduction to E-Commerce	3
ECM 220	E-Commerce Planning and Imp	3
ECM 230	Capstone Project	3
ECO 252	Prin. of Macroeconomics	3
MKT 120	Principles of Marketing	3

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3

Total Credit Hours in Diploma   40

Business Administration Electronic Commerce Certificate
(C2512I)

(Proficiency in keyboarding is recommended.)

BUS 115	Business Law I	3
CIS 110	Introduction to Computers	3
CIS 172	Introduction to the Internet	3
ECM 168	Electronic Business	3
ECM 210	Introduction to E-Commerce	3
MKT 120	Principles of Marketing	3

Total Credit Hours in Certificate   18

Business Administration Electronic Commerce Entrepreneur Certificate
(C2512IA)

BUS 115	Business Law I	3
BUS 280	REAL Small Business	4
CIS 110	Introduction to Computers	3
CIS 152	Database Concepts and App	3
MKT 120	Principles of Marketing	3

Total Credit Hours in Certificate   16

Carpentry
(D35180)

(Carpentry programs are offered ONLY at Anson Correctional Center and Brown Creek Correctional Institution.)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction are also taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics.

Students develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Credit

MAJOR HOURS

BPR 130	Blueprint Reading/Construction	2
CAR 110	Introduction to Carpentry	2
CAR 111	Carpentry I	8
CAR 112	Carpentry II	8
CAR 113	Carpentry III	6
CAR 114	Residential Building Codes (or)	3
CAB 119	Cabinetry/Millworking(7)	
CAR 115	Res. Planning/Estimating	3
BUS 230	Small Business Management (or)	3
CAB 110	Shop Operations (4)	

GENERAL EDUCATION

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3

Total Credit Hours in Diploma   41-46

Carpentry Certificate
(C35180)

CAR 110	Introduction to Carpentry	2
CAR 111	Carpentry I	8
BPR 130	Blueprint Reading/Construction	2

Total Credit Hours in Certificate   12

Cabinetry Certificate
(C35180CM)

BPR 130	Blueprint Reading/Construction	2
CAB 110	Shop Operations	4
CAB 119	Cabinetry/Millworking	7

Total Credit Hours in Certificate   13

Computer Programming
(A25130)

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

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

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

Credit

MAJOR HOURS

ACC 120	Prin of Financial Accounting	4
BUS 253	Leadership and Mgmt Skills	3
CIS 111	Basic PC Literacy	2
CIS 115	Intro to Programming & Logic	3
CIS 120	Spreadsheet I	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System - Windows (or)	3
CIS 246	Operating System - Unix	
CIS 152	Database Concepts and App.	3
CIS 286	Systems Analysis & Design	3
CIS 288	Systems Project	3
CSC 139	Visual BASIC Programming	3
CSC 141	Visual C++ Programming	3
CSC 160	Intro to Internet Programming	3
CSC 239	Advanced Visual BASIC	3
CSC 241	Advanced Visual C++	3
COE 110	World of Work (or)	1
COE 111	Co-op Work Experience I	

ECO 252	Prin. of Macroeconomics	3
NET 115	Telecommunications Fund.	2
OST 131	Keyboarding	2

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from) 3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   69

Computer Programming Diploma
(D25130)

Credit

MAJOR HOURS

CIS 111	Basic PC Literacy	2
CIS 115	Intro to Programming & Logic	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System - Windows (or)	3
CIS 246	Operating System - Unix	
CSC 139	Visual BASIC Programming	3
CSC 141	Visual C++ Programming	3
CSC 160	Intro to Internet Programming	3
CSC 239	Advanced Visual BASIC	3
CSC 241	Advanced Visual C++	3
NET 115	Telecommunications Fund	2
OST 131	Keyboarding	2

GENERAL EDUCATION

ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Total Credit Hours in Diploma   37

Computer Programming Certificate
(C25130)

CIS 111	Basic PC Literacy	2
CIS 115	Intro to Programming & Logic	3
CIS 130	Survey of Operating Systems	3
CSC 139	Visual BASIC Programming	3
CIS 147	Operating System - Windows (or)	3
	CIS 246 Operating System - Unix	
OST 131	Keyboarding	2

Total Credit Hours in Certificate	**16**

Criminal Justice Technology
(A55180)

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

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

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

Credit

MAJOR HOURS

CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3
CJC 132	Court Procedure & Evidence	3
CJC 141	Corrections	3
CJC 151	Intro to Loss Prevention (or)	3
	COE 111 Co-op Experience (and)	
	COE 115 Work Experience Seminar (and)	
	HEA 112 First Aid and CPR	
CJC 212	Ethics And Community Relations	3
CJC 213	Substance Abuse	3
CJC 221	Investigative Principles	4
CJC 222	Criminalistics	3
CJC 223	Organized Crime	3
CJC 231	Constitutional Law	3
CJC 232	Civil Liability	3
CJC 293	Selected Topics in Crim. Justice	3
CIS 111	Basic PC Literacy	2

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics (and)	3
MAT 140A	Survey of Mathematics Lab	1
	(or) BIO 111 General Biology I	

Social/Behavioral Sciences (Choose from)　3

GEO 111	HIS 111	HIS 117	PSY 150
SOC 210			

Humanities/Fine Arts (Choose from)　3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree	**67**

Criminal Justice Diploma
(D55180)

Credit

MAJOR HOURS

CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3

CJC 141	Corrections	3
CJC 212	Ethics & Comm. Relations	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3
CJC 232	Civil Liability	3

GENERAL EDUCATION

| COM 140 | Intercultural Communication | 3 |
| ENG 110 | Freshman Composition I | 3 |

| Total Credit Hours in Diploma | 37 |

Criminal Justice Certificate
(C55180)

CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3
CJC 141	Corrections	3
CJC 212	Ethics & Community Relations	3
CJC 231	Constitutional Law	3

| Total Credit Hours in Certificate | 18 |

Criminal Justice Technology and BLET

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 111, CJC 131, CJC 132, CJC 221, and CJC 231. Students must have completed BLET training since 1985.

A Basic Law Enforcement Training (BLET) program is offered through SPCC's Continuing Education Emergency Services Department.

Early Childhood Education
(A55220)

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Credit

MAJOR HOURS

CIS 111	Basic PC Literacy	2
COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
COE 121	Co-op Work Experience II	1
COE 125	Co-op Experience Seminar	1
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family, & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, & Nutrition	3
EDU 188	Issues in Early Childhood Ed.	2
EDU 221	Children With Special Needs	3
EDU 234	Infants, Toddlers, and Twos	3
EDU 252	Math and Science Activities	3
EDU 253	Music for Young Children	2
EDU 261	Early Childhood Administration I	2
EDU 282	Early Childhood Literature	3

EDU 271	Educational Technology	3
EDU 280	Language & Literacy Exp	3

Elective (Choose from)   3
ACC 120   BUS 230   CIS 152   EDU 262
EDU 259   EDU 275   EDU 293

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from)   3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   71

Early Childhood Education Diploma
(D55220)

Credit

MAJOR HOURS

CIS 111	Basic PC Literacy	2
COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family, & Comm.	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 221	Children with Special Needs	3
EDU 252	Math & Science Activities	3
EDU 282	Early Childhood Literature	3

GENERAL EDUCATION

ENG 110	Freshman Composition I	3
COM 140	Intercultural Communications	3

Total Credit Hours in Diploma   38

Early Childhood Education Certificate
(C55220)

EDU 119	Intro to Early Childhood Ed	4
EDU 144	Child Development I	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities (or)	3
EDU 282	Early Childhood Literature	
EDU 252	Math and Science Activities	3

Total Credit Hours in Certificate   16

Child Development Certificate
(C55220CH)

EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 188	Issues in Early Childhood Ed.	2
EDU 259	Curriculum Planning	3
EDU 275	Effective Teaching	2

Total Credit Hours in Certificate   16

Curriculum Development Certificate
(C55220CU)

EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 234	Infants, Toddlers and Twos	3
EDU 252	Math and Science Activities	3
EDU 253	Music for Young Children	2
EDU 282	Early Childhood Literature	3

Total Credit Hours in Certificate   17

Early Childhood Education Special Education
(A5522A)

Special Education is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Credit

MAJOR   HOURS

CIS 111	Basic PC Literacy	2
COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
COE 121	Co-op Work Experience II	1
COE 125	Co-op Experience Seminar	1
EDU 119	Intro to Early Childhood Ed.	4
EDU 131	Children, Family, & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 147	Behavior Disorders	3
EDU 148	Learning Disabilities	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, & Nutrition	3
EDU 154	Social and Emotional Develop.	3
EDU 221	Children With Special Needs	3

EDU 241	Adult Child Interactions	3
EDU 247	Physical Disabilities	3
EDU 248	Mental Retardation	3
EDU 271	Educational Technology	3
EDU 280	Language & Literacy Exp	3

GENERAL   EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1
PSY 150	General Psychology (or)	3
	SOC 210 Introduction to Sociology	

Humanities/Fine Arts	(Choose from)	3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total   Credit Hours in Degree   72

Early Childhood Education Special Education Diploma
(D5522A)

Credit

MAJOR   HOURS

COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family, & Comm.	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 147	Behavior Disorders	3
EDU 148	Learning Disabilities	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, & Nutrition	3
EDU 221	Children with Special Needs	3
EDU 247	Physical Disabilities	3
EDU 248	Mental Retardation	3

GENERAL   EDUCATION

ENG 110	Freshman Composition I	3
COM 140	Intercultural Communications	3

Total   Credit Hours in Diploma   47

Early Childhood Education Teacher Associate
(A5522B)

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

Credit

MAJOR HOURS

CIS 111	Basic PC Literacy	2
COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
COE 121	Co-op Work Experience II	1
EDU 118	Teacher Assoc. Prin. & Practice	3
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family, & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, & Nutrition	3
EDU 157	Active Play	3
EDU 186	Reading & Writing Methods	3
EDU 188	Issues in Early Childhood Ed.	2
EDU 221	Children With Special Needs	3

EDU 235	School-age Dev. & Programs	2
EDU 252	Math and Science Activities	3
EDU 253	Music for Young Children	2
EDU 271	Educational Technology	3
EDU 275	Effective Teacher Training	2
EDU 280	Language & Literacy Exp	3
EDU 285	Internship Exp-School Age	1

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Science (Choose from)   3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   73

Early Childhood Education Teacher Associate Diploma
(D5522B)

Credit

MAJOR HOURS

COE 111	Co-op Work Experience	1
COE 115	Work Experience Seminar I	1
COE 121	Co-op Work Experience II	1
EDU 118	Teacher Assoc. Prin. & Practice	3
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family, & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 186	Reading & Writing Methods	3
EDU 221	Children with Special Needs	3
EDU 235	School-age Dev. & Programs	2
EDU 275	Effective Teacher Training	2
EDU 285	Internship Exp-School Age	1

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3

Total Credit Hours in Diploma	**42**

Early Childhood Education Teacher Associate Certificate
(C5522B)

EDU 118	Teacher Assoc. Prin. & Practice	3
EDU 119	Intro to Early Childhood Ed	4
EDU 157	Active Play	3
EDU 186	Reading & Writing Methods	3
EDU 145	Child Development II	3
EDU 275	Effective Teacher Training	2

Total Credit Hours in Certificate	**18**

Early Childhood Education Teacher Associate Activities Certificate
(C5522BA)

EDU 119	Intro to Early Childhood Ed	4
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 157	Active Play	3

Total Credit Hours in Certificate	**13**

Pre-School / Middle Childhood Certificate
(C5522BTA)

EDU 119	Intro to Early Childhood Ed	4
EDU 145	Child Development II	3
EDU 186	Reading & Writing Methods	3
EDU 235	School-age Develop. & Programs	2
EDU 252	Math and Science Activities	3
EDU 271	Educational Technology	3

Total Credit Hours in Certificate	**18**

Electrical/Electronics Technology
(A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

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

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

Credit

MAJOR HOURS

CIS 111	Basic PC Literacy	2
DFT 151	CAD I	3
ELC 112	**DC/AC Electricity**	**5**
ELC 113	**Basic Wiring I**	**4**
ELC 115	**Industrial Wiring**	**4**
ELC 116	Telecom Cabling (or)	2
	COE 111 Co-op Work Experience (and)	
	COE 115 Work Experience Seminar I	
ELC 117	**Motors and Controls**	**4**
ELC 118	National Electrical Code	2
ELC 128	**Introduction to PLC**	**3**
ELN 131	Electronic Devices	4
ELN 132	Linear IC Applications	4
ELN 133	**Digital Electronics**	**4**
ELN 231	Industrial Controls or	3
ELN 275	Troubleshooting	2
HYD 110	Hydraulics/Pneumatics	3
ISC 110	Workplace Safety	1

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from) 3

GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3

ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   66

Electrical/Electronics Technology Diploma
(D35220)

Credit

MAJOR HOURS

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2

GENERAL EDUCATION

ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Total Credit Hours in Diploma   39

Electrical Certificate
(C35220)

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4

Total Credit Hours in Certificate   17

Digital Electronics Certificate
(C35220DE)

ELC 112	DC/AC Electricity	5
ELC 118	National Electrical Code	2
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2

Total Credit Hours in Certificate   17

Industrial Electronics Certificate
(C35220IE)

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3

Total Credit Hours in Certificate   18

Residential Wiring Certificate
(C35220R)

(Residential Wiring Certificate is offered only in the prison.)

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 118	National Electrical Code	2
BPR 135	Schematics & Diagrams	2

Total Credit Hours in Certificate   13

Fire Protection Technology
(A55240)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organization.

Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this cooperative agreement, students may take general education courses at South Piedmont Community College. Central Piedmont Community College will provide the FIP prefix courses as specified in the CPCC Fire Protection Technology Curriculum. Students who successfully complete all requirements of the Fire Protection Technology Program will be awarded an Associate in Applied Science Degree by Central Piedmont Community College.

Foodservice Technology
(D55250)

(Foodservice Technology is offered only at Anson Correctional Center.)

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions.

Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

		Credit
MAJOR HOURS		
CIS 111	Basic PC Literacy	2
FST 100	Introduction to Foodservice	1
FST 101	Introduction to Baking	3
FST 102	Basic Foodservice Skills	7
FST 103	Safety and Sanitation	3
FST 104	Foodservice Equipment	2
FST 105	Menu Planning	5
FST 106	Advanced Foodservice Skills	5
FST 107	Advanced Baking	3
FST 108	Cost Control	3
GENERAL EDUCATION		
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
PSY 102	Human Relations	2
Total Credit Hours in Diploma		42

Food Service Certificate
(C55250)

FST 100	Introduction to Foodservice	1
FST 101	Introduction to Baking	3
FST 102	Basic Foodservice Skills	7
FST 103	Safety and Sanitation	3
FST 104	Foodservice Equipment	2
Total Credit Hours in Certificate		16

General Occupational Technology
(A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the college.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Credit

I. REQUIRED COURSES

GENERAL EDUCATION
COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics *(and)*	3
MAT 140A	Survey of Mathematics Lab	1

(or) BIO 111 General Biology I

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

II. TECHNICAL COURSES   46

Customized program of study selected from the college's non-developmental course listings (courses at the 100 level and above). See an advisor for help in selecting program of study.

ACA 111	College Student Success	1
CIS 111	Basic PC Literacy	2

Total Credit Hours in Degree   65

Human Services Technology
Social Services
(A4538D)

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment areas may include family and child assistance programs, rehabilitation health services, medical assistance programs, youth services, services for the aging, and programs for the developmentally disabled in public and private settings.

