Nelda Reid
Director of Learning Resources
LRC

ACADEMIC CATALOG 1997-1998



SOUTHWESTERN COMMUNITY COLLEGE

CONSIDER *Your Options*

ACADEMIC CATALOG
1997 - 1998
VOLUME XXIX

SOUTHWESTERN COMMUNITY COLLEGE

447 COLLEGE DRIVE • SYLVA • NORTH CAROLINA 28779
(704) 586-4091 • (704) 586-3129 FAX • http://www.southwest.cc.nc.us

CONSIDER *Your Options*

Southwestern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Southwestern Community College issues this catalog to furnish prospective students and other interested persons with information about the college and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the college or the State of North Carolina.

Class offerings are subject to sufficient enrollment, and not all courses listed in this catalog are offered each quarter. Quarterly course schedules are published in a tabloid format and distributed to residents throughout the service area of Jackson, Macon, and Swain counties.

This catalog should not be considered a contract between Southwestern Community College and any prospective student. All charges for tuition and fees are subject to change, as required by the North Carolina General Assembly and the Southwestern Community College Board of Trustees.

Course listings within specific academic programs may be altered to meet the needs of the individual program or academic division. Policy and procedural changes approved by the Board of Trustees during the inclusive dates of the catalog will be considered as official addendum to the publication.

Cherokee Center • Acquoni Road • Cherokee, NC 28719 • (704) 497-7233
Macon County Center • 152 Industrial Park Road • Franklin, NC 28734 • (704) 369-7331
Swain County Center • 10 Almond School Road • Bryson City, NC 28713 • (704) 488-6413

An Equal Opportunity Institution

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ACADEMIC CALENDAR

1997 SUMMER QUARTER**

Registration Day ..... June 2, 1997
First Day of Classes ..... June 3, 1997
Drop / Add Period ..... June 3 - June 9, 1997
Holiday ..... July 4, 1997
Last Day to Withdraw ..... July 25, 1997
Last Day of Classes and Commencement ..... August 1, 1997

** Summer Quarter will be a 9-week term, subject to change due to semester conversion in fall, 1997.

1997 FALL SEMESTER

Registration Day ..... August 19, 1997
Classes Begin ..... August 20, 1997
Drop / Add Period ..... August 20 - August 26, 1997
Holiday ..... September 1, 1997
Last Day to Withdraw ..... October 10, 1997
Fall Break ..... October 16-17, 1997
Holiday ..... November 26-28, 1997
Last Day of Classes ..... December 17, 1997

1998 SPRING SEMESTER

Registration Day ..... January 5, 1998
Classes Begin ..... January 6, 1998
Drop / Add Period ..... January 6 - January 12, 1998
Holiday ..... January 19, 1998
Last Day to Withdraw ..... February 25, 1988
Spring Break ..... February 26-27, 1998
Holiday ..... April 10, 1998
Last Day of Classes and Commencement ..... May 1, 1998

1998 SUMMER SEMESTER

Registration Day ..... May 18, 1998
Classes Begin ..... May 19, 1998
Drop / Add Period ..... May 19 - May 26, 1998
Holiday ..... May 25, 1998
End of 5-Week Session ..... June 23, 1998
Break / Registration ..... June 24, 1998
Start of 2nd 5-Week Session ..... June 25, 1998
Holiday ..... July 3, 1998
Last Day to Withdraw ..... July 10, 1998
Last Day of Classes and Commencement ..... July 30, 1998

MESSAGE FROM THE BOARD OF TRUSTEES



Southwestern Community College has been helping the people of this area realize their educational goals since 1964. Over the years, the college has seen a lot of changes. We have seen changes in the name of the institution, changes in the number of programs we offer, in the number of students we serve, and in the physical facilities. Because we recognize that change is an inevitable part of life, we have welcomed it as a catalyst for growth and as an impetus for continuously improving the way we meet the needs of the community we serve.

As the college has changed with the times, one thing has remained constant, the mission of Southwestern Community College. This institution was established to serve the people of western North Carolina with programs and services that are academically, financially, and geographically accessible, and that mission continues to be at the heart of everything we do.

At Southwestern Community College we realize that deciding to continue your education is one of the most important decisions you will ever make. We offer comprehensive programs and services that are relevant, high-quality, convenient, and affordable. Students may select from over 30 curriculum programs, as well as a wide variety of continuing education classes offered during the days, evenings, and weekends.

In addition to the main campus in Sylva, the college operates off-campus centers in all its service area counties. Community Link, the interactive television system linking 13 educational sites in western North Carolina, gives students additional opportunities for convenience in learning.

Student Services at the college include testing, career and personal counseling, tutoring, financial aid, referral to other community agencies, and job placement. We want to make sure you have every opportunity for success.

This year, Southwestern, along with the other 58 institutions in the North Carolina Community College System, is converting to the semester system. As a part of the conversion process, every program at the college has been revamped to ensure high quality and relevance. Additionally, we feel this change will provide you with even greater scheduling flexibility and opportunities to be competitive in today's economy.

At Southwestern, we pledge to provide you with quality programs, instructors, and services. Best wishes in your educational pursuits.

C. Jerry Sutton

C. Jerry Sutton, Chairman
Southwestern Community College
Board of Trustees

COLLEGE MISSION

PURPOSE

Southwestern Community College is a comprehensive, public, two-year college serving the people of western North Carolina with programs and services that are academically, financially and geographically accessible. Southwestern's quality educational programs prepare students to enter the job market, transfer to senior colleges and universities, and achieve their professional and personal goals. The college seeks to set the stage for students to experience success as they are educated to meet the needs of a constantly changing society. Southwestern Community College contributes to the social, cultural and economic development of the area.

VISION

Southwestern Community College recognizes that to meet the constantly changing needs of the region, the college must be a community of learners committed to an ongoing pursuit of excellence. This quest for quality includes the following components:

1. Achieve Excellence in Student Learning and Support
2. Achieve Excellence in Service to the Community
3. Create an Excellent Work Environment
4. Achieve Excellence in the Utilization of Resources

GOALS

To guide the college in its pursuit of excellence, the following goals have been developed for each component of the vision:

Excellent Student Learning and Support

- Provide Comprehensive and Effective Learning Resources
- Provide Effective Instruction
- Offer Relevant Instructional Programs
- Maintain a Caring, Supportive Environment
- Provide Effective Advising and Counseling Services
- Offer Affordable, Convenient, Accessible Programs and Services

Excellent Place to Work

- Provide Opportunities for Professional Growth and Development
- Maintain Fair and Equitable Policies and Procedures
- Maintain a Caring, Supportive Work Environment
- Provide Effective Leadership and Communication

Excellent Community Service

- Provide Educational Opportunities to Meet Employment Needs
- Provide Opportunities for Personal and Community Enrichment
- Provide Organizational Training and Consulting in the Service Area
- Offer Accessible and Available Facilities
- Serve as a Catalyst for Community and Economic Development

Excellent Utilization of Resources

- Maintain Fiscal Accountability
- Utilize Human Resources Effectively
- Maintain Mission Accountability
- Utilize Physical Resources Effectively

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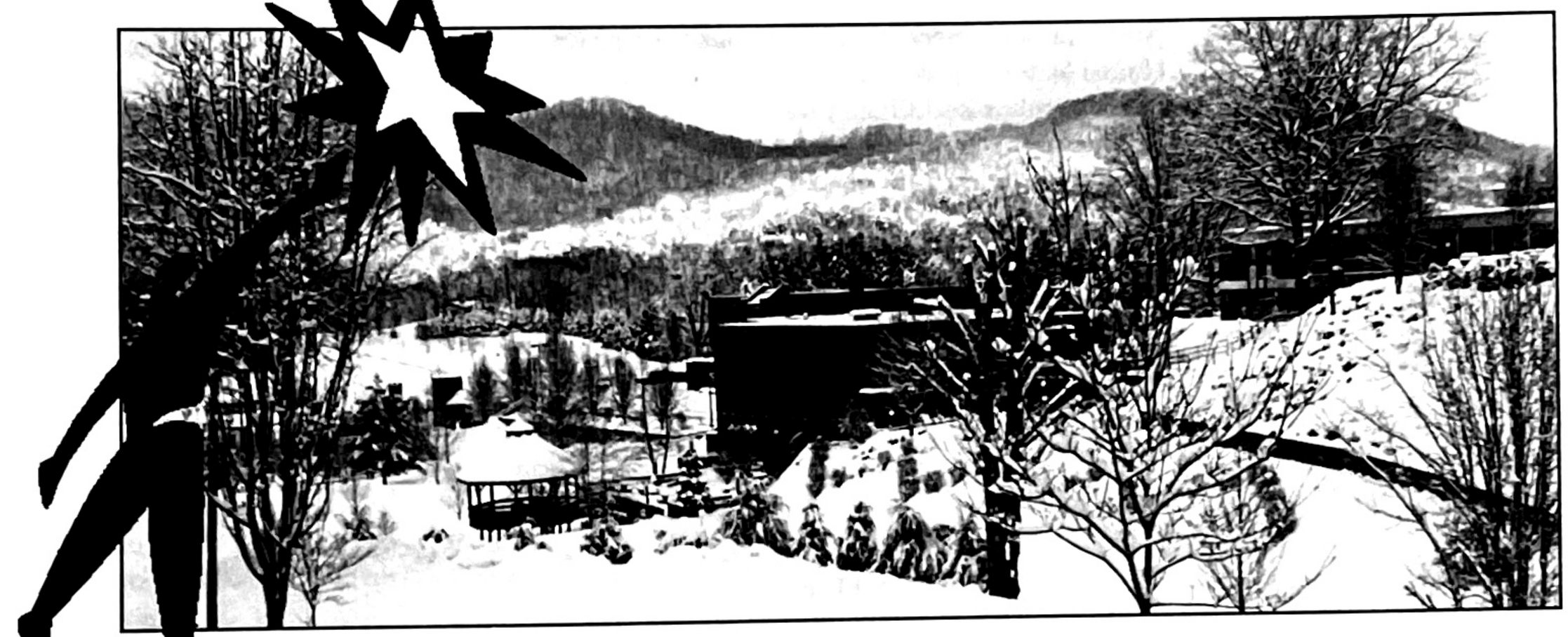
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GENERAL INFORMATION