Credit

MAJOR HOURS
CIS 111	Basic PC Literacy	2
HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3

HSE 160	HSE Clinical Supervision I	1
HSE 162	HSE Clinical Experience I	2
HSE 210	**Human Services Issues**	**2**
HSE 220	Case Management *(or)*	3
	SAB 130 Addictive Behaviors (or)	
	SAB 140 Pharmacology	
HSE 225	**Crisis Intervention**	**3**
HSE 227	Children & Adolescents In Crisis	3
HSE 260	HSE Clinical Supervision II	1
HSE 262	HSE Clinical Experience II	2
PSY 150	**General Psychology**	**3**
PSY 281	**Abnormal Psychology**	**3**
SAB 110	Substance Abuse Overview	3
SOC 220	**Social Problems**	**3**
SWK 110	**Introduction to Social Work**	**3**
SWK 113	**Working with Diversity**	**3**
SWK 115	**Community Resources**	**3**
SWK 214	**Social Work Law**	**3**
SWK 220	**SWK Issues in Client Services**	**3**

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics *(and)*	3
MAT 140A	Survey of Mathematics Lab	1
	(or) BIO 111 General Biology	

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

| **Total Credit Hours In Degree** | **73** |

Human Services Technology
Social Services Diploma
(D4538D)

Credit

MAJOR   HOURS

| CIS 111 | Basic PC Literacy | 2 |
| **HSE 110** | **Intro. to Human Services** | **3** |

HSE 112	**Group Process I**	**2**
HSE 123	**Interviewing Techniques**	**3**
HSE 220	Case Management	3
HSE 225	**Crisis Intervention**	**3**
PSY 150	**General Psychology**	**3**
SWK 110	**Introduction to Social Work**	**3**
SWK 113	**Working with Diversity**	**3**
SWK 115	**Community Resources**	**3**
SWK 214	**Social Work Law**	**3**

GENERAL EDUCATION

| COM 140 | Intercultural Communication | 3 |
| ENG 110 | Freshman Composition I | 3 |

| **Total Credit Hours in Diploma** | **37** |

Human Services Technology
Social Services Certificate
(C4538D)

CIS 111	Basic PC Literacy	2
HSE 110	**Intro. to Human Services**	**3**
HSE 112	**Group Process I**	**2**
HSE 123	**Interviewing Techniques**	**3**
HSE 220	Case Management	3
HSE 225	**Crisis Intervention**	**3**

| **Total Credit Hours in Certificate** | **16** |

Human Services Technology
Social Services
Substance Abuse Certificate
(C4538DA)

COE 111	Cooperative Work Experience	1
HSE 225	**Crisis Intervention**	**3**
PSY 150	**General Psychology**	**3**
SAB 110	Substance Abuse Overview	3
SAB 130	Addictive Behaviors	3
SAB 140	Pharmacology	3

| **Total Credit Hours in Certificate** | **16** |

Industrial Systems Technology
(A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and that includes various diagnostics and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

		Credit
MAJOR HOURS		
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 160	Refrigerant Certification	1
BPR 111	**Blueprint Reading**	**2**
CIS 111	Basic PC Literacy	2
ELC 112	**DC/AC Electricity**	**5**
ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3
HYD 110	**Hydraulics/Pneumatics I**	**3**
ISC 110	**Workplace Safety**	**1**
ISC 133	Mfg. Mgmt. Practices *(or)*	2
	COE 111 Co-op Work Experience (and)	
	COE 115 Work Experience Seminar I (or)	
	SPA 120 Spanish for the Workplace	
MEC 111	**Machine Processes I**	**3**
MEC 112	Machine Processes II	3
MNT 110	**Intro. to Maintenance Practices**	**2**
MNT 111	Maintenance Practices	3

MNT 240	Industrial Equip. Troubleshooting	2
WLD 212	Inert Gas Welding	2
WLD 112	**Basic Welding Processes**	**2**
WLD 115	SMAW (Stick) Plate	5

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from) 3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   75

Heating, Ventilation, Air Conditioning Certificate
(C50240H)

AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 160	Refrigerant Certification	1
BPR 111	**Blueprint Reading**	**2**
ELC 112	**DC/AC Electricity**	**5**
MNT 110	**Intro. to Maintenance Practices**	**2**

Total Credit Hours in Certificate   18

Maintenance Certificate
(C50240M)

BPR 111	Blueprint Reading	2
ELC 112	AC/DC Electricity	5
MEC 111	Machine Processes I	3
MNT 110	Intro. to Maintenance Practices	2
MNT 111	Maintenance Practices	3
WLD 212	Inert Gas Welding	2

Total Credit Hours in Certificate 17

Welding Certificate
(C50240W)

BPR 111	Blueprint Reading	2
MEC 111	Machine Processes I	3
MNT 110	Intro. to Maintenance Practices	2
WLD 212	Inert Gas Welding	2
WLD 112	Basic Welding Processes	2
WLD 115	SMAW (Stick) Plate	5

Total Credit Hours in Certificate 16

Information Systems
(A25260)

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/ networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Credit

MAJOR HOURS

ACC 120	Prin. of Financial Accounting	4
BUS 253	Leadership and Mgmt. Skills	3
CIS 111	Basic PC Literacy	2
CIS 115	Intro. To Programming & Logic	3
CIS 120	Spreadsheet I	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System -Windows (or)	3
	CIS 246 Operating System - Unix	
CIS 152	Database Concepts and App.	3
CIS 165	Desktop Publishing I (or)	3
	OST 236 Adv Word/ Inf Processing	
CIS 169	Business Presentations (or)	2
	CIS 220 Spreadsheets II	
CIS 215	Hardware Installation/Maint. (or)	3
	CIS 162 Multimedia Presentation Software	
CIS 217	Computer Training & Support (or)	3
	CIS 163 Program Interfaces Internet	
CIS 286	Systems Analysis & Design (or)	3
	NET 260 Internet Dev and Support	
CIS 288	Systems Project (or)	3
	NET 293 Selected Topics	
COE 110	World of Work (or)	1
	COE 111 Co-op Work Experience I	
CSC 160	Intro to Internet Programming	3
ECO 252	Prin. of Macroeconomics	3
NET 110	Data Comm./Networking (or)	3
	NET 115 Telecom Fundamentals (2)	
OST 131	Keyboarding	2
OST 136	Word Processing	2

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   70-71

Information Systems Certificate
(C25260)

CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
CIS 152	Database Concepts & App.	3
CIS 169	Business Presentations	2
CIS 220	Spreadsheets II	2
OST 136	Word Processing	2
OST 236	Adv. Word/Inf. Processing	3

Total Credit Hours in Certificate   17

Information Systems - Network Administration and Support
(A2526D)

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, communication technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

Credit

MAJOR HOURS

ACC 120	Prin. of Financial Accounting	4
CIS 111	Basic PC Literacy	2
CIS 115	Intro. to Programming & Logic	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System - Windows *(or)*	3
	CIS 246 Operating System - Unix	
CIS 152	Database Concepts and App.	3
CIS 174	Network System Manager I	3
CIS 175	Network Management I	3
CIS 215	Hardware Installation/Maint.	3
CIS 274	Network System Manager II	3
CIS 275	Network Management II	3
CIS 277	Network Design & Implement.	3
CIS 282	Networking Technology	3
CIS 287	Network Support	3
COE 110	World of Work *(or)*	1
	COE 111 Co-op Work Experience I	
ELC 116	Telecom Cabling	2
ISC 110	Workplace Safety	1
NET 125	Routing and Switching I	3
NET 126	Routing and Switching II	3

Programming Elective (Choose from)   3
CSC 134   CSC 139   CSC 141   CSC 143
CSC 145

Technical Elective (Choose from)   3
ITN 130   NET 112   NET 175   NET 226

GENERAL   EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from) 3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total   Credit Hours in Degree   74

Network Administration Certificate
(C2526D)

CIS 111	Basic PC Literacy	2
CIS 174	Network System Manager I	3
CIS 215	Hardware Installation/Maint.	3
CIS 274	Network System Manager II	3
CIS 282	Network Technology	3
ISC 110	Workplace Safety	1
ITN 130	Website Management	3

Total Credit Hours in Certificate   18

Routing and Switching (CISCO) Certificate
(C2526DRS)

CIS 111	Basic PC Literacy	2
CIS 215	Hardware Installation/Maint.	3
ISC 110	Workplace Safety	1
NET 125	Routing and Switching I	3
NET 126	Routing and Switching II	3
NET 225	Adv. Routing and Switching I	3
NET 226	Adv. Routing and Switching II	3

Total Credit Hours in Certificate   18

Licensed Practical Nurse Refresher
(C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. An individual entering this curriculum must have been previously licensed as a Practical Nurse.

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

		Credit
MAJOR HOURS		
NUR 107	LPN Refresher	12
Total Credit Hours in Certificate		12

Masonry
(D35280)

(The Masonry program is
offered only in the prison.)

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Credit

MAJOR HOURS

BPR 130	Blueprint Reading/Construction	2
MAS 110	Masonry I	10
MAS 120	Masonry II	10
MAS 130	Masonry III	8
MAS 170	Masonry Technology Mgmt.	2

GENERAL EDUCATION

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3

Total Credit Hours in Diploma   38

Masonry Certificate
(C35280)

BPR 130	Blueprint Reading/Construction	2
MAS 110	Masonry I	10

Total Credit Hours in Certificate   12

Materials Science Technology
(A40340)

The Materials Science Technology program addresses basic metallurgical concepts and their applications in industry.

The program includes instruction in principles of metallurgy, related manufacturing systems,

laboratory techniques, testing and inspection procedures, instrument calibration, system and equipment maintenance, and applications to specific processes. Course work also includes nondestructive testing, physical metallurgy, metallography, metal casting, and failure analysis.

Graduates of this program should be able to apply advanced sciences such as chemistry, mathematics, physics and engineering principles to materials systems. Materials technicians may be employed in metallurgical quality control, metallurgical process operations, materials research, and nondestructive testing.

Credit

MAJOR HOURS

CIS 110	Introduction to Computers	3
CIS 120	Spreadsheet I	3
CIS 152	Database Concepts & App.	3
ELC 112	DC/AC Electricity	5
ELN 231	Industrial Controls	3
MAT 161	College Algebra (or)	3
	MAT 171 Precalculus Algebra	
MAT 151	Statistics I (or)	3
	MAT 162 College Trigonometry (or)	
	MAT 172 Precalculus Trigonometry	
MEC 172	**Introduction to Metallurgy**	**3**
MEC 250	Statics & Strength of Materials	5
MLG 111	**Testing of Metals**	**2**
MLG 112	**Principles of Metallography**	**1**
MLG 114	**Principles of Heat Treating**	**2**
MLG 115	**Principles of Failure Analysis**	**1**
MLG 116	**Fund. of Nondestructive Testing**	**2**
MLG 118	**Corrosion**	**2**
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Alloy Elective (Choose from)   4
MLG 210   MLG 213   MLG 214
Metallurgy Process Elective (Choose from)   4
MLG 215   MLG 218   MLG 222

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   **73**

Principles of Metallurgical Testing Certificate
(C40340)

CIS 110	Introduction to Computers	3
CIS 152	Database Concepts & App	3
MEC 172	Introduction to Metallurgy	3
MLG 111	Testing of Metals	2
MLG 112	Principles of Metallography	1
MLG 114	Principles of Heat Treating	2
MLG 116	Fund. of NondestructiveTesting	2

Total Credit Hours in Certificate   **16**

Basic Metallurgical Science Certificate
(C40340A)

CIS 111	Basic PC Literacy	2
MEC 172	Introduction to Metallurgy	3
MLG 111	Testing of Metals	2
MLG 114	Principles of Heat Treating	2
MLG 116	Fund. of Nondestructive Testing	2
MLG 118	Corrosion	2
Electives (Choose from)		4

CIS 120   CIS 152   MLG 210   MLG 213
MLG 214   MLG 215   MLG 218   MLG 222

Total Credit Hours in Certificate   **17**

Mechanical Engineering Technology
(A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of this curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

		Credit
MAJOR HOURS		
BPR 111	Blueprint Reading (or)	2
	COE 111 Co-op Work Experience (and)	
	COE 115 Work Experience Seminar I	
CIS 111	Basic PC Literacy	2
DDF 211	**Design Drafting I**	**4**
DDF 212	Design Drafting II	4
DDF 214	Tool Design	4
DFT 111	Technical Drafting I	2
DFT 151	**CAD I**	**3**
DFT 152	**CAD II**	**3**
DFT 153	CAD III	3
DFT 154	Intro. Solid Modeling (or)	3
	PLA 120 Injection Molding	
HYD 110	**Hydraulics/Pneumatics I**	**3**
ISC 110	Workplace Safety	1
MAT 162	College Trigonometry (or)	3
	MAT 172 Precalculus Trigonometry	

MEC 111	Machine Processes I	3
MEC 112	Machine Processes II	3
MEC 172	Introduction to Metallurgy	3
MEC 231	Computer-Aided Manufact. I	3
MEC 250	Statics & Strength of Materials	5
PHY 151	College Physics I	4
PLA 110	Introduction to Plastics	2

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 161	College Algebra (or)	3
	MAT 171 Precalculus Algebra	

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from)   3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree   75

Mechanical Engineering Technology Diploma
(D40320)

Credit

MAJOR HOURS

BPR 111	Blueprint Reading (or)	2
	COE 111 Co-op Work Experience (and)	
	COE 115 Work Experience Seminar I	
CIS 111	Basic PC Literacy	2
DFT 111	Technical Drafting I	2
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
HYD 110	Hydraulics/Pneumatics I	3
ISC 110	Workplace Safety	1
MAT 162	College Trigonometry (or)	3
	MAT 172 Precalculus Trigonometry	
MEC 111	Machine Processes I	3

MEC 112	Machine Processes II	3
MEC 172	Introduction to Metallurgy	3
PLA 110	Introduction to Plastics	2

GENERAL EDUCATION

ENG 110	Freshman Composition I	3
MAT 161	College Algebra (or)	3
	MAT 171 Precalculus Algebra	

Total Credit Hours in Diploma   39

Mechanical Engineering Technology Drafting Certificate
(C40320A)

BPR 111	Blueprint Reading	2
CIS 111	Basic PC Literacy	2
DFT 111	Technical Drafting I	2
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 154	Intro. Solid Modeling	3

Total Credit Hours in Certificate   18

Mechanical Engineering Technology Design Certificate
(C40320B)

DDF 211	Design Drafting I	4
DDF 212	Design Drafting II	4
DDF 214	Tool Design	4
HYD 110	Hydraulics/Pneumatics I	3
PLA 110	Introduction to Plastics	2

Total Credit Hours in Certificate   17

Mechanical Engineering Technology
Machine Processes Certificate
(C40320C)

BPR 111	Blueprint Reading	2
DFT 151	CAD I	3
DFT 152	CAD II	3
MEC 111	Machine Processes I	3
MEC 112	Machine Processes II	3
MEC 231	Computer-Aided Manufact. I	3

Total Credit Hours in Certificate   17

Medical Assisting
(A45400)

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

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The South Piedmont Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs, 35 E. Wacker Dr., Ste. 1970, Chicago, IL 60601-2208, 312-553-9355.

Credit

MAJOR HOURS
ACC 120	Prin. of Financial Accounting	4
MED 116	Intro. to Anatomy & Physiology (or)	4
	BIO 163 Basic Anatomy & Physiology (5)	
BUS 137	Principles of Management	3
CIS 110	Intro. to Computers (or)	3
	CIS 111 Basic PC Literacy (2)	
MED 110	Orientation to Med. Assisting	1
MED 112	Orientation to Clinical Setting I	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Admin. Office Procedures I	2
MED 131	Admin. Office Procedures II	2
MED 140	Exam Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 260	MED Clinical Externship	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2
MED 270	Symptomatology (or)	3
	BIO 271 Pathophysiology	
MED 272	Drug Therapy	3
OST 148	Medical Coding, Billing, & Ins.	3

GENERAL EDUCATION
COM 140	Intercultural Communication	3
ENG 111	Expository Writing (or)	3
	ENG 110 Freshman Composition	
MAT 110	Mathematical Measurements (or)	3
	MAT 140 Survey of Mathematics (and)	
	MAT 140A Survey of Mathematics Lab	
PSY 150	General Psychology	3

Humanities/Fine Arts (Choose from)   3
ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree   69-72

Medical Assisting Diploma
(D45400)

Credit

MAJOR HOURS

MED 116	Intro. to Anatomy & Physiology *(or)*	4
BIO 163	*Basic Anatomy & Physiology (5)*	
CIS 110	Introduction to Computers *(or)*	3
CIS 111	*Basic PC Literacy (2)*	
MED 110	Orientation to Med. Assisting	1
MED 112	Orientation to Clincal Setting I	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Admin. Office Procedures I	2
MED 131	Admin. Office Procedures II	2
MED 140	Exam Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 260	MED Clinical Externship	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing *(or)*	3
ENG 110	*Freshman Composition*	

Total Credit Hours in Diploma   44-46

Medical Assisting
Office Laboratory Technician (COLT)
Certificate
(C45400)

CIS 110	Introduction to Computers	3
MED 110	Orientation to Med. Assisting	1
MED 112	Orientation to Clinical Setting I	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 130	Admin Office Procedures I	2
MED 150	Laboratory Procedures I	5

Total Credit Hours in Certificate   17

Medical Office Administration
(A25310)

This curriculum prepares individuals for employment in medical and other health care related facilities.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health care related organizations.

Credit

MAJOR HOURS

ACC 120	Prin. of Financial Accounting	4
BUS 121	Business Math	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
CIS 120	Spreadsheet I	3
COE 111	Co-op Work Experience I	1
COE 115	Work Experience Seminar I	1
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Admin. Office Procedures I	2
MED 131	Admin. Office Procedures II	2
OST 131	Keyboarding	2
OST 132	Keyboarding Skill Building	2
OST 134	Text Entry & Formatting	3
OST 148	Medical Coding, Billing, & Ins.	3
OST 149	Medical Legal Issues	3
OST 164	Text Editing Applications	3
OST 184	Records Management	2
OST 243	Medical Office Simulation	3

Elective (Choose from)			4
BIO 271	MED 232	OST 136	OST 236
OST 241	OST 242		

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
BIO 163	Basic Anatomy & Physiology	5

Social/Behavioral Sciences (Choose from)   3

GEO 111	HIS 111	HIS 117	PSY 150
SOC 210			

Humanities/Fine Arts (Choose from)   3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree   70

Medical Office Administration
Medical Insurance Coding Diploma
(D25310)

Credit

MAJOR HOURS

BIO 271	Pathophysiology	3
CIS 110	Introduction to Computers	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 232	Medical Insurance Coding	2
OST 131	Keyboarding	2
OST 134	Text Entry and Formatting	3
OST 148	Med Coding, Billing, & Ins.	3
OST 149	Medical Legal Issues	3
OST 243	Medical Office Simulation	3

GENERAL EDUCATION

BIO 163	Basic Anatomy and Physiology	5
ENG 110	Freshman Composition I	3

Total Credit Hours in Diploma   36

Medical Office Administration
Certificate
(C25310)

CIS 110	Introduction to Computers	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Admin. Office Procedures I	2
MED 131	Admin. Office Procedures II	2
OST 131	Keyboarding	2
OST 149	Medical Legal Issues	3

Total Credit Hours in Certificate   18

Transcription Certificate
(C25310T)

(Proficiency in keyboarding is recommended.)

BIO 163	Basic Anatomy & Physiology	5
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 164	Text Editing Applications	3
OST 241	Medical Office Transcription I	2
OST 242	Medical Office Transcription II	2

Total Credit Hours in Certificate   18

Medical Sonography
(A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, and abdominal, introductory vascular, and obstetrical/gynecological sonography.

Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

MAJOR HOURS		Credit
BIO 165	Anatomy & Physiology I	4
BIO 166	**Anatomy & Physiology II**	**4**
CIS 111	Basic PC Literacy	2
SON 110	**Introduction to Sonography**	**3**
SON 111	**Sonographic Physics**	**4**
SON 120	**SON Clinical Education I**	**5**
SON 121	**SON Clinical Education II**	**5**
SON 130	**Abdominal Sonography I**	**3**
SON 131	**Abdominal Sonography II**	**2**
SON 140	**Gynecologic Sonography**	**2**
SON 220	**SON Clinical Education III**	**8**
SON 221	**SON Clinical Education IV**	**8**
SON 225	**Case Studies**	**1**
SON 241	**Obstetrical Sonography I**	**2**
SON 242	**Obstetrical Sonography II**	**2**
SON 250	**Vascular Sonography**	**2**
SON 272	Advanced Pathology	1
SON 289	**Sonographic Topics**	**2**

GENERAL EDUCATION

COM 140	Intercultural Communication *(or)*	3
	COM 231 Public Speaking	
ENG 111	Expository Writing *(or)*	3
	ENG 110 Freshman Composition	
MAT 161	College Algebra *(and)*	3
MAT 161A	College Algebra Lab *(or)*	1
	MAT 171 Precalculus Algebra (and)	
	MAT 171A Precalculus Algebra Lab	
PSY 150	General Psychology	3

Humanities/Fine Arts (Choose from) 3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree 76

Office Systems Technology
(A25360)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

MAJOR HOURS		Credit
ACC 120	Prin. of Financial Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 253	Leadership and Mgmt Skills	3
CIS 111	**Basic PC Literacy**	**2**
CIS 120	Spreadsheet I	3
CIS 220	Spreadsheet II	2
CIS 152	Database Concepts and App	3
CIS 169	Business Presentations	2
COE 111	Co-op Work Experience	1
COE 115	Work Experience Seminar I	1
ECO 252	Prin. of Macroeconomics	3
OST 131	Keyboarding	2
OST 132	Keyboarding Skill Building	2
OST 134	**Text Entry & Formatting**	**3**
OST 136	Word Processing	2
OST 164	**Text Editing Applications**	**3**
OST 181	**Intro. to Office Systems**	**3**
OST 184	**Records Management**	**2**
OST 236	Adv Word/Information Proc.	3

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics *(and)*	3
MAT 140A	Survey of Mathematics Lab	1
	(or) BIO 111 General Biology I	

Social/Behavioral Sciences (Choose from) 3
GEO 111   HIS 111   HIS 117   PSY 150
SOC 210

Humanities/Fine Arts (Choose from) 3
ART 111   ART 114   ART 115   DRA 122
HUM 120   HUM 130   HUM 160   HUM 220
MUS 110   PHI 240   SPA 111   SPA 112

Total Credit Hours in Degree 66

Office Systems Technology Diploma
(D25360)

Credit
MAJOR HOURS
ACC 120   Prin. of Financial Accounting   4
BUS 121   Business Math   3
BUS 253   Leadership and Mgmt. Skills   3
CIS 111   Basic PC Literacy   2
CIS 120   Spreadsheet I   3
CIS 169   Business Presentations   2
OST 131   Keyboarding   2
OST 132   Keyboarding Skill Building   2
OST 134   Text Entry & Formatting   3
OST 164   Text Editing Applications   3
OST 181   Intro. to Office Systems   3
OST 184   Records Management   2

GENERAL EDUCATION
COM 140   Intercultural Communication   3
ENG 110   Freshman Composition I   3

Total Credit Hours in Diploma 38

Office Systems Technology Certificate
(C25360)

BUS 121   Business Math   3
CIS 111   Basic PC Literacy   2
OST 131   Keyboarding   2

OST 134   Text Entry and Formatting   3
OST 164   Text Editing Applications   3
OST 181   Intro. of Office Systems   3
OST 184   Records Management   2

Total Credit Hours in Certificate 18

Office Systems Technology - Legal
(A2536A)

Legal is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Credit
MAJOR HOURS
ACC 120   Prin. of Financial Accounting   4
BUS 115   Business Law I   3
BUS 116   Business Law II   3
BUS 121   Business Math   3
BUS 135   Principles of Supervision   3
CIS 111   Basic PC Literacy   2
CIS 120   Spreadsheet I   3
COE 111   Co-op Work Experience   1
COE 115   Work Experience Seminar I   1
OST 131   Keyboarding   2
OST 134   Text Entry & Formatting   3

OST 136	Word Processing	2
OST 155	Legal Terminology	3
OST 156	Legal Office Procedures	3
OST 159	Legal Office Ethics	2
OST 164	Text Editing Applications	3
OST 184	Records Management	2
OST 252	Legal Transcription I	3

LEX Electives (Choose from)   7

LEX 130	LEX 150	LEX 151	LEX 160
LEX 170	LEX 210	LEX 211	LEX 214
LEX 240	LEX 285		

GENERAL   EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics (and)	3
MAT 140A	Survey of Mathematics Lab	1
	(or) BIO 111 General Biology I	

Social/Behavioral Sciences (Choose from)   3

GEO 111	HIS 111	HIS 117	PSY 150
SOC 210			

Humanities/Fine Arts (Choose from)   3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree   69

Office Systems Technology - Legal Certificate
(C2536A)

CIS 111	Basic PC Literacy	2
OST 131	Keyboarding	2
OST 134	Text Entry and Formatting	3
OST 155	Legal Terminology	3
OST 156	Legal Office Procedures	3
OST 159	Legal Office Ethics	2
OST 252	Legal Transcription I	3

Total Credit Hours in Certificate   18

Paralegal Technology
(A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Credit

MAJOR HOURS

ACC 120	Prin. of Financial Accounting	4
CIS 111	Basic PC Literacy	2
LEX 110	Intro to Paralegal Study	2
LEX 120	Legal Research/Writing I	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 141	Civil Litigation II	3
LEX 150	Commercial Law	3
LEX 160	Criminal Law and Procedures	3
LEX 170	Administrative Law	2
LEX 210	Real Property I	3
LEX 220	Corporate Law	2
LEX 240	Family Law	3
LEX 250	Wills, Estates, and Trusts	3
LEX 280	Ethics & Professionalism	2
LEX 285	Workers' Comp Law	2
OST 131	Keyboarding	2
OST 136	Word Processing	2

Electives (Choose from) 8

ACC 129	COE 111	LEX 121	LEX 151
LEX 180	LEX 211	LEX 214	LEX 260
LEX 270	LEX 271	LEX 283	LEX 286
LEX 287	LEX 288		

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 110	Freshman Composition I	3
MAT 140	Survey of Mathematics (and)	3
MAT 140A	Survey of Mathematics Lab	1
	(or) BIO 111 General Biology I	

Social/Behavioral Sciences (Choose from) 3

| GEO 111 | HIS 111 | HIS 117 | PSY 150 |
| SOC 210 | | | |

Humanities/Fine Arts (Choose from) 3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree 71

Paralegal Diploma
(D25380)

(The Paralegal Diploma is open to students who hold at least an associate degree from an accredited college or university.)

Credit

MAJOR HOURS

CIS 111	Basic PC Literacy	2
LEX 110	Introduction to Paralegal Study	2
LEX 120	Legal Research/Writing I	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 141	Civil Litigation II	3
LEX 150	Commercial Law	3
LEX 280	Ethics & Professionalism	2
OST 131	Keyboarding	2
OST 136	Word Processing	2

Electives (Choose from) 8

LEX 121	LEX 151	LEX 160	LEX 170
LEX 180	LEX 210	LEX 211	LEX 214
LEX 220	LEX 240	LEX 250	LEX 260
LEX 270	LEX 271	LEX 283	LEX 285
LEX 286	LEX 287	LEX 288	

GENERAL EDUCATION

| ENG 110 | Freshman Composition I | 3 |
| PSY 150 | General Psychology | 3 |

Total Credit Hours in Diploma 39

Practical Nursing
(D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

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

Credit

MAJOR HOURS

BIO 163	Basic Anatomy and Physiology	5
NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	12
NUR 103	Practical Nursing III	10
NUR 117	Pharmacology	2
NUR 118	Nutrition and Diet Therapy	2

GENERAL EDUCATION

ENG 111	Expository Writing (or)	3
	ENG 110 Freshman Composition	
PSY 110	Life Span Development	3

Total Credit Hours in Diploma 48

Radiation Therapy Technology
(A45680)

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

MAJOR HOURS		Credit
BIO 271	Pathophysiology	3
RAD 110	Rad. Intro & Patient Care	3
RAD 111	Radiography Procedures I	4
RAD 121	Radiographic Imaging I	3
RAD 131	Radiographic Physics I	2
RAD 151	RAD Clinical Education I	2
RTT 121	Special Imaging	2
RTT 151	RTT Clinical Education II	3
RTT 161	RTT Clinical Education III	2
RTT 210	Radiobiology	2
RTT 220	Radiation Therapy Orientation	2
RTT 221	Clinical Oncology I	3
RTT 222	Clinical Oncology II	3
RTT 230	General RAD THRY Physics	3
RTT 232	Rad. Therapy Procedures	2
RTT 234	Clinical Dosimetry	2
RTT 238	RTT Clinical Education IV	6
RTT 244	RTT Clinical Education V	6
RTT 246	RTT Clinical Education VI	6

GENERAL EDUCATION		
COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
BIO 163	Basic Anatomy & Physiology	5
PSY 150	General Psychology	3

Humanities/Fine Arts (Choose from)			3
ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree   76

Surgical Technology
(A45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply procession units.

MAJOR HOURS		Credit
BIO 163	Basic Anatomy and Physiology	5
BUS 135	Principles of Supervision	3
BUS 152	Human Relations	3
CIS 110	Introduction to Computers	3
SUR 110	Intro to Surgical Technology	3
SUR 111	Preoperative Patient Care	7
SUR 122	Surgical Procedures I	6
SUR 123	Surgical Clinical Practice I	7
SUR 134	Surgical Procedures II	5
SUR 135	Surgical Clinical Practice II	4
SUR 137	Professional Success Prep.	1
SUR 210	Adv. Surgical Clinical Practice	2
SUR 211	Adv. Theoretical Concepts	2

GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics	1

Humanities/Fine Arts (Choose from)		3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree	67

Surgical Technology Diploma
(D45740)

Credit

MAJOR HOURS

BIO 163	Basic Anatomy and Physiology	5
SUR 110	Intro. to Surgical Technology	3
SUR 111	Preoperative Patient Care	7
SUR 122	Surgical Procedures I	6
SUR 123	Surgical Clinical Practice I	7
SUR 134	Surgical Procedures II	5
SUR 135	Surgical Clinical Practice II	4
SUR 137	Professional Success Prep.	1

GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3

Total Credit Hours in Diploma	44

Therapeutic Massage
(A45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

Credit

MAJOR HOURS

BIO 271	Pathophysiology	3
BUS 152	Human Relations	3
BUS 280	REAL Small Business	4
CIS 111	Basic PC Literacy	2
COE 111	Co-op Work Experience	1
MED 120	Survey of Medical Terminology	2
MTH 110	Fundamentals of Massage	10
MTH 120	Ther. Massage Applications	10
MTH 125	Ethics of Massage	2
MTH 210	Adv. Skills of Massage	8
MTH 220	Outcome-Based Massage	7
NUT 110	Nutrition	3

GENERAL EDUCATION

BIO 163	Basic Anatomy & Physiology	5
COM 140	Intercultural Communication	3
ENG 111	Expository Writing (or)	3
	ENG 110 Freshman Composition I	
PSY 150	General Psychology	3

Humanities/Fine Arts (Choose from)		3

ART 111	ART 114	ART 115	DRA 122
HUM 120	HUM 130	HUM 160	HUM 220
MUS 110	PHI 240	SPA 111	SPA 112

Total Credit Hours in Degree	72

Therapeutic Massage Diploma
(D45750)

		Credit
MAJOR HOURS		
BIO 271	Pathophysiology	3
CIS 111	Basic PC Literacy	2
MED 120	Survey of Medical Terminology	2
MTH 110	Fundamentals of Massage	10
MTH 120	Ther. Massage Applications	10
MTH 125	Ethics of Massage	2
NUT 110	Nutrition	3
GENERAL EDUCATION		
BIO 163	Basic Anatomy & Physiology	5
ENG 110	Freshman Composition I	3
Total Credit Hours in Diploma		**40**

Course Descriptions

ACA 111   College Student Success   1   0   1

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. *This course is also available through the Virtual Learning Community (VLC).*

ACA 115   Success & Study Skills   0   2   1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 120   Career Assessment   1   0   1

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

ACC 120   Prin. of Financial Accounting 3   2   4

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 121   Prin. of Managerial Account. 3   2   4
Prerequisites: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 129   Individual Income Taxes   2   2   3

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. *This course is also available through the Virtual Learning Community (VLC).*

ACC 130   Business Income Taxes   2   2   3

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140   Payroll Accounting   1   2   2
Prerequisites: ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. *This course is also available through the Virtual Learning Community (VLC).*

ACC 149   Intro. to Acct. Spreadsheets   1   2   2
Prerequisites: ACC 120

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150   Acct. Software Applications   1   2   2
Prerequisites: ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).*

ACC 215 Ethics in Accounting 3 0 3
Prerequisites: ACC 121
This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ACC 220 Intermediate Accounting I 3 2 4
Prerequisites: ACC 121
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II 3 2 4
Prerequisites: ACC 220
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 3 0 3
Prerequisites: ACC 121
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. *This course is also available through the Virtual Learning Community (VLC).*

ACC 226 Adv. Managerial Accounting 3 0 3
Prerequisites: ACC 121
This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

AHR 110 Intro to Refrigeration 2 6 5
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2 2 3
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2 4 4
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling 2 4 4
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2 4 4
Prerequisites: AHR 110 or AHR 113
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 125 HVAC Electronics 1 3 2
Corequisites: AHR 111
This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 133 HVAC Servicing 2 6 4
Corequisites: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 140 All-Weather Systems   1   3   2
Prerequisites: AHR 112 or AHR 113
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

AHR 151 HVAC Duct Systems I   1   3   2
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification   1   0   1
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180 HVACR Customer Relations   1   0   1
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 210 Residential Building Code   1   2   2
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design   2   2   3
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems   2   6   4
Prerequisites: AHR 114
This course covers water-cooled systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 240 Hydronic Heating   1   3   2
Prerequisites: AHR 112
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

AHR 250 HVAC System Diagnostics   0   4   2
Corequisites: AHR 212
This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

AHR 255 Indoor Air Quality   1   2   2
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

ART 111 Art Appreciation   3   0   3
Corequisites: Combined Reading/English CPT Score 102
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 114 Art History Survey I   3   0   3
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 115   Art History Survey II   3   0   3
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

AUB 111   Painting & Refinishing I   2   6   4
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112   Painting & Refinishing II   2   6   4
Prerequisites: AUB 111
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114   Special Finishes   1   2   2
Prerequisites: AUB 111
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121   Non-Structural Damage I   1   4   3
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/ repairing/ replacing of body panels to accepted standards.

AUB 122   Non-Structural Damage II   2   6   4
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131   Structural Damage I   2   4   4
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle that has received light/moderate structural damage.