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- Compliance
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- Community Link
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GENERAL INFORMATION

GOVERNANCE

Southwestern Community College (SCC) is one of 59 institutions operating in the North Carolina Community College System, a statewide organization of public two-year postsecondary educational institutions with an open-door admission policy and a mission to provide adults in North Carolina with quality, convenient learning opportunities consistent with identified student and community needs. Educational and training programs offered within the system are designed to enhance the personal, social, and economic potential of the individual and to produce measurable benefits to the state.

SPECIALIZED PROGRAMMATIC ACCREDITING AND APPROVING AGENCIES

North Carolina Board of Cosmetic Arts
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
North Carolina Board of Nursing
Accreditation Council for Occupational Therapy Education (ACOTE)
Commission on Accreditation in Physical Therapy Education (CAPTE)
Joint Review Committee on Education in Radiologic Technology (JRCERT)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
North Carolina Criminal Justice Standards and Training Commission
North Carolina Sheriff's Standards and Training Commission
United States Department of Interior National Park Service
North Carolina Real Estate Commission
North Carolina Department of Insurance

COMPLIANCE

In compliance with Title VI of the Civil Rights Act of 1964, no qualified person shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be declined the benefits of, or be subjected to discrimination under any program or activity.

Southwestern Community College complies with Section 504 of the Rehabilitation Act of 1973, and makes every effort to ensure that disabled persons are recruited and admitted and have equal access to all services and facilities.

Additionally, it is the policy of Southwestern Community College to comply with the Americans with Disabilities Act of 1990.

INSTITUTIONAL PROFILE

Southwestern Community College was established in Sylva on December 1, 1964, as the Jackson County Industrial Education Center, a satellite unit of Asheville-Buncombe Technical Institute. Since achieving independent status in the fall of 1967, the college (then known as Southwestern Technical Institute) has greatly expanded its educational and training services to the residents of Jackson, Macon, and Swain counties.

Initially, the Jackson County Industrial Education Center was approved to offer four programs of study: automotive mechanics; carpentry and cabinetmaking; block and brick masonry; and radio, television, and small appliance repair. When the center opened its doors in 1964, a total of 133 students were enrolled in short-term courses and an additional 60 were enrolled in full-day classes.

Currently, instruction is provided in over 30 academic areas. In addition to the main campus in Sylva, the college operates three centers located in Bryson City, Cherokee, and Franklin. Over 2,500 students enroll annually in credit courses, and over 7,000 participate in a wide variety of courses, workshops, and seminars offered through Continuing Education.

Located on a 57-acre tract of land on North Carolina Highway 116 between Webster and Sylva, the Southwestern Community College campus consists of seven buildings, totaling 194,728 square feet, including a Learning Resources Center that has over 25,000 volumes. Centrally located to serve southwestern North Carolina, the college is 50 miles southwest of Asheville, North Carolina and 90 miles southeast of Knoxville, Tennessee.

Southwestern Community College's three-county service area totals 1,534 square miles (30 percent larger than the state of Rhode Island) and has a population of approximately 67,000. The area is noted for the beautiful Smoky Mountains and the variety of recreational opportunities available.

COMMUNITY LINK

Community Link is an interactive television network that links 13 educational sites in western North Carolina through fiber-optic cable. Community Link provides fully interactive audio and video communication in real time. The benefits of Community Link include increased course offerings, a reduction in drive-time for teachers and students, and easier inter-community communication. The system is used for teaching courses and is also used by community groups. Community Link sites include: Southwestern Community College main campus, Cherokee, Swain and Macon County Centers, Smoky Mountain High School, Cherokee High School, Swain County High School, Franklin High School, Blue Ridge School, Highlands School, Nantahala School, Western Carolina University, and the New Horizons Center.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is located on the south end of the campus. The 11,000 square foot facility includes capacity shelving for 40,000 volumes and seating space for 120 people. The building houses not only the book collection, periodicals, and audiovisuals but also a conference room, typing/computer room, graphics, printing, and a darkroom.

The LRC provides various types of print and non-print media for students, faculty, and staff. The library currently has a collection of approximately 25,000 volumes that relates directly to academic offerings. The reference collection contains encyclopedias and many specialized dictionaries and legal resources. Encyclopedias as well as other references are available on CD-ROM. A varied collection of fiction and books of general interest is also provided. Easy access to materials is provided with an open shelf concept, as well as through the use of an on-line catalog and circulation system. The LRC is a member of the North Carolina DAC system; therefore, patrons have access to SCC's collection, as well as to approximately half-a-million volumes located in other community college libraries across North Carolina. Patrons can place holds on books and they will be mailed to the library. Other interlibrary loan services are also available to students. CD-ROM indexes on computer are available to assist in the search for journal articles. The library subscribes to more than 250 magazines and newspapers.

Included in the collection are bound volumes of magazines and microfilm of approximately 200 periodical titles. Microfiche of several document titles and newspaper titles is also included.

Many types of audiovisual materials and equipment are available through the LRC. The audiovisual media includes films, tapes, slides, transparencies, and video tapes. These materials may be used in the center at study carrels or in a classroom.

All library materials must be returned by the end of each semester and accounts cleared before students will be allowed to register, graduate, or receive a transcript.

The Learning Resources Center is open from 8 a.m. until 9 p.m. Monday through Thursday, from 8 a.m. until 5 p.m. on Friday, and from 9 a.m. until 2 p.m. on Saturday. The facility provides services to community residents as well as the staff, faculty, and students at SCC.

SOUTHWESTERN COMMUNITY COLLEGE FOUNDATION, INC.

The Southwestern Community College Foundation, Inc., was established in 1973 to provide additional financial support for the college through private donations. The foundation supports student scholarships and other specific projects to improve the educational programs and development of Southwestern Community College.

Gifts to the foundation are deductible on federal and state income tax reports, both individual and corporate, up to the limitations of applicable laws. All gifts, large or small, are appreciated and may be designated for specific projects supported by the Foundation.

WESTERN CONNECTION OF COMMUNITY COLLEGES (WC^3)

Southwestern Community College participates in a consortium of community colleges whose purpose is to promote regionalism in community college education. WC^3 is comprised of Southwestern, Haywood, and Tri-County Community Colleges. The formation of WC^3 follows ever-increasing mandates for program and outcome accountability, more efficient fiscal stewardship, and more trained workers for business and industry. The formation of the consortium also helps to better serve the needs of the residents of western North Carolina by giving them a broader range of programs and services. The three colleges rotate vocational programs, combine continuing education resources to provide comprehensive offerings, and share other services and equipment. WC^3 allows the colleges to be more comprehensive by offering students the same wide range of programs and services that are available in a much larger metropolitan area.



ADMISSIONS



- Admission Policy
- Admission Requirements
- Admission Procedures
- Readmission Policy
- International Student Admission
- Testing
- Health Occupations Aptitude Exam (HOAE)
- Change of Curriculum
- Transfer of Earned Credit
- Veterans

ADMISSIONS

ADMISSION POLICY

Southwestern Community College operates under the Open-Door Policy of the North Carolina Community College System. Students are accepted without regard to race, religion, sex, color, creed, national origin, age, or disability. Any person who is at least 18 years of age or a high school graduate or its equivalent may be accepted by the college. High school students and home schooled applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the State of North Carolina.