AUB 132   Structural Damage II   2   6   4
Prerequisites: AUB 131
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134   Autobody MIG Welding   1   4   3
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136   Plastics & Adhesives   1   4   3
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141   Mech. & Elec. Components I   2   2   3
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 162   Autobody Estimating   1   2   2
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

BIO 111   General Biology I   3   3   4
Prerequisites: Reading CPT Score 86
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.*This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

BIO 112   General Biology II   3   3   4
Prerequisites: BIO 111
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

BIO 163   Basic Anatomy & Physiology 4   2   5
Prerequisites: Reading CPT Score 86
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Thicourse also includes an introduction to microbiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 165   Anatomy and Physiology I   3   3   4
Prerequisites: Reading CPT Score 86
This course is the first of a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

BIO 166   Anatomy and Physiology II   3   3   4
Prerequisites: BIO 165
This course is the second in a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 271   Pathophysiology   3   0   3
Prerequisites: BIO 163 or BIO 166
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BPR 111   Blueprint Reading   1   2   2
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. *This course is also available through the Virtual Learning Community (VLC).*

BPR 130   Blueprint Reading/Const.   1   2   2
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BPR 135   Schematics & Diagrams   2   0   2
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

BUS 110   Introduction to Business   3   0   3
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective*

course requirement. *This course is also available through the Virtual Learning Community (VLC).*

BUS 115   Business Law I   3   0   3
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

BUS 116   Business Law II   3   0   3
Prerequisites: BUS 115
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course is also available through the Virtual Learning Community (VLC).*

BUS 121   Business Math   2   2   3
Prerequisites: MAT 060
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. *This course is also available through the Virtual Learning Community (VLC).*

BUS 125   Personal Finance   3   0   3
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135   Principles of Supervision   3   0   3
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC).*

BUS 137   Principles of Management   3   0   3
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course is also available through the Virtual Learning Community (VLC).*

BUS 147   Business Insurance   3   0   3
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 152   Human Relations   3   0   3
This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

BUS 153   Human Resource Mgmt.   3   0   3
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. *This course is also available through the Virtual Learning Community (VLC).*

BUS 225   Business Finance   2   2   3
Prerequisites: ACC 120
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. *This course is also available through the Virtual Learning Community (VLC).*

BUS 230   Small Business Management 3   0   3
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision-making. Upon completion, students should be able to develop a small business plan. *This course is also available through the Virtual Learning Community (VLC).*

BUS 253   Leadership & Mgmt. Skills   3   0   3
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 280   REAL Small Business   4   0   4
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and

day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CAB 110   Shop Operations   3   3   4

This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business. This is a diploma-level course.

CAB 119   Cabinetry/Millworking   4   9   7

This course introduces wood technology, cabinet construction, and millworking. Topics include safety, hand/power tools, wood identification and use, wood joinery, abrasives, cabinet layout, laminates, finishing techniques, and other related topics. Upon completion, students should be able to select and process materials using accurate drawings and cut lists and install finished products.

CAR 110   Introduction to Carpentry   2   0   2

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111   Carpentry I   3   15   8

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112   Carpentry II   3   15   8
Prerequisites: CAR 111

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113   Carpentry III   3   9   6
Prerequisites: CAR 111

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114   Residential Building Codes   3   0   3

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115   Residential Planning/Est.   3   0   3
Prerequisites: BPR 130

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CHM 131   Introduction to Chemistry   3   0   3

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

CHM 131A Introduction to Chemistry Lab 0   3   1
Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132   Organic and Biochemistry   3   3   4
Prerequisites: CHM 131 and CHM 131A

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.This course is also available through the Virtual Learning Community (VLC).*

CIS 110   Introduction to Computers   2   2   3

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the

Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).*

CIS 111   Basic PC Literacy   1   2   2

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is also available through the Virtual Learning Community (VLC).*

CIS 115   Intro. to Program. & Logic   2   2   3

Prerequisites: MAT 070, MAT 080, MAT 161, or MAT 171

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).*

CIS 120   Spreadsheet I   2   2   3

Prerequisites: CIS 110 or CIS 111

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. *This course is also available through the Virtual Learning Community (VLC).*

CIS 130   Survey of Operating Systems   2   3   3

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. *This course is also available through the Virtual Learning Community (VLC).*

CIS 147   Operating System - Windows™   2   2   3

This course introduces operating systems concepts for a Windows™ operating system. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Windows™ environment. *This course is also available through the Virtual Learning Community (VLC).*

CIS 152   Database Concept & Apps.   2   2   3

Prerequisites: CIS 110 or CIS 111 or CIS 115

This course introduces database design and creation using a DBMS. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms that follow acceptable design practices. *This course is also available through the Virtual Learning Community (VLC).*

CIS 162   Multimedia Present. Software   2   2   3

Prerequisites: CIS 110 or CIS 111

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CIS 163   Program Interfaces Internet   2   2   3

Prerequisites: CIS 110 or CIS 111

This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able create an interactive multimedia application or applet for the Internet.

CIS 165   Desktop Publishing I   2   2   3

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. *This course is also available through the Virtual Learning Community (VLC).*

CIS 169   Business Presentations   1   2   2
(PowerPoint™)

Prerequisites: CIS 110 or CIS 111

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation. *This course is also available through the Virtual Learning Community (VLC).*

CIS 172   Introduction to the Internet   2   3   3

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet

tools. *This course is also available through the Virtual Learning Community (VLC).*

CIS 174   Network System Manager I   2   2   3
         (Microsoft I)
This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system. *This course is also available through the Virtual Learning Community (VLC).*

CIS 175   Network Management I   2   2   3
         (Linux I)
This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

CIS 215   Hardware Install./Maint.   2   3   3
         (A+ Certification)
Prerequisites: CIS 110 or CIS 111 or CIS 115
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers. *This course is also available through the Virtual Learning Community (VLC).*

CIS 217   Computer Training & Support 2   2   3
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

CIS 220   Spreadsheets II   1   2   2
Prerequisites: CIS 120
This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. *This course is also available through the Virtual Learning Community (VLC).*

CIS 246   Operating System - UNIX   2   3   3
This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/ optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities. *This course is also available through the Virtual Learning Community (VLC).*

CIS 274   Network System Manager II 2   2   3
         (Microsoft II)
Prerequisites: CIS 174
This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 275   Network Management II   2   2   3
         (Linux II)
Prerequisites: CIS 175
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 277   Network Design & Implement. 2   2   3
Prerequisites: CIS 275
This course focuses on the design, analysis, and integration of a network operating system. Topics include determination of a directory tree structure and object placement, creation of time synchronization strategy, security, and routing services. Upon completion, students should be able to implement a network design strategy, develop a migration strategy, and create a network implementation schedule.

CIS 282   Network Technology   3   0   3
         (Microsoft IV)
This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon completion, students should be able to design a network based on the requirements of a company.

CIS 286   Systems Analysis & Design   3   0   3
Prerequisites: CIS 115
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and

techniques. *This course is also available through the Virtual Learning Community (VLC).*

CIS 287 Network Support 2 2 3
Prerequisites: CIS 274 or CIS 275
This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 288 Systems Project 1 4 3
Prerequisites: CIS 286
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CJC 100 Basic Law Enforcement Trn. 8 30 18
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Intro. to Criminal Justice 3 0 3
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement. This course is also available through the Virtual Learning Community (VLC).*

CJC 112 Criminology 3 0 3
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. *This course is also available through the Virtual Learning Community (VLC).*

CJC 113 Juvenile Justice 3 0 3
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course is also available through the Virtual Learning Community (VLC).*

CJC 121 Law Enforcement Operations 3 0 3
The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CJC 131 Criminal Law 3 0 3
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. *This course is also available through the Virtual Learning Community (VLC).*

CJC 132 Court Procedure & Evidence 3 0 3
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 3
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement. This course is also available through the Virtual Learning Community (VLC).*

CJC 151 Intro. to Loss Prevention 3 0 3
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis

on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 212   Ethics & Community Relations 3   0   3
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *This course is also available through the Virtual Learning Community (VLC).*

CJC 213   Substance Abuse   3   0   3
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 221   Investigative Principles   3   2   4
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222   Criminalistics   3   0   3
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223   Organized Crime   3   0   3
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 231   Constitutional Law   3   0   3
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon

completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. *This course is also available through the Virtual Learning Community (VLC).*

CJC 232   Civil Liability   3   0   3
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 293   Selected Topics in CJC   3   0   3
Prerequisites: Enrollment in the program
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.

COE 110   World of Work   1   0   1
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111   Co-op Work Experience I   0   10   1
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *This course is also available through the Virtual Learning Community (VLC).*

COE 115   Work Experience Seminar I   1   0   1
Corequisites: COE 111
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their cooperative work experience.

COE 121   Co-op Work Experience II   0   10   1
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125   Work Experience Seminar II   1   0   1
Corequisites: COE 121
This seminar is designed to discuss the student's work experience with the instructor and other students. Students

will discuss highlights, issues, and problems associated with their cooperative work experience.

COM 140   Intercultural Communication 3   0   3
Corequisites: Combined Reading/English CPT Score 140
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. The intercultural topics discussed in this course are designed to serve as a basis for developing dyadic, small group and large group speaking topics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.*

COM 231   Public Speaking   3   0   3
Corequisites: Combined Reading/English CPT Score 172
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication. This course is also available through the Virtual Learning Community (VLC).*

CSC 134   C++ Programming   2   3   3
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

CSC 139   Visual BASIC Programming 2   3   3
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. *This course is also available through the Virtual Learning Community (VLC).*

CSC 141   Visual C++ Programming   2   3   3
This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

CSC 143   Object-Oriented Programming2   3   3
This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

CSC 145   Visual C/C++ Programming   2   3   3
Prerequisites: CIS 110 or CIS 111
This course introduces event-driven programming concepts using the Visual C/C++ and similar programming languages. Topics include forms, data types, classes, inheritance, event handling, standard and bitwise operators, functions, arrays, pointers, files, and other related topics. Upon completion, students should be able to solve problems related to engineering applications by writing and modifying Visual C/C++ language programs.

CSC 160   Intro. to Internet Prog.   2   2   3
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions. *This course is also available through the Virtual Learning Community (VLC).*

CSC 239   Advanced Visual BASIC   2   3   3
Prerequisites: CSC 139
This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is also available through the Virtual Learning Community (VLC).*

CSC 241   Advanced Visual C++   2   3   3
Prerequisites: CSC 141
This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

DDF 211   Design Process I   1   6   4
This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching,

specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

DDF 212   Design Process II   1   6   4
Prerequisites: DDF 211
This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing.

DDF 213   Design Process III   1   6   4
Prerequisites: DDF 212
This course provides an opportunity to produce a complete design project. Topics include materials, production means, analysis, documentation, calculations, and specifications. Upon completion, students should be able to produce a completed design project.

DDF 214   Tool Design   2   4   4
This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.

DFT 111   Technical Drafting I   1   3   2
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 151   CAD I   2   3   3
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152   CAD II   2   3   3
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 153   CAD III   2   3   3
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 154   Intro. Solid Modeling   2   3   3
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DRA 122   Oral Interpretation   3   0   3
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be· able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

ECM 168   Electronic Commerce   2   2   3
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

ECM 210 Intro. to Electronic Commerce 2   2   4
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topcis include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working Electronic Commerce Internet web site.

ECM 220   Elec. Comm. Plan. & Imple.   2   2   3
This course builds on currently accepted business practices to develop a business plan and implementation model for Electronic Commerce. Topics include anlaysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for Electronic Commerce in a small to medium size business. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.*

ECM 230   Capstone Project   1   6   3
Prerequisites: ECM 220
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an Electronic Commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for Electronic Commerce in a small to medium size business. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.*

ECO 252 Principles of Macroeconomics 3 0 3
Corequisites: Combined Reading/English CPT Score 172
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science. This course is also available through the Virtual Learning Community (VLC).*

EDU 118 Teach. Assoc. Prin. & Practice 3 0 3
This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. *This course is a unique concentration requirement of the Teacher Associate concentration in the Early Childhood Education program.*

EDU 119 Intro to Early Child Education 4 0 4
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able to design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities. *This course is also available through the Virtual Learning Community (VLC).*

EDU 131 Child, Family, & Community 3 0 3
This course cove rs the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 144 Child Development I 3 0 3
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 145 Child Development II 3 0 3
This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, and cognitive, and language development, multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 146 Child Guidance 3 0 3
This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 151 Creative Activities 3 0 3
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 Health, Safety, & Nutrition 3 0 3
This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy living environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

EDU 157 Active Play 2 2 3
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon

completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 186   Reading & Writing Methods   3   0   3

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. *This course is a unique concentration requirement of the Teacher Associate concentration in the Early Childhood Education program.*

EDU 188   Issues in Early Child Ed.   2   0   2

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 221   Children with Exceptionalities   3   0   3
Prerequisites: EDU 144 and EDU 145

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies. *This course is also available through the Virtual Learning Community (VLC).*

EDU 234   Infants, Toddlers, & Twos   3   0   3

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235   School-Age Dev. & Program   2   0   2

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 250   PRAXIS I Preparation   1   0   1

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content

necessary for successful completion of the PRAXIS I exam.

EDU 252   Math & Science Activities   3   0   3

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 253   Music for Children   1   2   2

This courses covers theory, methods, and integration of music into a total early childhood experience. Topics include music theory, musical instruments, song design, and performance on the keyboard and autoharp. Upon completion, students should be able to play and sing a song and integrate musical skills into the curriculum.

EDU 259   Curriculum Planning   3   0   3
Prerequisites: EDU 119

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261   Early Childhood Admin. I   2   0   2

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. *This course is also available through the Virtual Learning Community (VLC).*

EDU 262   Early Childhood Admin. II   3   0   3
Prerequisites: EDU 261

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans, and develop personnel policies, including supervision and staff development plans. *This course is also available through the Virtual Learning Community (VLC).*

EDU 271   Educational Technology   2   2   3

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use

of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 275   Effective Teacher Training   2   0   2

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280   Language & Literacy Exp.   3   0   3

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, thintegration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

EDU 282   Early Childhood Literature   3   0   3

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285   Internship Exp-School Age   1   0   1

Prerequisites: ENG 110
Corequisites: COE 121
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. *This course is a unique concentration requirement of the Teacher Associate concentration in the Early Childhood Education program.*

EDU 293   Special Topics   3   0   3

Prerequisites: Enrollment in the program
This course provides an opportunity to explore areas of current interest. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students will prepare a project, perform a survey with analysis, and perform shadowing to integrate the skill and knowledge developed in the Early Childhood curriculum.

ELC 112   DC/AC Electricity   3   6   5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113   Basic Wiring I   2   6   4

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114   Basic Wiring II   2   6   4

Prerequisites: ELC 113
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115   Industrial Wiring   2   6   4

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

ELC 116   Telecom Cabling   1   2   2

This course introduces the theory and practical application of both copper and fiber cabling for telecom systems. Topics include transmission theory, noise, standards, cable types and systems, connectors, physical layer components, installation, and ground/shielding techniques. Upon completion, students should be able to choose the correct cable, install, test, and troubleshoot cabling for telecom.

ELC 117   Motors and Controls   2   6   4

Prerequisites: ELC 112 or ELC 131
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118   National Electrical Code   1   2   2

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 128   Introduction to PLC   2   3   3

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. *This course is also available through the Virtual Learning Community (VLC).*

ELN 131   Electronic Devices   3   3   4

Corequisites: ELC 112

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132   Linear IC Applications   3   3   4

Prerequisites: ELN 131

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133   Digital Electronics   3   3   4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. *This course is also available through the Virtual Learning Community (VLC).*

ELN 231   Industrial Controls   2   3   3

Prerequisites: ELC 112

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 275   Troubleshooting   1   2   2

Corequisites: ELN 133

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENG 080   Writing Foundations   3   2   4

Prerequisites: English CPT Score of 51-69

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

ENG 090   Composition Strategies   3   0   3

Prerequisites: English CPT Score of 70-85

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

ENG 101   Applied Communications I   3   0   3

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 110   Freshman Composition   3   0   3

Prerequisites: ENG 090 and RED 090

This course is the first course in a series of two designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

ENG 111   Expository Writing   3   0   3

Prerequisites: ENG 090 and RED 090

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 113   Literature-Based Research   3   0   3

Prerequisites: ENG 111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed

on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 131   Introduction to Literature   3   0   3
Prerequisites: ENG 111
Corequisites: ENG 113
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 231   American Literature I   3   0   3
Prerequisites: ENG 113
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 232   American Literature II   3   0   3
Prerequisites: ENG 113
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 233   Major American Writers   3   0   3
Prerequisites: ENG 113
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243   Major British Writers   3   0   3
Prerequisites: ENG 113
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FST 100   Intro. to Foodservice Industry   1   0   1
This course is designed to develop an understanding of the foodservice industry and its career paths. Emphasis is placed on employability skills and attitudes relating to career goals. Upon completion, students should be able to identify job opportunities, job requirements, and career paths in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 101   Introduction to Baking   1   4   3
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Coffection facilities.*

FST 102   Basic Foodservice Skills   3   8   7
This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level skills in a quantity foodservice operation. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 103   Safety and Sanitation   2   2   3
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 104   Foodservice Equipment   1   2   2
This course provides instruction in identification, effective use, and care of foodservice equipment. Emphasis is placed on operation, maintenance, and application of standard institutional equipment. Upon completion, students should be able to demonstrate safe and efficient use of standard institutional kitchen equipment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 105   Menu Planning   4   2   5

This course introduces the principles and functions of menu management for general and special populations. Emphasis is placed on building menus with regard to nutritional considerations and dietary needs. Upon completion, students should be able to develop and prepare menus to be used in a variety of dinning settings. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 106   Advanced Foodservice Skills 2   6   5

This course is designed to increase the student's level of proficiency in theory and application of foodservice skills in commercial kitchens. Emphasis is placed on the preparation and presentation of hot and cold foods. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 107   Advanced Baking   1   4   3

This course provides advanced skills and techniques for preparing baked goods. Emphasis is placed on specialty breads, classical desserts, pastries, and decorative finishing. Upon completion, students should be able to produce and plate a variety of quality baked items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 108   Cost Control   2   2   3

This course covers the control of primary costs in foodservice establishments. Topics include purchasing, receiving, storing, issuing, production, revenue, inventory control with emphasis on foodservice software. Upon completion, students should be able to apply the necessary knowledge and skills required to manage primary costs for a foodservice establishment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

GEO 111   World Regional Geography   3   0   3
Prerequisites: Reading CPT Score 86

This course introduces the regional concept that emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science. This course is available through the Virtual Learning Community (VLC).*

GRD 110   Typography I   2   2   3

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 113   History of Graphic Design   3   0   3

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and worldwide cultural influences found in today's marketing of ideas and products.

GRD 121   Drawing Fundamentals I   1   3   2

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 122   Drawing Fundamentals II   1   3   2
Prerequisites: GRD 121

This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency.

GRD 131   Illustration I   1   3   2
Prerequisites: GRD 121

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 132   Illustration II   1   3   2
Prerequisites: GRD 131

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

GRD 141   Graphic Design I   2   4   4

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to project.

GRD 142   Graphic Design II   2   4   4
Prerequisites: GRD 141

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 151   Computer Design Basics   1   4   3

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152   Computer Design Tech. I   1   4   3

Prerequisites: GRD 151

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image and organization to communication a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 160   Photo Fundamentals I   1   4   3

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

GRD 210   Airbrush I   1   2   2

This course covers the mechanics of airbrushing. Topics include care and maintenance of equipment, spraying techniques and surfaces, and selection of materials. Upon completion, students should be able to produce work demonstrating competent use of an airbrush.

GRD 231   Marker Illustration   1   3   2

Prerequisites: GRD 121

This course covers marker illustration. Emphasis is placed on various marker types, techniques, and surfaces used in marker illustration. Upon completion, students should be able to demonstrate competence in the use of markers as a medium for commercial illustration.

GRD 232   Fashion Illustration   1   3   2

Prerequisites: GRD 131

This course is a study of the current fashion figure. Emphasis is placed on form and movement combined with colors, patterns, fabrics, textures, and styles to create exciting illustrations. Upon completion, students should be able to illustrate fashion figures and accessories using various media.

GRD 241   Graphic Design III   2   4   4

Prerequisites: GRD 142

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242   Graphic Design IV   2   4   4

Prerequisites: GRD 241

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 243   Graphic Design V   2   4   4

Prerequisites: GRD 242

This course covers artist/client relationships in advanced design processes. Emphasis is placed on analyzing the limitations and potential of communication media and strategies. Upon completion, students should be able to show mastery of media in producing designs to client specifications.

GRD 265   Digital Print Production   1   4   3

Prerequisites: GRD 152

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 280   Portfolio Design   2   4   4

Prerequisites: GRD 142 and GRD 152

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 281   Design of Advertising   2   0   2

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

GRD 282   Advertising Copywriting   1   2   2

Prerequisites: ENG 110 or ENG 111

This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.

GRD 285   Client/Media Relations   1   2   2

Prerequisites: GRD 142 and GRD 152

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

HEA 112   First Aid & CPR   1   2   2

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 111   World Civilizations I   3   0   3

Corequisites: Combined Reading/English CPT Score 172

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.   *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112   World Civilizations II   3   0   3

Corequisites: Combined Reading/English CPT Score 172

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.   *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 117   History of Religions   3   0   3

This course surveys the historical development of the world's major religions. Topics include systems of belief and religious practice, polytheism, monotheism, and current religious movements. Upon completion, students should be able to analyze the world's major religious traditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 131   American History I   3   0   3

Corequisites: Combined Reading/English CPT Score 172

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.   *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132   American History II   3   0   3

Corequisites: Combined Reading/English CPT Score 172

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 165   Twentieth-Century World   3   0   3

Corequisites: Combined Reading/English CPT Score 172

This course includes the major developments, issues, and ideas in twentieth-century world history. Emphasis is placed on contrasting political systems, the impact of science and technology, and the philosophical temperament of twentieth-century people. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the twentieth century. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferabiity as a premajor and/or elective course requirement.*

HIS 221   African-American History   3   0   3

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 236   North Carolina History   3   0   3

Corequisites: Combined Reading/English CPT Score 172

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HSE 110   Intro. to Human Services   2   2   3

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112   Group Process I   1   2   2

Prerequisites: Enrollment in the program

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students

should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123   Interviewing Techniques   2   2   3
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125   Counseling   2   2   3
Prerequisites: PSY 150
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 160   HSE Clinical Supervision I   1   0   1
Corequisites: HSE 162
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human service clinical experiences.

HSE 162   HSE Clinical Experience I   0   6   2
Corequisites: HSE 160
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related coruse work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210   Human Services Issues   2   0   2
Prerequisites: Successful completion of 12 SHC in the HSE program
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. *This course is also available through the Virtual Learning Community (VLC).*

HSE 220   Case Management   2   2   3
Prerequisites: HSE 110
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively mange the care of the whole person from initial contact through termination of services.

HSE 225   Crisis Intervention   3   0   3
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227   Children/Adolescents in Crisis   3   0   3
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 260   HSE Clinical Supervision II   1   0   1
Corequisites: HSE 262
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 262   HSE Clinical Experience II   0   6   2
Corequisites: HSE 260
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HUM 120   Cultural Studies   3   0   3
Corequisites: Combined Reading/English CPT Score 172
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the student culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 130   Myth in Human Culture   3   0   3
Prerequisites: CPT Reading Score 86
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160   Introduction to Film   2   2   3
Corequisites: Combined Reading/English CPT Score 172
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in the film art.

Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts. This course is also available through the Virtual Learning Community (VLC). This is a writing intensive course.*

HUM 161   Advanced Film Studies   2   2   3
Prerequisites: HUM 160
This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 220 Human Values and Meaning 3   0   3
Prerequisites: ENG 111 or ENG 110
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

HYD 110   Hydraulics/Pneumatics I   2   3   3
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

ISC 110   Workplace Safety   1   0   1
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. *This course is also available through the Virtual Learning Community (VLC).*

ISC 133   Mfg. Management Practices 2   0   2
This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, student should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ITN 130   Web Site Management   2   2   3
This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance. *This course is also available through the Virtual Learning Community (VLC).*

ITN 160   Principles of Web Design   2   2   3
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages. *This course is also available through the Virtual Learning Community (VLC).*

LEX 110   Intro. to Paralegal Study   2   0   2
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. *This course is also available through the Virtual Learning Community (VLC).*

LEX 120   Legal Research/Writing I   2   2   3
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. *This course is also available through the Virtual Learning Community (VLC).*

LEX 121   Legal Research/Writing II   2   2   3
Prerequisites: LEX 120
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130   Civil Injuries   3   0   3
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. *This course is also available through the Virtual Learning Community (VLC).*

LEX 140   Civil Litigation I   3   0   3
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

LEX 141   Civil Litigation II   2   2   3
Prerequisites: LEX 140
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150   Commercial Law I   2   2   3
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 151   Commercial Law II   3   0   3
Prerequisites: LEX 150
This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students should be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

LEX 160   Criminal Law & Procedure   2   2   3
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170   Administrative Law   2   0   2
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 180   Case Analysis & Reasoning   1   2   2
Corequisites: LEX 120
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210   Real Property I   3   0   3
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. *This course is also available through the Virtual Learning Community (VLC).*

LEX 211   Real Property II   1   4   3
Prerequisites: LEX 210
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 214   Investigation & Trial Prep.   1   4   3
This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

LEX 220   Corporate Law   2   0   2
This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

LEX 240   Family Law   3   0   3
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. *This course is also available through the Virtual Learning Community (VLC).*

LEX 250   Wills, Estates, & Trusts   2   2   3
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 260   Bankruptcy & Collections   3   0   3
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270   Law Office Mgt./Technology   1   2   2
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 271   Law Office Writing   1   2   2
This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

LEX 280   Ethics & Professionalism   2   0   2
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LEX 283   Investigation   1   2   2
This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/accident records, sketch scenes, and prepare exhibits.

LEX 285   Workers' Comp. Law   2   0   2
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

LEX 286   Medical Evidence Analysis   1   2   2
This course is designed to teach reading and analyzing medical records for legal evaluation of bodily injury and disability claims. Emphasis is placed on terminology, identifying, obtaining and reviewing medical records and study of the major systems of the human body. Upon completion, students will be able to compile, analyze and organize medical documents to support or disprove injury claims.

LEX 287   CLA Review Seminar   2   0   2
Prerequisites: LEX 211
This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications, Ethics, Human Relations, Interviewing Techniques, Judgment and Analytical Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.

LEX 288   Elder Law   3   .0   3
Prerequisites: LEX 211
This course provides an overview of laws especially relevant to older persons. Topics include healthcare decision-making, living wills, powers of attorney, financial and estate planning, government benefits, housing issues, elder abuse, and ethical considerations. Upon completion, students should be able to describe the methods for assisting attorneys in addressing legal issues pertinent to the elderly.

MAC 122   CNC Turning   1   3   2
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124   CNC Milling   1   3   2
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAS 110   Masonry I   5   15   10
This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

MAS 120   Masonry II   5   15   10
This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

MAS 130   Masonry III   6   6   8
This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MAS 170   Masonry Technology Mgmt. 1   2   2
Corequisites: MAS 130
This course extends the concepts covered in the masonry curriculum. Topics include ornamental material applications, job site safety, site management: including environmental impact, employee supervision, and job cost management. Upon completion, student should be able to demonstrate advanced installation skills, as well as analyze and implement various management requirements.

MAT 060   Essential Mathematics   3   2   4
Prerequisites: Arithmetic CPT Score 40-60
This course is a comprehensive study of mathematical skills, which should provide a strong mathematical foundation to pursue further study.   Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070   Introductory Algebra   3   2   4
Prerequisites: MAT 060
Corequisites: Combined Reading/English CPT Score 102
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

MAT 080   Intermediate Algebra   3   2   4
Prerequisites: MAT 070
Corequisites: Combined Reading/English CPT Score 102
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101   Applied Mathematics I   2   2   3
Prerequisites: MAT 060, MAT 070, or MAT 080
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

MAT 110   Mathematical Measurement 2   2   3
Prerequisites: MAT 070, MAT 080, MAT 161, or MAT 171
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 140   Survey of Mathematics   3   0   3
Prerequisites: MAT 070, MAT 080, MAT 161, or MAT 171
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Additional topics in this course include an introduction to plane trigonometry and Boolean algebra. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

MAT 140A Survey of Mathematics Lab   0   2   1
Prerequisites: MAT 070, MAT 080, MAT 161, or MAT 171
Corequisites: MAT 140
This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 141   Mathematical Concepts I   3   0   3
Prerequisites: MAT 080, MAT 161, or MAT 171
This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 141A Mathematical Concepts I Lab   0   2   1
Prerequisites: MAT 080, MAT 161, or MAT 171
Corequisities: MAT 141
This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical things, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 142   Mathematical Concepts II   3   0   3
Prerequisites: MAT 141
This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.*

MAT 142A Mathematical Concepts II Lab   0   2   1
Prerequisites: MAT 141
Corequisites: MAT 142
This course is a laboratory for MAT 142. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 151   Statistics I   3   0   3
Prerequisites: MAT 080, MAT 161, or MAT 171
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision-making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).*

MAT 151A Statistics I Lab   0   2   1
Prerequisites: MAT 080, MAT 161, or MAT 171
Corequisites: MAT 151
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy*

the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 161   College Algebra   3   0   3
Prerequisitse: MAT 080
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/ mathematics for the A.A. degree. This course is also available through the Virtual Learning Community (VLC).*

MAT 161A College Algebra Lab   0   2   1
Prerequisites: MAT 080
Corequisites: MAT 161
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 162   College Trigonometry   3   0   3
Prerequisites: MAT 161
This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right traingles, oblique triangles, trigonometric functions, graphing vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the A.A. degree.*

MAT 162A College Trig. Lab   0   2   1
Prerequisites: MAT 161
Corequisites: MAT 162
This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 171   Precalculus Algebra   3   0   3
Prerequisites: MAT 080 or MAT 161
This is the first of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A Precalculus Algebra Lab   0   2   1
Prerequisites: MAT 080 or MAT 161
Corequisites: MAT 171
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 172   Precalculus Trigonometry   3   0   3
Prerequisites: MAT 171
This is the second of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirment in natural sciences/mathematics.*

MAT 172A Precalculus Trig. Lab   0   2   1
Prerequisites: MAT 171
Corequisites: MAT 172
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 271   Calculus I   3   2   4
Prerequisites: MAT 172
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of on variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions of one variable. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272   Calculus II   3   2   4
Prerequisites: MAT 271
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273   Calculus III   3   2   4
Prerequisites: MAT 272
course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 280   Linear Algebra   3   0   3
Prerequisites: MAT 271
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MEC 111   Machine Processes I   1   4   3
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 112   Machine Processes II   2   3   3
Prerequisites: MEC 111
This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 172 Intro. to Metallurgy   2   2   3
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 231 Comp.-Aided Manufacturing I 1 4 3

This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

MEC 250 Statics & Strength of Materials 4 3 5

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

MED 110 Orient. to Medical Assisting 1 0 1

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 112 Orient. to Clinical Setting I 0 3 1

Prerequisites: Enrollment in Medical Assisting or COLT programs
This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patient, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment. Medical asepsis such as hand washing and donning sterile gloves will be introduced.

MED 116 Introduction to A & P 3 2 4

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118 Medical Law and Ethics 2 0 2

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. *This course is also available through the Virtual Learning Community (VLC).*

MED 120 Survey of Med. Terminology 2 0 2

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MED 121 Medical Terminology I 3 0 3

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).*

MED 122 Medical Terminology II 3 0 3

Prerequisites: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).*

MED 130 Admin. Office Procedures I 1 2 2

Prerequisites: Combined Reading/English CPT score 172
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin. Office Procedures II 1 2 2

Prerequisites: MED 130
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam. Room Procedures I 3 4 5

Prerequisites: Enrollment in the Medical Assisting program
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 5

Prerequisites: Enrollment in Medical Assisting or COLT programs
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 Medical Insurance Coding 1 3 2

Prerequisites: OST 148 and BIO 163, BIO 166, or MED 116
Corequisites: MED 122
This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and

procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260   MED Clinical Externship   0   15   5
Prerequisites: Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262   Clinical Perspectives   1   0   1
Prerequisites: Enrollment in the Medical Assisting program
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264   Medical Assisting Overview   2   0   2
Prerequisites: Enrollment in the Medical Assisting program or graduate of a CAAHEP accredited program or former MA recertifying
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270   Symptomatology   2   2   3
Prerequisites: MED 122
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272   Drug Therapy   3   0   3
Prerequisites: MED 140
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MKT 120   Principles of Marketing   3   0   3
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making. *This course is available through the Virtual Learning Community (VLC).*

MLG 111   Testing of Metals   2   0   2
This course covers definitions, discussions, testing applications, and compilation and interpretation of testing data for metalworking industries. Topics include fundamentals of mechanical testing, concepts of mechanical properties and standards that govern their determination and their applications to metals. Upon completion, students should be able to describe and apply testing used in metalworking, compile and interpret data, and understand applications in equipment design/maintenance.

MLG 112   Prin. of Metallography   1   0   1
Prerequisites: MEC 172
This course provides students with a better understanding of the practical aspects of metallography and the theoretical concepts on which the discipline is based. Topics include the study of properties of metals, alloys and nonmetallic materials such as ceramics, polymers and composites. Upon completion, students should be able to describe significant interrelationships between the structural characteristics and the physical and mechanical properties of materials studied.

MLG 114   Principles of Heat-Treating   2   0   2
Prerequisites: MEC 172
This course examines the fundamental metallurgical aspects of heat-treating. Topics include the study of microstructural changes brought about by heat-treating and its effects on properties of material, equipment operation, maintenance and quality control. Upon completion, students should use cooling curves to predict heat-treating time and temperature control used to evaluate resulting changes in alloy structure and properties.