ADMISSION REQUIREMENTS

Admission to a degree program requires a high school diploma or the equivalent. Admission to the college does not imply immediate admission to the curriculum desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Admission to diploma and/or certificate programs normally requires a high school diploma or the equivalent; however, applicants who demonstrate the ability and motivation to enter a diploma or certificate program may be admitted in some cases. Students who interrupt their course of study must reapply. The director of Admissions coordinates and administers all admission requirements, policies, and procedures.

ADMISSION PROCEDURES

Applicants to full-time curriculum programs of at least four semesters in length who do not want transfer credit from another postsecondary institution are required to:

1. Submit a completed Application for Admission to the Admissions Office.
2. Have an official high school transcript or a copy of GED scores mailed to the Admissions Office.
3. Complete the Southwestern Community College placement test requirement. This requirement must be completed in one of the following ways:
   a. Take the Computerized Placement Test (CPT) administered by the college.
   OR
   b. Reflect scores of 500 or higher on each section (verbal and math) of the SAT. (A minimum score of 400 on each section will be accepted if the test was taken prior to April 1, 1995.)
   OR
   c. Reflect a composite score of 21 or higher on the ACT. (A minimum score of 18 will be accepted if the test was taken prior to April 1, 1995.)
   OR
   d. Submit an official transcript reflecting successful completion of college level math and English courses.

Applicants to full-time curriculum programs of at least four semesters in length who want transfer credit from another postsecondary institution are required to complete steps 1 through 3 above plus have an official transcript(s) mailed to the Admissions Office from any other postsecondary institution(s) attended. Every attempt will be made to evaluate transcripts for transfer credit prior to registration. Evaluation will be completed no later than the end of the first semester of enrollment following acceptance into the program of study. (Applicants who need transcript evaluation prior to acceptance into the program of study must submit a completed **Request For Transcript Evaluation Prior To Acceptance** form to the Admissions Office.)

NOTE: Applicants for Nursing and other Health Science programs must complete additional admission requirements as outlined in the individual program sections of this catalog.

Applicants for part-time credit, audit, or to academic programs of less than four semesters are required to:

1. Submit a completed Application for Admission to the Admissions Office.
2. Take the college placement test, submit acceptable minimum SAT (500 Verbal and 500 Math) or minimum ACT (21 composite) scores, or show evidence of successful completion of college level English or math courses before registration in an SCC English or math course.

READMISSION POLICY

A student who is not enrolled at the college for two or more semesters must complete a new Application for Admission and update residency classification prior to registration.

Students applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission, unless waived by the dean of Academic and Student Services. The college reserves the right to refuse readmission to a former student who has unsettled financial obligations at the college or who has not complied with previous disciplinary requirements.

INTERNATIONAL STUDENT ADMISSION

Southwestern Community College is authorized under federal law to enroll nonimmigrant alien students. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the U.S. International students must have graduated from a secondary school that is equivalent to secondary schools in the U.S.

Nonimmigrant students are subject to the same considerations as United States citizens in the determination of residency status for tuition purposes except that holders of B, C, D, F, H, J, and M visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. The college cannot provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition, and fees for the duration of the student's course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus, and international students are expected to make their own housing arrangements.

An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants except those from countries where English is the native language or if the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 500.

A certified copy of the international student's original educational record, to include all previous academic experiences, is required of all degree, diploma, or certificate seeking students. If the original record is written in a language other than English, then a certified copy of an English translation is required.

Applications for international student enrollment are available from the director of Admissions.

CONTINUING EDUCATION PROGRAMS

(See the Continuing Education section of this catalog for all information regarding Continuing Education programs.)

TESTING

Degree-seeking students at SCC are required to demonstrate competence in reading, grammar, and mathematics.

Competence can be demonstrated in three ways:

1. Students can have successfully completed math and English courses at the college level.
2. Students can have SAT scores of at least 500 Verbal and 500 Math or an ACT composite score of at least 21. (A minimum score of 400 on each section of the SAT or 18 composite on the ACT will be accepted if the test was taken prior to April 1, 1995.)
3. Students can take the Southwestern Community College placement test.

The college placement test is administered free of charge. Test schedules are available from Admissions or the Counseling Center. Applicants should call the Counseling and Student Advancement Office at (704) 586-4091, extension 212 to make an appointment for testing.

The college administers the Computerized Placement Test (CPT). The test is untimed. The average test completion time is one-and-one-half hours. Sentence skills, reading, algebra, and arithmetic are the subject areas included on the test.

For students whose test scores fall below minimum, the college requires developmental education courses to improve basic skills.

International applicants, from countries where the native language is not English, must pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 500.

HEALTH OCCUPATIONS APTITUDE EXAM (HOAE)

Applicants seeking admission into the following Health Science programs must take the Health Occupations Aptitude Exam: Electroneurodiagnostics, Medical Laboratory, Associate Degree Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiography, and Respiratory Care.

Students may qualify to take the HOAE in one of the following ways:

1. Take and pass the Southwestern Community College placement test.
2. Have minimum SAT scores of 500 Verbal and 500 Math or ACT composite scores of 21. (A minimum score of 400 on each section of the SATor 18 composite on the ACT will be accepted if the test was taken prior to April 1, 1995.)
3. Have successfully completed college level math and English courses.
4. Completed developmental coursework at Southwestern Community College.

The HOAE consists of five parts: academic aptitude, spelling, reading comprehension, natural science, and vocational adjustment. A five dollar ($5.00) fee is charged for the HOAE. A test schedule and registration card will be mailed from the Admissions Office after the application for admission is processed. For more information, contact Admissions or the academic advisor for that program area.



I have a special place in my heart for Southwestern Community College. I was a nontraditional student here myself, so I understand the anxiety that our students experience. Southwestern gave me the foundation to complete my associate, bachelors, and masters degrees. I am proud to be an alumni and happy to be able to give something back.

Debbie Hays, Admissions Officer and 1987 Southwestern Graduate/Vocational Instructor

CHANGE OF CURRICULUM

Students who wish to change to a different academic program should discuss the proposed change with their academic advisor and submit a Change of Curriculum form or a new Application for Admission. Both forms are available in Admissions.

TRANSFER OF EARNED CREDIT

Applicants to degree, diploma, or certificate programs who want credit for coursework completed at other postsecondary institutions are responsible for having an official transcript from each institution mailed directly to Admissions. Courses with a grade of "C" or higher may be accepted if they are applicable to the program selected at Southwestern Community College and were earned at an accredited college, university, community college, or technical institute.

Credits transferred to Southwestern from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate but will not be calculated toward the cumulative quality point ratio (GPA) for that program. Vocational and technical coursework completed more than six (6) years prior to the awarding of a degree, diploma, or certificate may be counted only with the approval of the dean of Academic and Student Services.

Every attempt will be made to evaluate transcripts for transfer credit prior to registration. Evaluation will be completed no later than the end of the first semester of enrollment following acceptance into the program of study. (Applicants who need transcript evaluation prior to acceptance into the program of study must submit a completed *Request For Transcript Evaluation Prior To Acceptance* form to the Admissions Office.)

Curriculum heads are responsible for determining applicable transfer credit within the major. These transfer credits will be documented through a transfer credit form generated by the Registrar's Office and completed by the curriculum head.

Credits from other institutions pertaining to related and general education coursework will be evaluated and determined by the Registrar's Office. In the case of course number and name changes, certain general education transfer credits may require the approval of the General Education Division Chair.

Credit may be granted for training received under any of the Armed Forces College Training Programs, for specialized and technical training done under the auspices of the Armed Forces and courses taken through USAFI.

Advanced Placement (AP) and CLEP credit are also accepted where applicable.

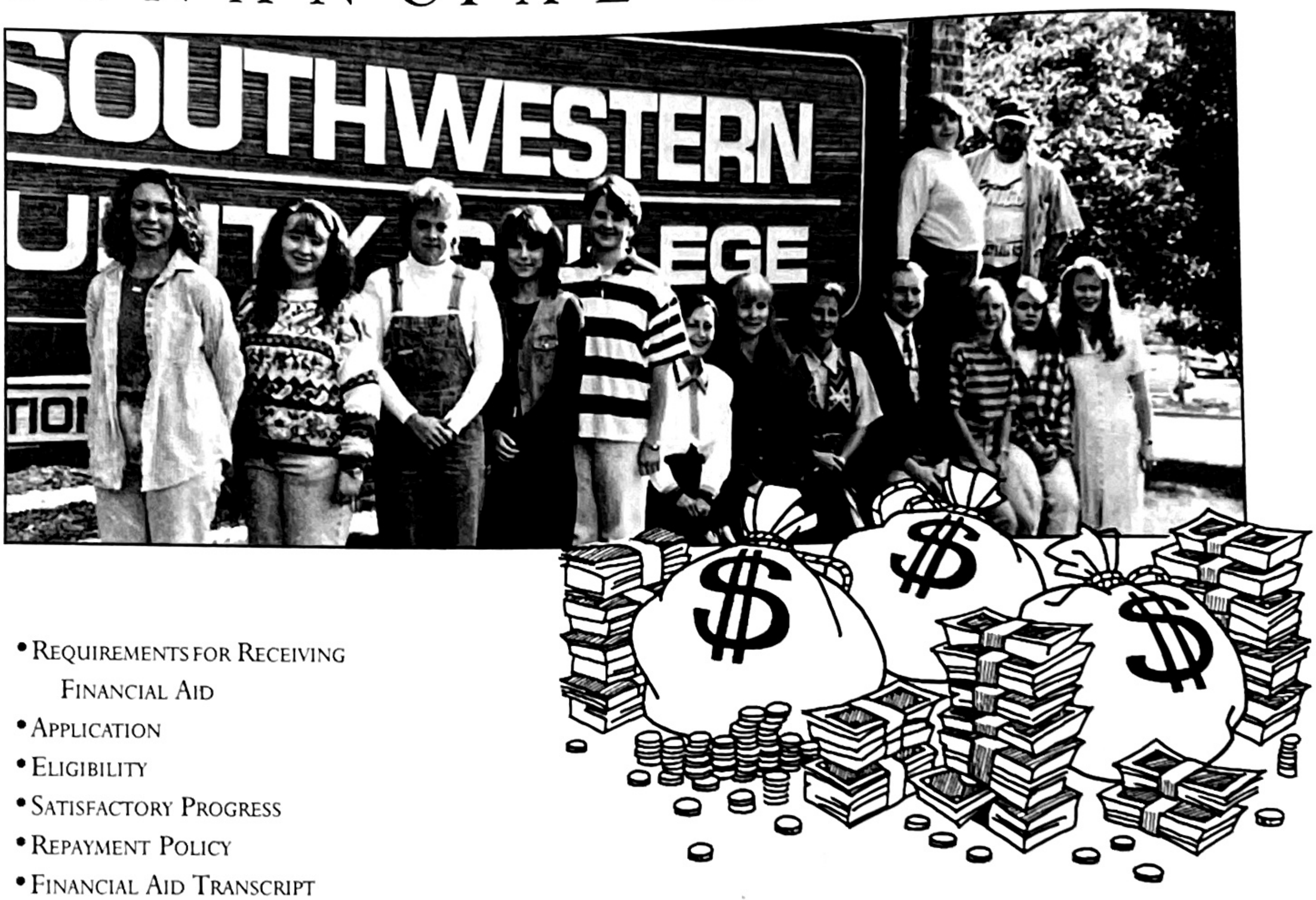
VETERANS

Recipients of veterans benefits must submit official transcripts of all postsecondary coursework attempted before they can receive V.A. benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. Veterans will not be eligible to receive V.A. benefits if all postsecondary transcripts are not submitted.

TRANSFER AGREEMENTS

Parallel coursework completed at Southwestern Community College will transfer into other institutions in the NC Community College System and to most senior institutions in the region. The college has formal transfer agreements and specific curriculum articulation agreements with many senior institutions in and beyond western NC. Coursework in the College Transfer Associate of Arts curriculum will satisfy general education and liberal arts requirements at most four-year colleges and universities.

FINANCIAL AID



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- Application
- Eligibility
- Satisfactory Progress
- Repayment Policy
- Financial Aid Transcript
- Refund Policy for Students Receiving Title IV Financial Aid
- Distribution Order of Refunds
- Programs Available
- Scholarships
- Programs Administered by Other Agencies

FINANCIAL AID

The purpose of the financial aid program at Southwestern Community College is to provide assistance to students who, without such assistance, would be unable to attend the college. The program is committed to the philosophy that no eligible student should be denied access to higher education because of lack of financial resources. Aid is awarded without regard to age, race, creed, sex, or disability.

REQUIREMENTS FOR RECEIVING FINANCIAL AID

A student must meet the following criteria in order to receive financial aid:

1. Be currently accepted for enrollment in an approved curriculum program at SCC.
2. Be either a citizen or a permanent resident of the U.S.
3. Demonstrate financial need.
4. Be making satisfactory progress in the program he is pursuing.
5. Not be in default on any loans under Title IV.
6. Not owe a refund on any grant or loan under Title IV.
7. Sign a statement of updated information certifying that specific items on the Student Aid Report (SAR/ISIR) are correct.
8. Sign a statement of educational purpose saying that federal student aid funds will be used only for expenses related to attending SCC.
9. Sign a statement of Selective Service registration status indicating that registration has been completed, if required to do so. The U.S. Department of Education will verify the registration status of a student with the Selective Service. The names of any students who claim to have registered, but have not, will be referred to the U.S. Department of Justice.

APPLICATION

The Free Application for Federal Student Aid (FAFSA) should be mailed to Federal Student Aid Programs as soon as possible after January 1. The normal processing time for this form is four to six weeks. A Student Aid Report (SAR) will be returned to the applicant. If SCC is listed as the first college choice, an electronic version of the SAR called an ISIR will come to the school. The SAR/ISIR will determine eligibility for all types of financial aid. To be considered for the North Carolina Student Incentive Grant (NCSIG), the FAFSA must be filed between January 1 and March 15.

ELIGIBILITY

Need is determined through federal methodology, a consistent, systematic process of determining your family's ability to pay for educational costs. This process determines the ability, not the willingness, of the applicant and his family to finance the education. Everyone who applies is treated equally under this system. The SAR/ISIR provides the Financial Aid Office with the amount of resources determined available to the student which is subtracted from the student's cost of attendance. The difference is the demonstrated need, the maximum that the applicant is eligible to receive through the aid programs.

Once need has been established, funds will be awarded according to the programs to which the student has applied and the funds the college has available.

SATISFACTORY PROGRESS

For the purposes of continuing financial aid, a curriculum student is making satisfactory progress if the cumulative quality point ratio meets the standards of the Southwestern Community College Academic Probation/Suspension Policy and the student is successfully completing 70% of the courses attempted. A student performing below this minimum satisfactory level will automatically be placed on financial assistance probation for the following term. If, at the end of the probationary term, the cumulative GPA is still below the minimum satisfactory level or less than 70% of the cumulative courses attempted have been successfully completed, all financial aid will be suspended. Financial aid will be reinstated once the necessary GPA is achieved and a minimum of 70% of the cumulative courses attempted are successfully completed. Students may not exceed the maximum time frame for their curriculum program (150% of the stated credit hours) and continue to receive Title IV financial assistance.

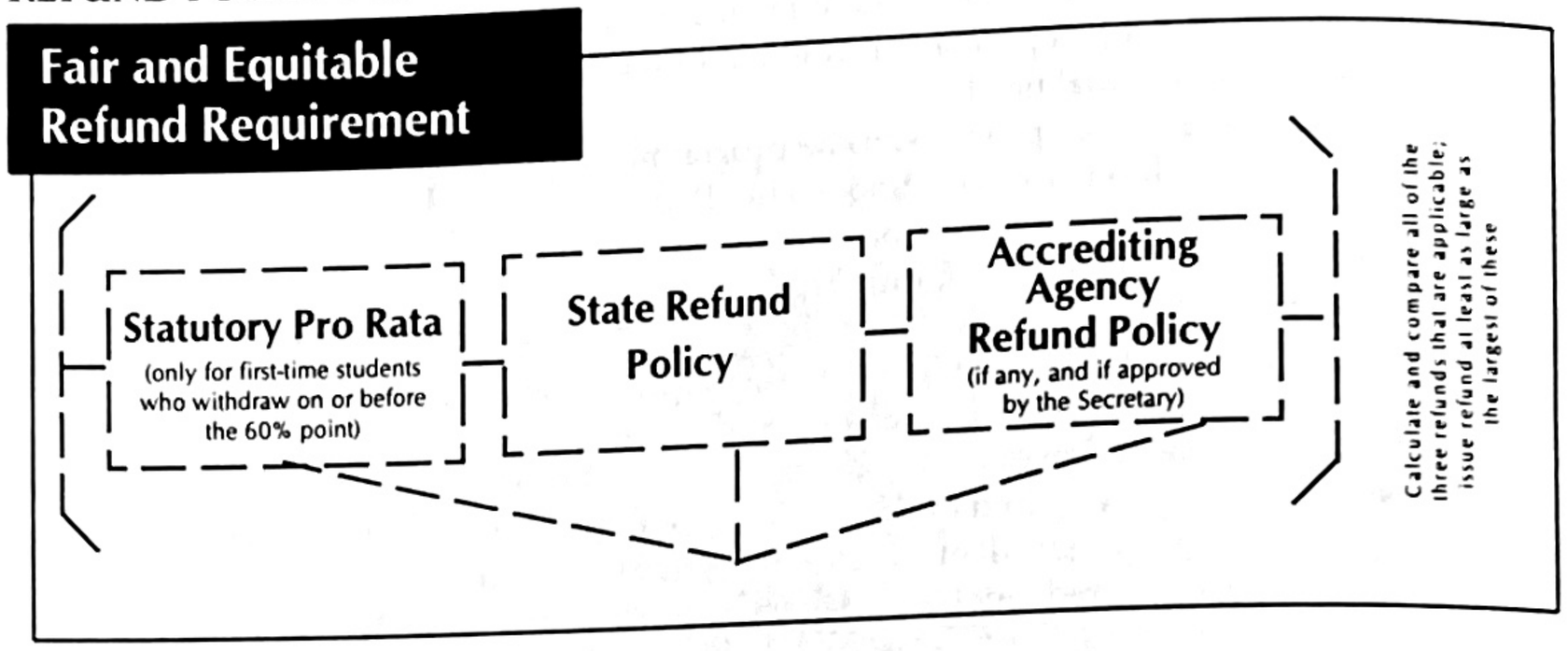
REPAYMENT POLICY

Students receiving financial aid who withdraw from school are responsible for repaying any overpayment which may result. Overpayment letters will be written to students indicating the amount of the overpayment.