MLG 115   Prin. of Failure Analysis   1   0   1
Prerequisites: MEC 172 and MLG 111
This course provides a practical approach to failure analysis, including failure analytical techniques and procedures and fundamental sources of failures. Topics include design-related failures, analysis of factors that cause failure, environmental sources, stress systems, typical fatigue characteristics and basic fracture modes and their characteristics. Upon completion, students should be able to separate material (chemistry, microstructure) causes for failure from non-materials causes.

MLG 116   Fund. of Nondestructive Testing   2   0   2
Prerequisites: MEC 172
This course covers the critical aspects of nondestructive testing. Topics include nondestructive testing, liquid penetrants, magnetic particle inspection, ultrasonic testing, radiography, specialized NDT methods, interpretation and classification, and NDT testing standards and specifications. Upon completion, students should be able to determine types of testing for numerous applications, why and how to analyze procedures, and how to interpret results.

MLG 118 Corrosion   2   0   2

This course covers the fundamental principles of metal corrosion, various mechanisms and types, testing methods, and applications of corrosion control. Topics include basic concepts of corrosion, recognition and definition of corrosion problems, testing and monitoring, corrosive environments, and methods of corrosion control. Upon completion, students should be able to describe principles of the corrosive processes, recognize corrosion problems, select testing methods for corrosion, and implement control methodologies.

MLG 210   Titanium and Its Alloys   2   0   2

Prerequisites: MEC 172

This course provides knowledge of the metallurgical and mechanical properties of titanium including alloying behavior, extraction methodology, fabrication, corrosion and industrial applications. Topics include history and properties of titanium and its extractive metallurgy, metallography, melting, casting, joining and machining, chemical shaping, corrosion characteristics, and various industrial applications. Upon completion, students should be able to describe metallurgical properties of titanium and its alloys, extraction, fabrication, working and corrosion characteristics, and various industrial applications.

MLG 213   Stainless Steels   2   0   2

Prerequisites: MEC 172

This course discusses the types and metallurgical properties of stainless steels including thermal treatments, fabrication and corrosion resistance. Topics include properties and types of stainless, thermal treatments, fabrication, and corrosion resistance. Upon completion, students should be able to describe the types and metallurgical properties of stainless steels, thermal treatments, fabrication, and corrosion resistance of these metals.

MLG 214   Aluminum and Its Alloys   2   0   2

Prerequisites: MEC 172

This course provides knowledge of aluminum and its alloys, their lightweight, high strength, corrosion resistance, and the wide range of industrial and consumer applications. Topics include extraction/reduction of Alumina, Phase Diagrams, alloy systems, casting, grain structures, hardening, metallography, macroscopic and microscopic examinations, joining, corrosion, and finishing processes. Upon completion, students should be able to describe aluminum and its alloys, extractive processes, casting principles and practices, hardening, matallography, corrosion, joining, finishing and applications.

MLG 215   Metallurgy of Welding   2   0   2

Prerequisites: MEC 172

This course examines the metallurgical fundamentals involved in structures as metals are heated and cooled during the welding process. Topics include welding design; soundness; arc welding of steels, copper, aluminum, magnesium, titanium, nickel; electron beam and fusion welding, joining, hard facing and process inspection. Upon completion, students should be able to describe fundamentals in welded structures as metals heat and cool and in nonmetals joined by adhesives/other methods.

MLG 218 Induction Heating   2   0   2

Prerequisites: MEC 172 and MLG 114

This course covers the principles and theory of induction heating including equipment selection, process parameters and control systems. Topics include power supplies and equipment; coil design and selection; preheating; brazing, soldering, welding; part handling systems and process control; special applications, safety and economics. Upon completion, students should be able to describe principles and theory of induction heating, selection/utilization of equipment, process parameters, control systems, and technology applications.

MLG 222   Fund. of Powder Metallurgy 2   0   2

Prerequisites: MEC 172

This course covers the fundamentals of powder metallurgy and the application of this technology in various industries. Topics include physical metallurgy fundamentals, powder production and characterization, compacting, sintering, porosity, structural powder metallurgy parts, hot consolidation of metal powders and other applications. Upon completion, students should be able to describe fundamentals of powder metallurgy, fabrication techniques, procedures, equipment, and various applications of this technology in diverse industries.

MNT 110 Intro. to Maint. Procedures   1   3   2

This course covers basic maintenance fundaments for power transmission equipment.   Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111   Maintenance Practices   2   2   3

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. *This course is also available through the Virtual Learning Community (VLC).*

MNT 240 Ind. Equip. Troubleshooting   1   3   2

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electromechanical   and   fluid   power   equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MTH 110 Fundamentals of Massage   6 12 10

This course introduces concepts basic to the role of the massage therapist. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course the student should be able to apply basic practical massage therapy skills.

MTH 110AB   Fundamentals of Massage   3   3   4

MTH 110BB   Fundamentals of Massage   3   9   6
Prerequisites: MTH 110AB

MTH 120   Ther. Massage Applications   6   12   10
Prerequisites: MTH 110
This course provides an expanded knowledge and skill base for the massage therapist. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry-level therapeutic massage on various populations.

MTH 125   Ethics of Massage   2   0   2
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.

MTH 210   Advanced Skills of Massage   4   12   8
Prerequisites: MTH 120
This course provides knowledge and skills in diverse body-work modalities. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.

MTH 220   Outcome-Based Massage   4   9   7
Prerequisites: MTH 120
This course provides knowledge and skills in more complex body works modalities. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.

MUS 110   Music Appreciation   3   0   3
Corequisites: Combined Reading/English CPT Score 172
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts. This course is also available through the Virtual Learning Community (VLC).This is a writing intensive course.*

NET 110   Data Commun./Network.   2   2   3
This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking. *This course is also available through the Virtual Learning Community (VLC).*

NET 112   Security Fund. & Policies   3   0   3
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of the Internet, current security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

NET 115   Telecom. Fundamentals   1   2   2
This course covers the fundamentals of the electronic transfer of information for those who have not received credit for NET 110. Topics include terminal emulation software usage, file transfer methods, PC-based fax/modem/voice-mail operations, accessing and navigating the Internet, and bulletin boards. Upon completion, students should be able to access and use on-line services and the Internet, send and receive e-mail, and perform other basic telecommunication operations.

**NET 125   Routing and Switching I   1   4   3
              (Cisco I)**
This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

**NET 126   Routing and Switching II   1   4   3
              (Cisco II)**
Prerequisites: NET 125
This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, and manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

NET 175   Wireless Technology   2   2   3
Prerequisites: NET 110
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up Language (WML), link manager, servie discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

**NET 225   Adv. Routing and Switching I   1   4   3
              (Cisco III)**
Prerequisites: NET 126
This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations,

adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.

NET 226   Adv. Routing and Switching II   1   4   3
(Cisco IV)

Prerequisites: NET 225

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, and describe the Spanning Tree protocol.

NET 260   Internet Develop. & Support   3   0   3

Prerequisites: NET 110

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

NET 293   Selected Topics (Microsoft IV)   3   0   3

Prerequisite: CIS 174, Enrollment in the IS program

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.

NUR 101   Practical Nursing I   7   12   11

Prerequisites: Enrollment in the Practical Nursing program
Corequisites: NUR 118, BIO 163, PSY 110

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 102   Practical Nursing II   8   12   12

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110
Corequisites: NUR 103, NUR 117, ENG 111

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/

restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103   Practical Nursing III   6   12   10

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110
Corequisites: NUR 102, NUR 117, ENG 111

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103A   Practical Nursing III   3   0   3

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110
Corequisites: NUR 102, NUR 117, ENG 111 or ENG 110

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Basic mental health principles and therapeutic communication are included in this course.

NUR 103B   Practical Nursing III   3   12   7

Prerequisites: NUR 103A, NUR 102, NUR 117, ENG 111 or ENG 110

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Principles of emergency nursing and first aid, law and ethics, and information concerning entry into practice as a licensed practical nurse are discussed.

NUR 107   LPN Refresher   9   9   12

This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

NUR 117   Pharmacology   1   3   2

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110
Corequisites: NUR 102, NUR 103, ENG 111 or ENG 110

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon

completion, students should be able to compute dosages and administer medication safely.

NUR 118   Nutrition/Diet Therapy   2   0   2
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.

NUT 110   Nutrition   3   0   3
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. *This course is also available through the Virtual Learning Community (VLC).*

OST 131   Keyboarding   1   2   2
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132   Keyboarding Skill Building   1   2   2
Prerequisites: OST 131
This course provides accuracy and speed building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134   Text Entry & Formatting   2   2   3
Prerequisites: OST 131
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability. *This course is also available through the Virtual Learning Community (VLC).*

OST 136   Word Processing   1   2   2
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *This course is also available through the Virtual Learning Community (VLC).*

OST 148   Medical Coding Billing & Ins 3   0   3
Corequisites: MED 121
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding,

forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

OST 149   Medical Legal Issues   3   0   3
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 155   Legal Terminology   3   0   3
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and demonstrate an understanding of the use of these legal terms. *This course is a unique concentration requirement of the Legal Office Systems concentration in the Office Systems Technology program.*

OST 156   Legal Office Procedures   2   2   3
Prerequisites: OST 134
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. *This course is a unique concentration requirement of the Legal Office Systems concentration in the Office Systems Technology program.*

OST 159   Legal Office Ethics   2   0   2
This course introduces the complex legal and ethical issues involved in the role of administrative support personnel in a variety of law-related offices. Topics include conduct compatible with the professional obligations of the employer, legally protected relationships, and the professional responsibilities of the employee. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of law-related workplaces.

OST 164   Text Editing Applications   3   0   3
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. *This course is also available through the Virtual Learning Community (VLC).*

OST 181   Intro to Office Systems   2   2   3
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and

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decision-making abilities essential for functioning in the total office context.

OST 184   Records Management   1   2   2

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236   Adv. Word/Information Proc. 2   2   3
Prerequisites: OST 136

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. *This course is also available through the Virtual Learning Community (VLC).*

OST 241   Medical Office Transcription I   1   2   2
Prerequisites: MED 121

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242   Medical Office Transcription II   1   2   2
Prerequisites: OST 241

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

OST 243   Medical Office Simulation   2   2   3
Prerequisites: OST 148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 252   Legal Transcription I   2   2   3
Prerequisites: OST 134 or OST 136 and OST 155

This course provides experience in using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents. Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

PHI 240   Introduction to Ethics   3   0   3
Prerequisites: ENG 110 or ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

PHY 110   Conceptual Physics   3   0   3

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 110A Conceptual Physics Lab   0   2   1
Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 151   College Physics I   3   2   4
Prerequisites: MAT 161 or MAT 171

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 152   College Physics II   3   2   4
Prerequisites: PHY 151

This course uses algebra- and trionometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the*

Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.

PHY 251   General Physics I   3   3   4
Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechancis, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 252   General Physics II   3   3   4
Prerequisites: MAT 272 and PHY 251
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PLA 110   Introduction to Plastics   2   0   3
This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.

PLA 120   Injection Molding   2   3   3
This course provides theory and processing experience with the injection molding process. Topics include machine type, molds, controls, machine-polymer part relationship, molding factors, troubleshooting, and molding problems/solutions. Upon completion, students should be able to demonstrate an understanding of machine setup and operation and be able to optimize common injection molding machines.

POL 120   American Government   3   0   3
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This*

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science. This course is also available through the Virtual Learning Community (VLC).

PRN 131   Flexography I   2   4   4
This course provides basic hands-on instruction in flexographic image preparation, platemaking, mounting, and printing. Emphasis is placed on taking press measurements, making and mounting plates, and obtaining quality in press operation on a narrow-web press. Upon completion, students should be able to describe and perform flexographic production procedures in pre-press, press setup, press operation, and die-cutting.

PRN 155   Screen Printing I   1   3   2
This course covers screen printing techniques and materials. Topics include methods, materials, design, and image and stencil preparation techniques. Upon completion, students should be able to produce single- or multi-color projects.

PRN 220   Offset Press Fundamentals   1   3   2
This course is designed to provide the fundamental skills required to set up and operate an offset press. Emphasis is placed on set-up, press operation, maintenance, and troubleshooting of single-color jobs on various paper stock on sheet-fed offset presses and duplicators. Upon completion, students should be able to produce commercial-quality single-color work.

PSY 102   Human Relations   2   0   2
This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness. *This course is intended for diploma programs.*

PSY 110   Life Span Development   3   0   3
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 150   General Psychology   3   0   3
Corequisites: Combined Reading/English CPT Score 172
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

PSY 241   Developmental Psychology   3 0 3
Prerequisites: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science. This course is also available through the Virtual Learning Community (VLC).*

PSY 243   Child Psychology   3 0 3
Prerequisites: PSY 150
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 246   Adolescent Psychology   3 0 3
Prerequisites: PSY 150
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 281   Abnormal Psychology   3 0 3
Prerequisites: PSY 150
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science. This course is also available through the Virtual Learning Community (VLC).*

RED 080   Intro. to College Reading   3 2 4
Prerequisites: Reading CPT score 51-69
This course introduces effective reading and inferential thinking in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090   Improved College Reading   3 2 4
Prerequisites: Reading CPT score 70-85
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

RAD 110   Rad. Intro. & Patient Care   2 3 3
Corequisites: RAD 111 and RAD 151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111   RAD Procedures I   3 3 4
Corequisites: RAD 110 and RAD 151
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121   Radiographic Imaging I   2 3 3
Prerequisites: RAD 110, RAD 111, and RAD 151
This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

RAD 131   Radiographic Physics I   1 3 2
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151   RAD Clinical Education I   0 6 2
Corequisites: RAD 110 and RAD 111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 121   Special Imaging   2 0 2
Prerequisites: RAD 121 and RTT 151
This course introduces special imaging modalities including computed tomography and magnetic resonance imaging.

Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.

RTT 151   RTT Clinical Education II   0   9   3
Prerequisites: RAD 110, RAD 111, and RAD 151
This course provides additional experience in patient management and in the more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 161   RTT Clinical Education III   0   6   2
Prerequisites: RAD 121 and RTT 151
This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on special imaging areas to include computed tomography and magnetic resonance imaging with an introduction to radiation therapy. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 210   Radiobiology   2   0   2
Prerequisites: RTT 161
This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.

RTT 220   Rad. Therapy Orientation   2   0   2
Prerequisites: RTT 161
This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.

RTT 221   Clinical Oncology I   3   0   3
Prerequisites: RTT 161
This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 222   Clinical Oncology II   3   0   3
Prerequisites: RTT 221
This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 230   General RAD THRY Physics   3   0   3
Prerequisites: RTT 161
This course introduces the fundamental principles of physics as they relate to radiation therapy. Topics include the structure of the atom, matter and energy, definitions of the nature of radiation, radioactivity, and interactions with matter. Upon completion, students should be able to demonstrate a basic understanding of physics and how it relates to radiation therapy.

RTT 232   Rad. Therapy Procedures   2   0   2
Prerequisites: RTT 222, RTT 234, RTT 244
This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.

RTT 234   Clinical Dosimetry   1   3   2
Prerequisites: RTT 230
This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate a knowledge of dosimetry procedures used to treat various neoplasms.

RTT 238   RTT Clinical Education IV   0   17   6
Prerequisites: RTT 161
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 244   RTT Clinical Education V   0   17   6
Prerequisites: RTT 238
This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 246   RTT Clinical Education VI   0   18   6
Prerequisites: RTT 244
This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

SAB 110 Substance Abuse Overview   3   0   3
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 130   Addictive Behaviors   3   0   3
This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

SAB 140   Pharmacology   3   0   3
This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions.

SOC 210   Introduction to Sociology   3   0   3
Corequisites: Combined Reading/English CPT score 172
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220   Social Problems   3   0   3
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

SON 110   Introduction to Sonography   1   6   3
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111   Sonographic Physics   3   3   4
Prerequisites: SON 110
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120   SON Clinical Education I   0   15   5
Prerequisites: SON 110
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121   SON Clinical Education II   0   15   5
Prerequisites: SON 120
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130   Abdominal Sonography I   2   3   3
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

SON 131   Abdominal Sonography II   1   3   2
Prerequisites: SON 130
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140   Gynecological Sonography   2   0   2
Prerequisites: SON 110
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220   SON Clinical Education III   0 24   8
Prerequisites: SON 121
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221   SON Clinical Education IV   0 24   8
Prerequisites: SON 220
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 225   Case Studies   0   3   1
Prerequisites: SON 110
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods that integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241   Obstetrical Sonography I   2   0   2
Prerequisites: SON 110
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242   Obstetrical Sonography II   2   0   2
Prerequisites: SON 241
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250   Vascular Sonography   1   3   2
Prerequisites: SON 111
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 272   Advanced Pathology   0   3   1
Prerequisites: SON 110
This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms.

SON 289   Sonographic Topics   2   0   2
Prerequisites: SON 220
Corequisites: SON 221
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPA 111   Elementary Spanish I   3   0   3
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

SPA 112   Elementary Spanish II   3   0   3
Prerequisites: SPA 111
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SUR 110   Intro. to Surgical Technology 3   0   3
Corequisites: SUR 111
This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include historical development, medical terminology, physical environment and safety measures, interdepartmental/peer/patient relationships, and professional behaviors. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

SUR 111   Perioperative Patient Care   5   6   7
Corequisites: SUR 110
This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care . Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

SUR 122   Surgical Procedures I   5   3   6
Prerequisites: SUR 110 and SUR 111
Corequisites: SUR 123
This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/ reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

SUR 123   SUR Clinical Practice I   0   21   7
Prerequisites: SUR 110 and SUR 111
Corequisites: SUR 122
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134   Surgical Procedures II   5   0   5
Prerequisites: SUR 123
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and

equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

SUR 135 SUR Clinical Practice II   0 12   4
Prerequisites: SUR 123
Corequisites: SUR 134 and SUR 137
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed ongreater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Professional Success Prep.   1   0   1
Prerequisites: SUR 123
Corequisites: SUR 134 and SUR 135
This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Adv SUR Clinical Practice   0   6   2
Prerequisites: SUR 137
Corequisites: SUR 211
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211   Adv. Theoretical Concepts   2   0   2
Prerequisites: SUR 137
Corequisites: SUR 210
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SWK 110 Introduction to Social Work   3   0   3
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 Working with Diversity   3   0   3
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

SWK 115 Community Resources   2   2   3
This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs. *This course is a unique concentration requirement of the Social Services concentration in the Human Services Technology program.*

SWK 214 Social Work Law   3   0   3
Prerequisites: SWK 110
This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social service practice. *This course is a unique concentration requirement of the Social Services concentration in the Human Services Technology program.*

SWK 220 SWK Issues in Client Services 3   0   3
This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Social Services concentration in the Human Services Technology program.*

WLD 112 Basic Welding Processes   1   3   2
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate   2   9   5
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 212 Inert Gas Welding   1   3   2
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

Continuing Education

South Piedmont Community College, through its Department of Continuing Education, offers to any adult, regardless of his/her educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of this area. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must to all who hope to stay in the mainstream of today's society. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

Any adult may be admitted to an adult education class. In extenuating circumstances, and upon the approval of the appropriate public school personnel, a person 16 to 17 years of age may enroll in certain courses.

A course schedule is published and made available to the public prior to the beginning of each term. Courses which begin during a term are announced through local news media. Information about these courses may be obtained by calling Continuing Education in Wadesboro (704-694-6505) or in Monroe (704-289-8588).

The Continuing Education Department offers the opportunity to earn CEU credits through courses delivered online via the Internet. A variety of courses including computer, Internet, personal enrichment, writing, entrepreneur/business, and medical/health care are available. Teachers, health professionals, and others may earn required credits for license renewal. Education-to-Go courses begin monthly. Current course offerings may be accessed at the SPCC web page www.spcc.edu and www.ed2go.com/spcc.

SMALL BUSINESS CENTER

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

REAL (Rural Entrepreneurship through Action Learning), offered through the Small Business Center, is a hands-on course that develops entrepreneurial traits, knowledge, and skills and guides participants through the process of planning, creating, and operating small businesses of their own design. REAL Enterprises is the nonprofit organization that supports high schools, colleges, and community-based organizations across the United States who offer REAL courses. The REAL course helps prepare small business owners for success as well as those already in business looking to expand or enhance their operations. REAL graduates have a better than 85% success rate. In a REAL class, participants learn to be entrepreneurs by doing the things that successful small business owners do with challenging and interesting cases, simulations, and videos.

COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

Through Community Education and Professional Development programs, South Piedmont Community College teaches courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

General Contractor Exam Review is a comprehensive review course of information and knowledge for persons planning to take the Residential NC General Contractors License Exam. Participants should have at least a basic understanding of residential construction. Those who will be taking the NC License Exam should contact the NC Licensing Board for General Contractors in Raleigh to obtain the license application packet prior to the class.

The one-day **Notary Public** course satisfies NC requirements to apply for a Notary Public Commission. Students must be 18 years of age and reside or be employed in North Carolina.

Nursing Assistant (CNA) I and II curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages. Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Graduates of this curriculum may be eligible to be listed on the NC Registry as a Nursing Assistant I. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Real Estate Pre-licensing course provides the student with the basic knowledge and skills necessary to act as a real estate salesperson and prepares the student to pass the NC Real Estate Salesperson License Examination. Among the numerous topics covered are basic real estate principles and practices, property management, taxation, math, contracts, financing, closing, land use controls, fair housing, property insurance, basic house construction, environmental hazards, laws and regulations.

Real Estate Brokers course consists of an in-depth review of selected subjects that are known to be problematic for practicing real estate salespersons and brokers. Emphasis throughout the course is on the proper practical application of laws and rules. The topics covered include: real estate brokerage relationships; land use controls and the real estate agent; real estate sales contracts and related practices; selected real estate finance topics; RESPA and closing statements; selected real estate valuation topics; selected landlord/tenant and property management topics; fair housing issues; introduction to commercial real estate brokerage; selected NC Real Estate License Law and NC Real Estate Commission Rule issues, including the Commission's Trust Account Guidelines.

Vehicle Safety/Vehicle Emissions Inspection Licensing classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Safety classes consist of 8 hours of training; Emissions Certification classes consist of 8 hours of training; Emissions Recertification consists of 4 hours of training. On Board Diagnostic (OBD) training is also available. Students must have a valid NC driver's license to participate.

Additional Certification and In-Service Training include:

Teacher Recertification
CPR and First Aid
Day Care Licensing
Commercial Drivers Licensing (CDL)
Electrical Codes
Residential Codes
Plumbing Codes
Construction
Home Inspection
Wastewater Treatment
Community Leadership

INDUSTRY SERVICES

A major emphasis of the college is to assist industry in meeting its training needs; new employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

The purpose of **New and Expanding Industry Training** is to promote economic development and job growth through a program of special assistance to qualifying current and future industries. In order to assist eligible industries with meeting their current and future need for highly skilled workers, South Piedmont Community College and the North Carolina Community College System work in tandem to develop and deliver customized training to these qualifying industries.

Focused Industrial Training is designed to help an industry remain competitive by maintaining a trained workforce that is capable of adapting to technological changes. The Focused Industrial Training program provides needs assessment for the training of skilled and semi-skilled workers; consultation and planning assistance to industries related to training needs; customized training for individual industries or occupational groups; and classes with low enrollments that are convenient for those to be trained.

Focused Industrial Training programs are primarily directed toward manufacturing workers in critical occupations who need to upgrade their skills and technical knowledge. Training is focused on the reality of each job and can be conducted for as few as one or two individuals.

EMERGENCY SERVICES

Training is continuously offered to adults providing protective and emergency services for their communities, such as law enforcement personnel, emergency medical personnel, and fire fighters. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Basic and continuing training for fire fighters is provided through SPCC in cooperation with local municipal and volunteer departments. A student must be a member of a fire department to participate in training for fire fighting. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

Basic Law Enforcement Training (BLET) is designed to prepare entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina. Students must obtain sponsorship from a law enforcement agency and complete a thorough physical examination. Fees are required for books, insurance, and ammunition. Students who successfully

complete the BLET program are eligible for certification as law enforcement officers in North Carolina pending employment with a local, state, or private law enforcement agency.

All levels of the **North Carolina Emergency Medical Technician (EMT)** program are offered through SPCC, including Medical Responder, Basic, Defibrillation, Intermediate, and Paramedic. Recertification and Continuing Education training in these areas is also available. Fees are required for tuition, books, insurance, and uniforms. Students who successfully complete the training in these areas are eligible for certification and employment with a local, state, or private emergency medical agency.

PERSONAL INTEREST

South Piedmont Community College is dedicated to public service and is concerned with identifying potential community needs, drawing together resources at the college and other agencies to create new educational opportunities. Programs are divided into four groups:

- Academic courses serve educational needs in the humanities, mathematics, sciences and social sciences. Examples include Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse Prevention.

- Avocational courses focus on an individual's personal or leisure needs. Examples include Needlecraft, Oil Painting, Home Decorating and Organization, Exercise, Gardening, Cake Decorating, Basketweaving, Culinary Topics, Motorcycle Rider Safety, and Investing.

- Practical Skills courses provide practical training for persons pursuing additional skills which are not considered their primary vocation but may supplement income or may

reasonably lead to employment. Examples are Small Engine Repair, Quilting, and Home Maintenance.

- Civic and Cultural Events are activities designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events that contribute to the community's overall cultural, civic, and intellectual growth are planned.

ATTENDANCE

Regular attendance and participation are essential to effective teaching and learning. Students are expected to be punctual and attend regularly.

FEES

Fees vary with the type of course offered and are announced in the course schedule. Fees must be paid at or before the first class session. Books and supplies are not included in the registration fee. Many classes are offered free to North Carolina residents age 65 or older.

REFUND POLICY

Students may obtain a 100% refund of Continuing Education registration fees if they officially withdraw from the course prior to the first scheduled class meeting. Official forms to withdraw and request a refund are available at Continuing Education Centers in Wadesboro or Monroe. A 75% refund of registration fees will be granted to students who officially withdraw on the first day of the course, or before 10% of the scheduled class meetings. Students will be issued a 100% refund for a class that is canceled because of insufficient enrollment.

CERTIFICATES

Certificates are awarded to those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgment of the instructor. Certificates are issued by South Piedmont Community College or by other agencies and the State of North Carolina, when appropriate.

CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is an item of measurement that acknowledges an individual's participation in class activities. The Southern Association of Colleges and Schools encourages the awarding of CEUs for courses meeting its criteria and guidelines.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

Criteria for Awarding the CEU

Course Criteria: In response to requests received for occupational-oriented programs, a course plan will be devised containing a minimum of the following information:

- Dates, times and hours met
- Course description
- Course objectives
- Topical outline
- Methods of evaluation (tests, attendance, etc.)
- Instructional supplies and equipment needs
- Student supply needs
- CEU value

Instructor Criteria: Competence in the subject matter as illustrated by:

- Academic training, supported by official transcripts, and/or
- Experiential base;
- Demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and
- Demonstration to the satisfaction of the program director of the ability to communicate clearly.

Records for CEUs

At the completion of the CEU awarding activity, the instructor or program director will indicate on the final roster the CEU status for each participant. Those students who have met the pre-stated criteria of the class will have an "S" for satisfactory completion indicated on this roster. This information will be recorded on the institution's computerized records for permanent retrieval upon written request by the student.

RECORDS TRANSCRIPT

A student may receive a copy of his/her transcript by written request or by personally visiting the Continuing Education office. Official South Piedmont Community College transcripts will be issued, and will contain the following information:

1. Name and address of the college
2. Name and Social Security number of the individual requesting the transcript
3. Titles of all courses taken
4. Start and completion dates of each course taken
5. Number of CEUs awarded, if applicable
6. Successful or unsuccessful assessment, if applicable

BASIC SKILLS

The mission of the Adult Basic Skills program is to provide educational opportunities for adults 18 years of age and older who were unable to complete their formal schooling. The program addresses the needs of adults who do not have high school diplomas or who lack sufficient mastery of basic educational skills to enable them to function effectively in today's world. The program provides educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major programs, targeted to specific populations: Adult Basic Education (ABE), General Educational Development (GED), Adult High School (AHS), English as a Second Language (ESL), and Compensatory Education. Classes are free and open to adults living or working in Union County or Anson County. Individuals entering Adult Basic Skills work closely with the instructor in a classroom setting and may choose a day or night class, either on or off campus.

Adult Basic Education helps students build basic skills in reading, oral, and written communications and the fundamentals of math, science, and social studies. Individualized instruction and quality instructors allow the students to progress at a rate that is in keeping with their abilities and needs.

General Educational Development Equivalency Diploma (GED) provides a method of high school completion. Through classroom experiences and individualized study, students are prepared to take the General Educational Development (GED) test. Those receiving a passing score on all five sections of the test will receive an equivalency diploma. This diploma is generally accepted on a basis equal to a high school diploma as a qualifying factor for purposes of college admission and employment.

The equivalency diploma is awarded by the North Carolina State Board of Community Colleges.

Compensatory Education for Special Populations is designed to teach basic life skills to developmentally disadvantaged adults. Classes are offered in area group homes, sheltered workshops, and community settings.

Adult High School allows students to complete credit hours toward an adult high school diploma. Once students have completed the required number of credit hours, they receive an adult high school diploma issued by South Piedmont Community College in cooperation with either the Anson County Public Schools or the Union County Public Schools.

English as a Second Language is a program of study open to individuals 18 years of age and older who are learning how to speak English as their second language. Conversation, reading, and writing skills are included as part of this program.

Entrance Requirements

Adults 18 years of age or older are eligible to enroll to enhance their skills if they have not completed high school. Placement testing is required. Students move at their own pace through the program. For enrollment information, call Basic Skills in Wadesboro 704-694-6505 or in Monroe 704-289-8588.

Basic Skills Class Locations

Classes are provided at college sites and throughout the community. Morning, afternoon, and evening classes are offered so that adults who work may attend at their convenience. Computer-assisted classes are available.

Fees

Instruction is provided free of charge to all eligible participants. Books and study materials are furnished at no cost to the student.

HUMAN RESOURCES DEVELOPMENT (HRD)

The purpose of the Human Resources Development program is to educate and train people for success in the workplace. This is an intensive vocational program to train and place in employment unemployed or underemployed adults. The primary objective of the training component is to help the trainee orient himself or herself to the world of work, appreciate the effects of his or her behaviors on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of an individual's assets and limitations, development of a positive self-concept, development of employability, communication and problem solving skills, and awareness of the impact of information technology in the workplace. Students study employer/employee relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary. A special effort is made to assist the student in obtaining employment at the end of the program. Follow-up services are available to all participants.

HRD Admission and Fees

The State Board of Community Colleges grants permission to waive tuition for Human Resources Development classes for individuals that meet one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets the criteria by completing and signing a Tuition and Fee Waiver Verification Form. Individuals not signing the form or not meeting one of the four criteria below must pay the applicable fee to register for a Continuing Education Course.

Tuition is waived for individuals meeting one of the four criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earns wages at or below two hundred percent (200%) of the federal poverty guidelines

Class Locations

Classes are offered at the Wadesboro and Monroe sites and are held during the day, evening, and weekends.

Performance Measures

In February 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. South Piedmont Community College's 2003-2004 performance is listed below:

Measure	State Standard	SPCC's Performance
Progress of Basic Skills Students	75%	83%
Passing Rates on Licensure/Certification Exams for first-time takers	80%	86%
Individual Exams		
BLET	70%	100%
Emergency Medical Technician	70%	80%
Practical Nursing	70%	100%
Real Estate	70%	64%
Completers who report meeting their goal	95%	95%
2002-2003 College Transfer students with GPA >+2.0 after 2 semesters at UNC	86.8%	77.8%
Passing rates of students in developmental courses	70%	79%
Success rate of developmental students in subsequent college-level courses	No difference between developmental and non-developmental students	*
Satisfaction of program completers and non-completers	90%	93%
Curriculum student retention and graduation, 2003-2004	60%	61%
Number of programs with a three-year average annual enrollment of less than 10	0	5
2002-2003 graduates employed within one year of completion	95%	100%
Employer satisfaction with graduates	85%	94%
Client satisfaction with customized training	90%	100%

Administration, Faculty, & Staff

Adams, Rita .... Executive Assistant to the President
    A.S. Wingate College
    B.G.S. Wingate University

Aldridge, Kathryn C. .... Coordinator, ECRC
    B.S., M.Ed. Clemson University

Alston, Jermaine .... Computer Repair Instructor
    A.A.S. South Piedmont Community College

Ashley, Kevin F. .... Dept. Chair, Protective Services Technology
    B.S., B.A. UNC-Charlotte

Athans, Stephan .... Dean, General Studies and Academic Support
    B.S. Brigham Young University
    M.S. UNC-Pembroke
    Ed.D. NC State University

Baucom, Bobby R. .... Faculty, Autobody Repair
    Diploma, Central Piedmont Community College

Beers, Carol A. .... Administrative Assistant
    ICM School of Business
    A.A.S. South Piedmont Community College

Beach, Buffie H. .... Faculty, Medical Assisting
    A.A.S. South Piedmont Community College

Bennett, Winnie M. .... Faculty, Human Services Technology
    B.A. UNC-Charlotte
    M.S. Case Western Reserve University

Black, Ann H. .... Program Director, Practical Nursing
    B.S.N. UNC-Greensboro

Black, Rita M. .... Cashier/Office Assistant
    A.A.S. Anson Community College

Bloom, Debra L. .... Faculty, Accounting
    B.S. Boston University
    M.S. Suffolk University

Boone, Tracie C. .... Director of Testing
    B.S. Wingate University

Bradley, Mary Alice .... Program Director, Medical Sonography
    A.A.S. York Technical College

Britt, Rosemary O. .... Director, Marketing and Communication
    B.A. UNC-Chapel Hill

Brock, Michelle M. .... Director of Financial Services
    B.S., M.S. Wingate College