FINANCIAL AID TRANSCRIPT

A Financial Aid Transcript must be on file for all financial aid applicants who previously attended other postsecondary colleges, regardless of whether or not aid was received.

REFUND POLICY FOR STUDENTS RECEIVING TITLE IV FINANCIAL AID



STATUTORY PRO RATA (First-time Students)

For those students who are first-time students and who withdraw on or before the 60% point of the enrollment period for which they are charged, Southwestern Community College (SCC) will calculate a statutory pro rata refund and compare this to the refund amount from the state refund policy to determine the largest available refund to the student and/or Title IV program. Pro rata policy requires SCC to refund institutional charges proportionate to the portion of the enrollment period for which the student has been charged but not completed rounded down to the nearest 10%.

DISTRIBUTION ORDER OF REFUNDS

Refunds will be credited to the student aid program accounts in the following order:

a. Unsubsidized Federal Stafford Loan
b. Subsidized Federal Stafford Loan
c. Federal PLUS Loan
d. Federal Pell Grant
e. Federal SEOG program
f. Other Title IV aid programs
g. Other federal, state, private, or institutional aid
h. The student

PROGRAMS AVAILABLE

Federal Pell Grant

This is a federal program for students attending approved postsecondary institutions. Eligible students must be enrolled in an approved program working toward a first undergraduate or an associate degree or diploma. Amounts vary and are awarded solely on the basis of need. An early application is suggested. Students must reapply each award year.

Federal Supplemental Education Opportunity Grant (FSEOG)

Funds are provided by the Federal Government to be awarded by the institution. The award is available to students enrolled at least half-time who demonstrate exceptional financial need and who have not earned a bachelor's degree. The value of the award is determined by the need of the recipient and the available funds. Deadline for the SAR/ISIR to be on file in the Financial Aid Office is June 1.

North Carolina Student Incentive Grant (NCSIG)

This program is offered by the North Carolina State Education Assistance Authority through College Foundation, Inc. Applicants must be North Carolina residents, and enrolled, or accepted for enrollment to the college, on a full-time basis. Funds are available to undergraduates who demonstrate "substantial financial need." Students must file the FAFSA and request that a copy of the analysis be sent to the state financial agency (College Foundation, Inc.) after January 1 but not later than March 15. Awards will be made until funds are exhausted. Awards are made on a first-eligible/first-served basis. Students who are residents of other states should check with their state education assistance authority to determine if state grants are available.

Federal Family of Educational Loans (FFEL)

Stafford Student Loans (subsidized and unsubsidized) and PLUS Loans are available. These loans are insured by either the Federal Government or a state guarantee agency. To be considered for the loans, students must have an SAR/ISIR on file and complete a separate loan application. Repayment begins six months after graduation or with less than half-time enrollment status. Applications may be obtained in the Financial Aid Office.

Federal Work-Study Program (FWSP)

This program provides jobs on campus to earn money for educational expenses. Pay is set at federal minimum wage. The total work-study award depends on need, the amount of money available, and the amount of money the student receives from other programs. Work hours are scheduled around class schedules. Students are paid on a monthly basis for the number of hours worked. Students must have a SAR/ISIR on file and fill out a separate application to be considered for work-study.



Nineteen years ago, I was a single parent with a four-year old daughter, two years of college, a job with limited advancement opportunities, and was looking at a somewhat bleak future. I returned to school with fear and trepidation, and completed both a Bachelor's and Master's Degree in Business Administration. I feel financial aid enabled me to achieve my educational goals. I'm grateful for doors that have opened as a result. Since I've been there myself, I am particularly empathetic with the financial and other worries of students. I'm appreciative for the opportunity to assist others in the same circumstances I was in.

Kathy Lovedahl,
Financial Aid Officer



SCHOLARSHIPS	DESCRIPTION
Accountants	Open to all residents of NC who are entering the Accounting field. Applicants maybe enrolled full or part time.
Advertising and Journalism (Citizen Tribune)	Open to rising Juniors and Seniors interested in newspaper and advertising. An Associate Degree in newspaper advertising is not offered at SCC, but students in the Media Department are eligible to apply.
Altrusa International	Open to all residents of NC residents who are entering the field of Agriculture or the Arts. Applicants must be enrolled full-time.
Americorps National Service	Open to students who will give two years of service to the Americorps in exchange for benefits
Champion International	Open to graduates of Haywood County High Schools and of Enka High School in Buncombe County
Citizens Bank	Open to graduates of either a Macon or Haywood County High School who will be attending SCC in the fall.
Community Foundation of Western North Carolina	Several scholarships are available through Community Foundation of WNC. However, they vary through the academic years. Contact the Financial Aid Office for more information.
Plato A. Cox	Available to Blue Ridge School graduates only.
William B. Dillard	Open to all students who are entering a vocational/trades curriculum and are residents of western North Carolina.
GTE	Open to 1995 graduates of: Swain, Franklin, Nantahala, Highlands, Smoky Mountain, Blue Ridge, Andrews, Murphy, Hiawassee Dam, Robbinsville, Hayesville, North Buncombe High Schools. Also open to graduates from high schools in McDowell, Mitchell and Yancy County. Students must plan to transfer to a four year college. Student must maintain a 2.5 GPA.
Harold's Supermarket	Open to employees of Harold's or their children. If there is no eligible applicant applies, then the scholarship is open to all Jackson County residents. Applicants must be enrolled full-time and maintain a 2.0 GPA.
Fred B. Holcombe	Open to Criminal Justice students only. Preference is given to Jackson County residents although Macon and Swain county residents may apply. Recipient must maintain good academic standing.
Robert and Freda Hooper	Open to all Radiography students. Recipient must maintain good academic standing.
Lockhart-Follin-Mace	Available to 2nd year nursing students. The scholarship is a one-time disbursement.

SCHOLARSHIPS	DESCRIPTION
James G. K. McClure	Open to all WNC residents. Must maintain 2.5 average.
National Security Education Program	Open to students applying to engage in a study abroad experience that meets home institution standards.
Native American Health and Education Fund	Open to Native Americans who are enrolled in a pre-health program.
NC Business and Professional Women's Foundation	Open to females only.
NC Community College Scholarship	Open to all NC resident students.
NC Law Enforcement Women's Association	Open to female Criminal Justice students only. Applicant must be enrolled full-time and maintain a 2.0 GPA.
NC Petroleum Marketers	Must be a member or child of a NCPMA member.
NC Nurse Scholars Program (Undergraduate)	For persons interested in obtaining an Associate Degree in Nursing. Applicant must be enrolled full-time.
Ronald W. Poor	Open to Electronics Engineering students only.
SCC Alumni	Applicant's parent or spouse must be alumnus of the SCC. Student must maintain a 2.5 GPA.
SCC Foundation	Open to all students.
SCC Student Government Association	Open to all students who are enrolled full or part time.
State Employees Association of North Carolina	Open to all students whose parent or guardian is a member of SEANC. Applicant must be enrolled full-time.
H. David Sneed	Open to residents of Jackson, Macon, and Swain counties and the Cherokee Indian Reservation. Recipient must maintain a 2.5 GPA.
State Scholarship for of Children Certain Deceased & Disabled Veterans	Open to all students whose parent is a deceased or disabled veteran.
Toi Walters Charlton	Open to all Commercial Art students. Recipient must maintain a 3.0 GPA.
Wachovia	Available to second year students who are enrolled full-time.

Note: Other scholarships are offered according to their availability. Contact the Financial Aid Office for more information.

PROGRAMS ADMINISTERED BY OTHER AGENCIES

Information and applications are available upon request from the individual agency that administers the program.