Brown-Cook, Robin .... Dept. Chair, General Studies
    B.A., M.A. East Carolina University
    ABD Miami University

Burleson, Marie H. .... Faculty, Mathematics/Physics
    B.A. Hillsdale College
    M.S. Montana State University

Burnette, Paul .... Basic Skills/ESOL Instructor
    B.A. UNC-Greensboro

Burris, Amy .... Bookstore Manager
    A.A.S. South Piedmont Community College

Burris, Frances M. .... CIS System Administrator
    A.A.S. Anson Community College

Caldwell, Amanda .... Faculty, Surgical Technology
    Diploma, South Piedmont Community College
    A.A.S. Stanly Community College

Cameron, Joseph C., Jr. .... Coordinator of Purchasing and Equipment
    A.A.S. Anson Community College

Cameron, Vickie R. .... Director of Financial Aid
    A.A.S. Anson Community College
    B.S. Gardner-Webb University

Cassidy, Jerry .... Maintenance/Construction Technician

Castro, Ella C. .... Basic Skills Instructor
    B.A. Johnson C. Smith University
    M.P.A. UNC-Charlotte

Caudle, Jerry L. .... Coordinator/Instructor, Basic Skills
    B.S. Elizabeth City State University

Chewning, Barbara G. .... Library Assistant
A.A.S. King's College

Clodfelter, Elaine E. .... Vice President,
Student Success
B.A. Mars Hill College
M.A. Campbell University

Collier, Scott D. .... Director of Enrollment Services
B.S. Pembroke State University

Cooper, Gary .... Facility & Property
Services Assistant
A.A.S. Durham Business College

Courtney, Carol J. .... Program Director,
Surgical Technology
B.S.N. UNC-Charlotte

Crawford-Smith, Fredrea M. .... Faculty,
E-Commerce/Office Systems Technology
B.S. University of Missouri-Kansas City
M.B.A. Lindenwood College

Curtis, John .... Student Success Coordinator/
Developmental Education Instructor
B.A. North Carolina State University

DeVitto, John .... Vice President, Finance and
Administrative Services
B.S. United States Military Academy
M.S. Georgia Institute of Technology

Dick, William K. .... Faculty, History
A.B. Pfeiffer College
M.A. UNC-Greensboro

Duncan, Geraldine O. .... Director, Continuing
Education - OCH Campus
B.S., M.S. State University of New York-Buffalo

Duncan, John M. .... Dean of Grants,
Planning, and Institutional Research
B.A. St. Andrews Presbyterian College
M.Div. Louisville Presbyterian Theological Seminary
M.Ed. UNC-Greensboro
Ed.D. North Carolina State University

Eddins, Melody Sue .... Bookstore Clerk
A.A.S. North Eastern Technical College

Edwards, H. Arvonia .... Faculty Secretary
King's Business College

ElArab, Jaqueline R. .... Financial Aid Technician
A.A.S. South Piedmont Community College

Ennis, Stephen M. .... Assistant Director,
Facility & Property Services
A.A.S. Stanly Community College

Fair-Smith, Milagros ....:..... Director of Student Services
B.A. Hofstra University
M.S. Long Island University
Ph.D. Walden University

Firestone, Barbara S. .... Receptionist
Course work South Piedmont Community College

Flake, Susan R. .... Director, Human Resources
A.A.S. Anson Community College

Flinn, Margaret A. .... Receptionist/Business Clerk
Diploma, Arizona School of Medical & Dental Assistants

Ford, Carol W. .... Basic Skills Instructor
B.S. Barber-Scotia College
M.S. North Carolina A&T State University

Foulk, Robert M. .... Faculty, Business Administration
B.A. University of Delaware
M.B.A. Southern Illinois University

Frailly, Tammy L. .... Faculty, English
B.A., M.A. UNC-Charlotte

Freeman, Denise C. .... Purchasing Technician
A.A.S. Anson Community College

Gambon, Lynn E. .... Director of Library Services
B.S. North Carolina State University
M.L.S. North Carolina Central University

Garris, Judy F. .... Assistant Director of
Financial Services
A.A.S. Wingate College

Geddings, Vicki C. .... Assistant to the Vice
President, Student Learning
A.A.S. Anson Community College

Gilliard, Bryan .... Faculty, Criminal Justice Technology
B.A. UNC-Charlotte
M.B.A. Pfeiffer University

Goodall, Amber G. .... Basic Skills/ESOL Instructor
A.A.S. Stanly Community College
B.A. UNC-Charlotte

Goosch, Timothy .... Maintenance Technician

Griffith, Raymond E. .... Faculty, Mathematics
    B.S., M.Ed. Bob Jones University
    M.S. Clemson University

Griggs, Larry W. .... Faculty, Carpentry
    Course work, Anson Community College
    Course work, Sandhills Community College

Grooms, Sharon .... Education Stars Professional
                               Development Coordinator
    B.A. UNC-Pembroke

Haigler, Doris Jeane M. .... Basic Skills Instructor
    B.A., B.S. Wingate University
    M.A. Winthrop University

Hartsell, Wanda P. .... Receptionist
    Course work, Anson Community College

Hicks, Cheryl A. .... Faculty, Advertising and
                                    Graphic Design
    B.A. Wingate University

Hildreth, P. Dawn .... Assistant to the Vice
             President, Finance and Administrative Services
    A.A.S. Anson Community College

Hinckle, Peggy .... Admissions Technician
    A.A. Virginia Intermont College

Holloman, Vincent A. .... Director,
                             Small Business Center
    B.A., M.B.A. University of South Carolina

Holt, Vicki C. .... Dept. Chair, Business Technologies
    B.S. Concord College
    M.S.B.E. UNC-Greensboro

Honeycutt, Dianne O. .... Work First Coordinator
    B.S. Emmanuel Baptist University

Hooks, Heather .... Faculty, Communications
    B.A. UNC-Wilmington
    M.A. UNC-Greensboro

Horne, Cathy M. .... Assistant to Registrar
    A.A.S. Anson Community College

Huntley, Cynthia R. .... Basic Skills Instructor
    B.A. Meredith College
    M.Ed. UNC-Charlotte

Huntley, Sandra C. .... Director, Lockhart Taylor Center
    A.A.S. Peace College
    B.A. UNC-Chapel Hill

Huntley, William .... Placement Testing Coordinator
    A.A.S. Richmond Technical College
    B.A. Catawba College

Hupp, Lori F. .... Faculty, Communications
    B.A., M.A. University of West Florida

James, Terry A. .... Faculty, Masonry

Jodush, Rose M. .... Basic Skills
                             Administrative Assistant

Johnson, Chris A. .... Faculty, Information Systems
    B.S. Pfeiffer College
    M.S. Nova Southeastern University

Johnson, Patricia .... Faculty, Computer Programming
    B.A., M.S. East Carolina University

Johnson, Patricia E. .... Faculty, Office Systems
                                   Technology
    A.A.S. South Piedmont Community College
    B.S. Nova Southeastern University

Kappauf, Linda A. .... Job Skills Coordinator
    B.S. Towson University

Kauffman, Alexander .... Microcomputer Systems
                                    Technician
    A.A.S. South Piedmont Community College

Kersey, Elizabeth T. .... Assistant to the Vice
                       President, Student Learning
    A.A.S. Anson Community College

Khan, Kazem .... Faculty, Accounting
    B.B.A. Tehran College of Business, Tehran
    M.B.A. Eastern New Mexico University
    Ed.D. East Texas State University

Kouvaris, George N. .... Faculty,
                             Electrical/Electronics
    B.S.E.E. UNC-Charlotte

Landis, Terry R. .... Information Systems Technician
    A.A.S. Anson Community College

Lee, Donna .... Nurse Assistant Instructor/Coordinator
    A.A.S. Dabney S. Lancaster Community College

Lee, Sarah U. .... Dept. Chair, Health Technologies
B.S.N. UNC-Greensboro
M.A. Appalachian State University

Li, Leyi 'Larry' .... Faculty, Paralegal
B.A.University of International Business and Economics
J.D. Campbell University Law School

Limous, Ellen CoRetta .... Library Technician
A.A.S. The Art Institute of Charlotte

Little, Sharon .... Faculty, Early Childhood
B.A. North Carolina A&T State University
M.S. Nova University

Lohn, Houghton A. 'Hal' .... Dept. Chair,
Information SystemsTechnology
B.S. Clemson University
M.S. Winthrop University

Madaras, Hilda P. .... Faculty, Cooperative Education
B.A. Wake Forest University

Madaras, Joseph A. .... Dept. Chair,
Corrections Ed ucation & Industrial/Engineering
B.S. Central Connecticut State College
Contracting License

Marshall, Bryiant L. .... Facility & Property
Services Assistant

Marshall, Edna G. .... Basic Skills Instructor
B.A. East Carolina University

Martin, Charlene .... Basic Skills
Recruitment/Retention
A.A.S. Anson Community College

McCormick, Charles R. .... Faculty,
Electrical Installation
A.A.S. Anson Community College
Electronics Training, Keesler Technical Training
Center
Heating Contractor License, NC State Board of
Examiners of Plumbing & Heating Contractors
Electrical Contractor License Limited, NC State
Board of Examiners of Electrical Contractors

McElrath, Joseph .... Microcomputer Systems
Technician
A.A.S. Ohio Institute of Technology
A.A.S. Mountain View College

McKay, John R. .... President
B.S.Ed. Troy State University
M.Ed., Ed.D. Auburn University

McLendon, Gaius L. .... Faculty, CAD/Drafting Design
A.A.S. Anson Community College

McSwain, Virginia H. .... Printing Technician
A.A.S. Anson Community College

Meister, Christopher D. .... Reference Librarian
B.Mus. Bradley University
A.M., Ph.D. Washington University
M.L.I.S. University of Southern Mississippi

Millard, Jill C. .... Faculty/Clinical Coordinator,
Medical Sonography
B.A. Queens College

Miller, Susan M. .... Accounts Receivable Techician
B.S. Fayetteville State University

Moore, Kathy R. .... Office Coordinator,
Lockhart Taylor Center
A.A.S. Anson Community College

Morris, Todd G. .... Director, Industry Services
A.A.S. Stanly Community College

Morrison, Dorothy .... Faculty, English
B.A. UNC - Chapel Hill
M.A. Hollins College

Moyer, Linda B. .... Literacy Outreach Coordinator
B.S. Kutztown State University
M.Ed. State University of New York-Buffalo

Mullis, J. Robert. .... Information Services Technician
A.A.S. South Piedmont Community College

Oakes, Larry E. .... Faculty, Business Administration
B.S. Auburn University

Odom, Al H. .... Coordinator,
Polk Campus Facility & Property Services

Oliver, Willie F. .... Courier/Business Office Staff
Course work, Anson Community College

Oni, Claudius A. .... Faculty, Psychology
B.A. Bethany College
M.A. Marshall University
Ph.D. Ohio University

Phifer, Kristie R. .... WorkFirst Coordinator
B.S. Wingate University

Phillips, James D. .... Faculty, Criminal Justice
    B.S. George Mason University

Pittman, Robin .... Basic Skills Coordinator
    B.S. Western Carolina University

Pope, R. Gail .... Human Resources Assistant
    A.A.S. Anson Community College

Pope, T. Joy .... Admissions & Records Clerk

Preslar, Lara H. .... Faculty, Academic Support
    B.S. Meredith College
    M.B.A. Wingate University

Price, Nancy P. .... Administrative Assistant,
                                    Student Learning
    Kings Business College

Privette, W. Michael .... Faculty, Information Systems
                                  Networking/CISCO
    A.A.S. South Piedmont Community College

Ratliff, John P. .... Director of Student Activities
    B.S. North Georgia College
    M.S. State University of New York College-Potsdam

Ratliff, Laura D. .... Chief GED Examiner
    B.S. North Georgia College

Reischman, Timothy J. .... Program Director,
                              Therapeutic Massage
    B.S., D.C. Logan College of Chiropractic

Robinson, Angela T. .... Receptionist/Office Assistant
    A.A.S. Anson Community College
    B.A. Gardner Webb University

Rorie, Alan S. .... Placement Testing Coordinator
    A.A.S. Anson Community College

Rorie, Kalisha .... Program Director,
                                 Radiation Therapy
    A.A.S. Carolinas College of Health Sciences
    A.A.S. Forsyth Technical Community College
    B.S. Pfeiffer University

Ross, Cynthia G. .... Assistant to Director
                         of Facility & Property Services
    A.A.S. Anson Community College

Rushing, Zenda W. .... Faculty, Biology
    B.S., M.A. Appalachian State University

Senko, Melissa .... Payroll Technician
    A.A.S. South Piedmont Community College

Sentendrey, Donna L. .... Assistant to Literacy
                            Outreach Coordinator
    B.B.A., M.B.A. Cleveland State University

Sharp, Dorine A. .... Faculty, Mathematics
    B.S. Virginia Polytechnic Institute and State University
    M.S. Virginia Commonwealth University

Shelton, Jerry R. .... Faculty, Humanities
    B.A. St. Andrews College
    M.A. University of Richmond

Sikes, Melody .... Assistant to Director,
                         Lockhart-Taylor Center
    B.S. Wingate University

Smith, Judith A. .... Associate Vice President,
    Distance Learning and Instructional Technology
    B.S., M.S.E. University of Wisconsin

Smith, Terry C. .... Faculty, Masonry

Somers, Mary L. .... Basic Skills Instructor
    B.A. UNC-Chapel Hill
    M.A. University of Massachusetts

Sparger, Frederick J., III .... Vice President,
                         College and Community Relations
    B.A. UNC-Pembroke

Stack, Connie W. .... Program Director,
                                Medical Assisting
    A.A.S. Wake Community College
    B.S. Wingate College
    M. Ed. UNC-Charlotte

Stephens, Arlene .... Administrative Assistant,
                            Workforce Development
    A.A.S. South Piedmont Community College

Stowe, Daniel B. .... Coordinator,
                                Emergency Services
    B.A. Mars Hill College

Stralow, Terri .... Instructor/Coordinator,
                               Basic Skills/ESOL
    A.A.S. University of Maryland
    B.S. Southern Illinois University-Carbondale
    M.Ed. UNC-Charlotte

Surratt, R. Cletus .... Faculty, Welding
  Law Engineering
  State Certification

Tansey, Barbara .... Vice President,
                                                        Student Learning
  B.S., M.S. Northwest Missouri State University
  Ph.D. University of Missouri-Columbia

Taylor, Patricia P. .... Registrar
  A.A.S. Anson Community College
  B.S. Wingate College

Terry, Chihoko K. .... CIS Technician
  B.S. Nihon University

Townsend, Soledad .... Bilingual Community
                                                    Outreach Specialist
  B.S. Argentina Public Technical Institute of Higher Learning

Trammell, Billy D. .... Faculty, Food Services

Treadaway, Rhonda W. .... Counselor
  B.A., M.A. UNC-Chapel Hill

Truett, William M. .... Director,
                                               Facility & Property Services

Tucker, Brent D. .... Basic Skills Instructor
  B.A. UNC-Charlotte

Turner, Karen L. .... Accounts Receivable Technician
  A.A.S. Piedmont Community College

Ward, Linda M. ....Faculty, Advertising and
                                                    Graphic Design
  B.S. Purdue University

Wasilowski, Stuart .... Dean, Workforce Development
  B.A. Augsburg College
  M.B.A. Keller Graduate School

Weber, Marvin R. .... Faculty,
                                               Computer Programming
  B.S. Union College

White, Hayne L. .... Executive Director of the
                          Foundation/Resource Development Officer
  B.A. St. Andrews Presbyterian College
  M.S.B.E. UNC-Greensboro

White, Nathaniel B. .... Faculty,
                                               Business Administration
  B.S./B.A., M.B.A. East Carolina University

Whitesides, David M. .... Graphic Designer
  A.A.S. Anson Technical Institute

Wilson, Denise S. .... Director, Basic Skills
  B.S., M.Ed. East Carolina University

Woodall, Lisa .... Coordinator, Career Start
  B.S. Winthrop
  M.S. Western Carolina University

Woodson, Heather .... Faculty, Biology
  B.S., M.S. UNC-Wilmington

Wright, Latonia C. .... Basic Skills Coordinator
  B.S. North Carolina Central University
    M.S. North Carolina A&T State University

Yandle, Lisa .... Library Technician
  A.A.S. South Piedmont Community College

Yarbrough, Thomas .... Facilities Maintenance
                                                        Instructor
  A.A.S. Anson Community College

Yates, Jennifer W. .... Administrative Assistant,
                                          Protective Services Technology
  B.A. UNC-Charlotte

Index

L. L. Polk Campus
P.O. Box 126, Polkton, NC 28135
704-272-7635 800-766-0319
FAX 704-272-8904

Old Charlotte Highway Campus
4209 Old Charlotte Hwy., Monroe, NC 28110
704-289-8588 877-821-2200
FAX 704-225-7569

Lockhart-Taylor Center
514 N. Washington St., Wadesboro, NC 28170
704-694-6505
FAX 704-694-9087