Job Training Partnership Act (JTPA)

This act provides federal money for tuition, books, and transportation to income-eligible persons enrolled in an approved curriculum. This program is administered through the local office of the Employment Security Commission.

North Carolina Division of Rehabilitation

The college is approved to provide training and education for individuals who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation, Department of Public Instruction.

Social Security Administration

Eligible persons may receive educational benefits from the Social Security Administration if the head of the household in their family is over 62 and retired or disabled.

Bureau of Indian Affairs

Educational assistance is provided to the Eastern Band of the Cherokees through the Bureau of Indian Affairs; Cherokee, North Carolina.

Veterans Educational Assistance Benefits

The Department of Veterans Affairs (VA) provides a program of financial assistance for the education of veterans, reservists, and the children of deceased and disabled veterans. The educational programs eligible for VA financial assistance must first be approved by the North Carolina State Approving Agency.

The SCC Veterans Services Office is located in the Student Services complex in the Allied Health Building. Veterans having met the college admission requirements should submit application for VA benefits to this office. Application materials include: VA application, certified DD214, and official transcripts from all previously attended postsecondary institutions (if not previously submitted in the college admission process).

Payment of benefits is contingent on coursework from the approved curriculum and satisfactory progress, which is defined in the Suspension Policy on page 23 of this catalog.

It is the veteran's responsibility to notify the Veterans Services Office in the event of withdrawal from a course or the college. Failure to do so may result in an overpayment, for which the veteran is liable.

NOTE: Students receiving funding from these and other third party sources must provide written authorization to the Business Office at the time payment of tuition and fees is due.

STUDENT EXPENSES





- Expenses
- Tuition and Fees Per Semester
- Textbooks
- Residency Classification for Tuition Purposes
- Payment of Tuition and Fees
- Statutory Pro Rata (First-time Students)
- Continuing Students
- State Refund Policy
- Accrediting Agency Refund Policy
- Refund Policy for Non-Title IV Recipients
- Payment of Tuition and Fees



EXPENSES

Student tuition is set by the North Carolina Legislature and is subject to change. Also, when this catalog went to press, tuition changes resulting from the conversion to the semester system were not available. Therefore, the following fee schedule is intended as an estimate only.

TUITION AND FEES PER SEMESTER

FALL AND SPRING SEMESTERS		
Full-Time, 14 hours or more	$280.00	
Non-Resident Full-Time, 14 hours or more	~~2,240.00~~	2282.00
Part-Time Student Tuition (per credit hour)	20.00	
Non-Resident Part-Time Student Tuition (per credit hour)	~~160.00~~	163.00
SUMMER SEMESTER		
Full-Time, 9 hours or more	180.00	
Non-Resident Full-Time, 14 hours or more	~~1,440.00~~	1467.00
Part-Time Student Tuition (per credit hour)	20.00	
Non-Resident Part-Time Student Tuition (per credit hour)	~~160.00~~	163.00
OTHER FEES		
Activity Fee (per semester)		
- 12 credit hours	8.00	
- 10-11 credit hours	7.00	
- 7-9 credit hours	6.00	
- 4-6 credit hours	4.00	
- 0-3 credit hours	2.00	

Exception: Curriculum students at Job Corps sites and those enrolled in the High School Cooperative (Huskins Bill) classes will not be assessed Student Activity Fees.

Automobile Registration (per year)	N/C
Student Identification Card (per year - required for full-time,optional for part-time)	1.00
Accident Insurance (per year - optional)	10.00
Malpractice Insurance (required only for the following programs)	15.00
Emergency Medical Services (per semester)	
Cosmetology	
Electroneurodiagnostics Technology	
Health Information Technology	
Human Services Technology	
Human Services Technology Substance Abuse	
Medical Laboratory Technology	
Nursing Assistant	
Nursing (Associate Degree)	
Occupational Therapy Assistant	
Physical Therapist Assistant	
Phlebotomy	
Radiography	
Respiratory Care Technology	
Late Registration Fee	5.00
Graduation Fee	30.00

CONTINUING EDUCATION TUITION	
Occupational Extension Student (per class)	35.00
Community Service Student (per class)	35.00
(for self-supporting classes tuition is based on cost)	

Some programs require additional expenses for uniforms, equipment, medical, and other miscellaneous expenses. Contact the program advisor or more information.

The college does not provide for installment payments of fees and tuition.

TEXTBOOKS

New and used textbooks and school supplies are available in the college bookstore which is located on the third floor of the Allied Health Building. Books and supplies are not included in tuition and fees expenses. Cost varies depending on the student's curriculum. Check with the bookstore for prices.

Southwestern maintains a contract with College Bookstores of America to operate the bookstore. Hours of operation are 8:30 a.m. until 1:30 p.m. Monday through Friday and 5:00 until 6:00 p.m. Monday through Thursday.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

To qualify for in-state tuition, students must have maintained domicile in North Carolina for at least 12 months immediately prior to enrollment. Individuals must establish that their presence in the state during the designated 12 month period was for the purpose of maintaining a bona fide domicile and not to simply establish temporary residence. Special situations involving marriage to a NC resident or out-of-state military assignment should be brought to the attention of the director of Admissions.

Regulations concerning classification for tuition purposes are set forth in **A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. A copy of the manual is available for review in Admissions.

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

If a student is not satisfied with his initial residency classification or reclassification, he may appeal to the dean of Academic and Student Services. After review by the dean, if the student remains dissatisfied, the student may file notice of appeal to the State Residence Committee.

PAYMENT OF TUITION AND FEES

Tuition and fees are due and payable at the time of the student's registration. To complete the registration process, tuition and fees must be paid during the registration period.

Students receiving third-party funding (Pell Grants, BIA, Vocational Rehabilitation, scholarships, etc.) must provide written authorization to the Business Services Office for payment of tuition and fees during the registration period to complete the registration process. (See *Programs Administered by Other Agencies* section of this catalog on page 14).

Students unable to pay tuition and fees in full at registration can make a request to the Business Services Office for a ten calendar day deferment (this is a one time only privilege).

Students must clear any unpaid balance due or account from any previous semester, unless payment of the outstanding balance has been guaranteed in writing by a financially responsible organization, in order to register for a new semester.

The purpose of the Financial Aid program is to provide assistance to students who, without such assistance, would be unable to attend college.

Information and applications for all Student Financial Aid programs are available from:

Office of Student Financial Aid
Southwestern Community College
447 College Drive
Sylva, North Carolina 28779

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The Financial Aid Office is also open on Tuesdays until 7:00 p.m. The telephone number is (704) 586-4091, extension 224 or 315.

STATE REFUND POLICY

If a student is a continuing student (not a first-time student) who withdraws on or before the 60% point of the enrollment period or is a first-time student who withdraws after the 60% point of the enrollment period, SCC will calculate the student's refund amounts using the state refund policy as stated below.

1 (a). A 75 % refund may be made upon request of the student if the student officially withdraws from the class or classes prior to or on the 20 % point of the class or classes or the 20 % point of the semster if the student officially withdraws from the college. At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be considered after the 20 % point.

1 (b). A 100% refund will be made only when a student officially withdraws from a course prior to the first scheduled meeting of that course. The student must request the refund.

2. For classes beginning at times other than at the beginning of the semester, the same provisions set forth in part 1 (a) apply.

3. To comply with the applicable federal regulations regarding refunds to first-time students, federal regulations will supersede the state refund regulations stated in this policy.

4. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending) all tuition and fees for that semester may be refunded to the estate of the deceased.

History Note: Authority G.S. 115D-5; 115D-54; 116-143.1;
P.L. 93-508
Effective February 1, 1976;
December 1, 1984; August 17, 1981.
Amended Effective September 1, 1993;
August 1, 1988.

ACCREDITING AGENCY REFUND POLICY

Southwestern Community College does not have an approved Accrediting Agency Refund Policy.

REFUND POLICY FOR NON-TITLE IV RECIPIENTS

The refund policy for students not receiving Title IV financial aid is the same as the State Refund Policy stated above.





STUDENT LIFE

- Standards of Student Conduct
- Orientation
- Career Planning and Placement
- Student Support Services
- Services for Students with Disabilities
- Student Right-To-Know Information
- Student Government
- Student Ambassadors
- Student Clubs and Organizations



Southwestern students are great to work with! We can really make a significant difference in the quality of their lives. SCC is a place of second chances - it's a privilege to be a part of that.

Steve Conlin, Director
Student Support Services

STANDARDS OF STUDENT CONDUCT

Southwestern Community College is committed to maintaining a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

Students are responsible for knowledge of college rules and regulations. The Standards of Student Conduct are published in the Southwestern Community College Student Handbook and is available in the Admissions Office.

ORIENTATION

Prior to the start of the fall semester, an orientation session is conducted for all new students. During this session, students are introduced to Southwestern Community College through a general information session, a campus tour, and a meeting with an academic advisor who will assist them with the registration process.

Students are notified by mail regarding the date, time, and place for orientation and all new students are expected to attend.

The college also provides a college orienatation/student success course ACA 111, worth one credit hour. This course is designed to acquaint the student with the basic skills required to facilitate academic success, college policies and procedures, administrative personnel, academic programs and college services. The main purposes of ACA 111 are to integrate the student into college life and provide the assistance needed to make an easy transition into new surroundings.

CAREER PLANNING AND PLACEMENT

Career Planning. The office provides opportunities for self-exploration and for individuals to explore career fields using personality inventories, aptitude tests, the DISCOVER system (a computerized career exploration tool) and by providing books and videotapes on career fields.

Placement. Among the services provided are; workshops on resume writing, letter writing, and job interviewing; a current list of job openings; a resume service; career films; and employer listings and directories to assist students and graduates in job seeking activities.

STUDENT SUPPORT SERVICES

The college is currently funded for a Title IV educational grant for students in need of support services.

The Student Support Services Program helps low-income, first generation, or physically disabled students meet their educational goals through academic advising, tutoring, counseling, referral services, and cultural enrichment activities. The program also includes a two-year/four-year initiative to assist students who want to transfer to a four-year institution.

A variety of assistive technologies for physically disabled individuals is available through Student Support Services, including: screen enlargers, the Kurzweil personal reader, FM amplification systems, tape recorders, electronic spellers and dictionaries, and a Telephone Digital Display (TDD) to assist in telephone communication for the hearing impaired. Personnel are available to serve as recorders, readers, notetakers, or scribes, depending upon student needs.

Students wanting to participate in the Student Support Services program must complete an application and have an interview. Qualifying students must agree to participate in the program for at least a one-year period.

For additional information, contact the Student Support Services office at (704) 586-4091, extension 226.

SERVICES FOR STUDENTS WITH DISABILITIES

Southwestern Community College provides equal access to education for persons with disabilities. However, it is the responsibility of the student to make his or her disability known and to request academic adjustments. Requests should be made in a timely manner and submitted to the Director of Student Support Services. Every reasonable effort will be made to provide services.

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic adjustments or auxiliary aids. Documentation should be submitted to the director of Student Support Services and may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations that verify

the existence of a disability and prescribe appropriate adjustments or aids. Students with learning disabilities should provide a current psychological evaluation (testing completed within the last three years) that states the specific learning disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

On-campus facility modifications designed to accommodate individuals with disabilities include a sound enhancement system for the hearing impaired and a designated seating section for wheelchair-users in Myers Auditorium.

STUDENT RIGHT-TO-KNOW INFORMATION

Southwestern Community College is committed to informing enrolled and prospective students about the probabilities of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and who completed their curriculum programs within one-and-one-half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students in each curriculum at Southwestern is available from the Registrar. The Career Planning and Placement Office can provide current job market information and job placement data for each academic program.

STUDENT GOVERNMENT

Through payment of the student activity fee, all students become members of the Student Government Association (SGA). Elections for the Executive Council (president, vice-president, secretary, treasurer, activity coordinator, and public relations officer) are held in the spring of each year. Elections for curriculum senators are conducted each fall semester.

The Student Government Association promotes the general welfare of the college and facilitates communication between the student body, the faculty, and the administration. Members of the SGA serve on college standing committees, quality teams, and task forces to provide student perspective. The SGA president is an ex-officio member of the Southwestern Community College Board of Trustees. In addition, the SGA serves as a strong advocate for the students and administers the student activities program. Activities include a spring fling, holiday celebrations, a ski day, food and toy drives, and other special projects.

All students are encouraged to participate in the student-sponsored activities and to receive the benefits financed by student activity fees.

STUDENT AMBASSADORS

Southwestern Community College sponsors a Student Ambassador program for select individuals who demonstrate scholarship, leadership, and exceptional communication skills. These students are selected through an application process each spring and assist with student orientation, conduct campus tours, serve as editorial board for the student newsletter, and serve as hosts for special events and community functions held at the college.

STUDENT CLUBS AND ORGANIZATIONS

Students are encouraged to form clubs and organizations focusing on special interests or curriculum programs. Although some clubs have membership requirements, no organization at SCC discriminates on the basis of race, color, sex, age, disability, religion, nationality, or political preference. Requirements for establishing student clubs and organizations are detailed in the SGA Constitution.

Active clubs include the Commercial Art Club, Teachers of Youth, Occupational Therapy Assistant Club, Electronics Club, Latent Image Club, National United Law Enforcement Officers Association, Health and Human Services Club, Medical Laboratory Technology Association, and Physical Therapist Assistant Club.



ACADEMIC POLICIES



- Licensing of Graduates
- False Information
- Attendance Requirements
- Probation
- The Cumulative Grade Point Average Schedule
- Suspension
- Early Registration
- Registration
- Late Registration
- Official Withdrawal Procedure
- Auditing Courses
- Change of Schedule
- Degree Programs
- Diploma Programs
- Certificate Programs
- Cooperative Education
- Course Substitution Policy
- Grading System
- Waiver for Basic Keyboarding Courses
- Repeating Courses
- President's List
- Dean's List
- Honors
- Academic Awards Ceremony
- Phi Theta Kappa
- Academic Advisors
- Credit by Examination
- Minimum Credits in Residence
- Application for Commencement
- Student Records Policy
- Change of Name/Address Forms
- Student Grade Appeal

LICENSING OF GRADUATES

Southwestern Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crime involving moral turpitude may not be recognized by the desired licensing agency.

FALSE INFORMATION

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

ATTENDANCE REQUIREMENTS

All students are expected to be present and regular in attendance for scheduled classes and open labs. Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediate family. At the discretion of instructors, students may make up work missed When a student must be absent, it is vital that he remain in contact with his instructors.

PROBATION

The Academic Probation and Suspension Policy applies only to students in curriculum programs.

A requirement of a 2.00 GPA is necessary for graduation. Degree, diploma, and certificate seeking students performing below the minimum satisfactory level, as determined by the schedule detailed below, will automatically be placed on academic probation until they attain the minimum satisfactory level GPA. Probationary students are expected to work closely with their instructors, advisors and counselors in order to improve their academic performances.

Probationary students will be required to limit their semester course load to 14 hours or less or as determined by the advisor and approved by the appropriate division chair or dean. Students may also be required, as appropriate, to enroll in developmental coursework.

THE CUMULATIVE GRADE POINT AVERAGE SCHEDULE:

Cumulative Hours Attempted	GPA Satisfactory Level
6 - 25	1.50
26 - 40	1.75
41 - more	2.00

SUSPENSION

Probationary students who have not attained satisfactory progress levels will be suspended for one semester at the end of three consecutive probationary semesters. (Veteran students, two semesters.)

(Exception to this policy on courses which may be taken while on suspension will be made with the approval of the appropriate division chair.)

EXCEPTION: A student who acquires a semester GPA of 2.5 or higher during a probationary semester and still has a cumulative grade point average below the minimum satisfactory level as shown in the schedule above may not be suspended but will remain on academic probation.

EARLY REGISTRATION

Early registration is generally held the last full week of the semester. Early registration dates and procedures are prepared and distributed each semester by the Registrar. All currently enrolled students are strongly encouraged to register during early registration in order to get the courses they need to progress in their programs.

REGISTRATION

Registration is held each semester on the day published in the academic calendar. Registration procedures are prepared and distributed each semester by the Registrar.

LATE REGISTRATION

A $5.00 late registration fee will be charged to returning students enrolled in a full-time curriculum program who register after registration day, except those students who are enrolled in open laboratory programs. Registrations after the drop/add period must be approved by the appropriate division chair. Registration after the class 30% point must be approved by the dean of Academic and Student Services.



Through all my years working in the community college system, I have become convinced that all people have the capacity to envision a brighter future for themselves. The role of Southwestern is to help each individual in this community who desires our help to build a pathway to that future.

Joe Barwick, Dean
Academic and Student Services

OFFICIAL WITHDRAWAL PROCEDURE

To withdraw from a course(s) or the college, a student should contact his advisor and initiate the **Trial Registration Change Notice** (Drop/Add form.) The student must have the form signed by the appropriate instructor(s) and return it to the Registrar's Office. If a student withdraws by the end of the seventh week of the semester, the grade received will be a "W." Students cannot withdraw from courses after the end of the seventh week of the semester.

The "W" will not influence the quality point ratio for the semester. However, withdrawing from courses could affect a student's eligibility for financial aid. Students who receive financial aid should always consult the financial aid officer before withdrawing from a course.

If a student stops attending class and does not complete an official withdrawal, the student's final grade will be "F."

Exceptions to the above policy for extenuating circumstances, such as serious illness or job transfer, requiring withdrawal from a course(s) or the college, will be considered on an individual basis by the instructor.

AUDITING COURSES

Students who wish to audit a course(s) must register through the regular registration procedures. Tuition and fees for auditing are the same as the cost of courses taken for credit. Audits are reported on grade reports and transcripts as "AU" and do not affect earned credits or influence the quality point ratio for the semester. However, audited courses do not count as successful completions for financial aid purposes. Therefore, students who receive financial aid should consult the financial aid officer before electing to audit a course.

To audit a course, a student should state his intent to audit at the point he registers for the course. An "AU" will be entered as the student's grade for that course when he registers. Once class begins, a student may switch from a credit to an audit status, or from an audit to a credit status, only if the instructor agrees. Changes in status are not permitted after the 30% date of the semester.

CHANGE OF SCHEDULE

The drop/add period is the first five (5) class days of each semester. Schedule changes are permitted during this time without grade penalty. Schedule changes are made on the **Trial Registration Change Notice** form.

DEGREE PROGRAMS

Southwestern Community College confers an Associate of Applied Science (AAS), an Associate in General Education (AGE), and an Associate of Arts/College Transfer (AA) in the name of the State Board of Community Colleges upon successful completion of a technical or general education curriculum.

DIPLOMA PROGRAMS

Southwestern Community College confers diplomas in the name of the Southwestern Community College Board of Trustees upon successful completion of any vocational level curriculum two semesters or more in length (or the part-time equivalency.)

CERTIFICATE PROGRAMS

Certificates will be issued in the name of Southwestern Community College to students who successfully complete an approved curriculum of less than four full semesters.

COOPERATIVE EDUCATION

In keeping with its policy of offering new and enriching opportunities for students, the college awards academic credit for cooperative work experience in many of its curricula. Cooperative Education (Co-op) is an educational program that combines classroom instruction with paid, practical, supervised work experience that is directly related to the student's curriculum. This combination classroom instruction with on-the-job training is a meaningful way for students to learn, to gain valuable work experience, to make educated career choices, and to earn money while going to college. Interested students should contact the Career Planning and Placement Office.

COURSE SUBSTITUTION POLICY

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student's major

curriculum) require the approval of the student's program coordinator or advisor.

Course substitutions from curriculums outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must also be approved by the chairman of the General Education Division. The advisor must notify the Registrar in writing of all applicable course substitutions on an individual student basis.

GRADING SYSTEM

Official grades are issued for every student at the end of each semester. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester.

The GPA is determined by dividing the total number of quality points by the number of credit hours attempted.

The GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

GRADE	DEFINITION	GRADE POINTS PER SEMESTER HOUR
A	The student has, in a superior way, met the objectives established for the course.	4
B	The student has more than adequately met the objectives established for the course.	3
C	The student has adequately met the objectives established for the course.	2
D	The student has minimally met the objectives established for the course.	1
F	The student failed to meet the objectives established for the course.	0
I	Incomplete. Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an I contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to a F. An I does not count as hours attempted or as hours earned.	0
CS	Continued Study. Indicates that a student must continue study at his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned.	0
NA	Never Attended. Indicates the student registered for but never attended the class. This symbol does not count as hours attempted or as hours earned.	0
AU	Audit. This symbol does not count as hours attempted or as hours earned. Student will be permitted to change their registration from credt to audit only during the first 30% of the semester.	0
W	Withdraw. Indicates the student withdrew before the seventh week or its equivalent while doing satisfactory work. This symbol does not count as hours attempted or as hours earned.	0
S	Credit by Exam. The student received credit for the course through proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree or a diploma may be earned through "Credit by Exam" unless otherwise approved by the dean of Academic and Student Services.	0
P	Passing. Awarded upon successful completion of certain curriculum or continuing education courses. Eighty percent attendance is required.	0

WAIVER FOR BASIC KEYBOARDING COURSES

If a student successfully challenges or passes an advanced keyboarding or shorthand course the advisor, with the instructor's approval, may initiate the necessary documentation indicating exemption and credit for the appropriate lower-level course.

REPEATING COURSES

Curriculum courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or higher may be repeated only by special permission from the dean of Academic and Student Services. When courses are repeated, the grade and hours of the last course will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript but will not be included in the cumulative grade point calculations.

PRESIDENT'S LIST

1. Only full-time students are considered. (A full-time student is defined as a student in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a minimum 3.85 quality point ratio (GPA) to qualify for the semester under consideration.
3. "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.

DEAN'S LIST

1. Only full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a 3.50 - 3.84 quality point ratio to qualify for the semester under consideration.
3. "I"and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.

GRADUATING WITH HONORS

1. During the final week of the semester, the Registrar will rank the candidates for Associate Degrees or Diplomas according to their program cumulative quality point ratio for the previous semesters of work. Each cumulative GPA shall be rounded to two decimal places.
2. Each candidate with a cumulative GPA from 3.95 to 4.00 shall graduate summa cum laude.
3. Each candidate with a cumulative GPA from 3.90 to 3.94 shall graduate magna cum laude.
4. Each candidate with a cumulative GPA from 3.85 to 3.89 shall graduate cum laude.
5. When the selections have been determined by the Registrar, the instructors of those selected are to be contacted to determine if the candidate is maintaining the same quality of work during the final semester as during the previous semesters.
6. Candidates who are failing or doing poor work in the final semester will be excluded from the list when the Registrar receives written notice from the instructors.

ACADEMIC AWARDS CEREMONY

Students enrolled in a degree, diploma, or certificate program will be eligible to participate in the Academic Awards Ceremony to be held during the spring semester if they meet the following criteria.

1. The student must have earned a total of 30 hours credit within the last three (3) years by the end of winter semester during the year in which the Academic Awards Ceremony is held. (Example: 30 hours for Spring '97 ceremony must be earned from Fall Semester '93 to Winter Semester '96-97.)
2. The student must have been enrolled during fall and spring semsters prior to the ceremony.
3. The student must maintain a minimum cumulative total GPA of 3.5 or above. If at any time the student's cumulative GPA drops below 3.5, the student is disqualified. Second-year nursing students who have been enrolled during summer and winter semesters shall be invited if they have earned 30 hours credit and maintained a cumulative GPA of 3.5.

4. All eligible students will be honored at the Awards Ceremony during the spring semester. Students who maintain a perfect 4.0 cumulative GPA shall receive "high honors" recognition.

PHI THETA KAPPA

Phi Theta Kappa is the National Honorary Scholastic Fraternity of Community/Junior Colleges.

The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship and leadership among Community/Junior College students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship of scholars, and stimulation of interest in continuing academic excellence.

To be considered for membership, a student must: (1) be enrolled in a two-year college; (2) be a full-time student; (3) have achieved a quality point ratio of 3.5; (4) have established academic excellence as judged by the faculty; and (5) be of good moral character and possess recognized qualities of citizenship.



Southwestern is helping me accomplish a long-time professional goal -- to be able to serve as a counselor. All the staff and instructors with whom I have contact have been instrumental in motivating me to focus on this goal and to succeed as a student.

Linda Smith, Student
Human Services/Substance Abuse

ACADEMIC ADVISORS

Each student will be assigned an academic advisor. The purpose of the advisory program is to provide each student with personal assistance in orientation and with guidance as the student progresses in his course of study.

COURSE CREDIT BY EXAMINATION

Credit by examination is offered to those students who, because of their demonstrated abilities, are qualified to accelerate their studies. To obtain credit, a student may take a proficiency examination in certain subjects when the student believes he already has mastery of the course material. Permission for such an examination must be obtained from the appropriate division chairman. The examination may be written, oral, performance, or all of these. Students failing such an examination may not request a second examination until evidence of further study in the subject is presented. The decision of the examining instructor is final.

RESIDENCY (Minimum Course Work Required at Southwestern)

In order for an Associate Degree to be awarded, (a) a minimum of twenty-five (25) percent of total coursework and (b) a minimum of twenty-five (25) percent of required major courses in the degree program must be completed in residence at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the dean of Academic and Student Services.

APPLICATION FOR COMMENCEMENT

Commencement exercises are held at the end of the spring and summer semesters for all students who have completed degree, diploma, or certificate requirements. Between the first and the 30th class day of the semester in which a student expects to participate in commencement, the student should make application. Applications will not be accepted after the announced deadline. Application steps are as follows:

1. Obtain an Application for Commencement at the Registrar's Office.
2. Complete the Candidate's Section of the application.
3. Take the application to advisor.
4. Pay commencement fee at the college bookstore and all debts owed to the college at the Cashier's Office.

Applications for Commencement are available from academic advisors or from the Cherokee, Macon, or Swain Centers.

A student must maintain an overall average of C (2.00 GPA) in order to graduate. Some Health Sciences programs have additional graduation requirements as explained by the program advisor. Candidates for commencement are expected to participate in the commencement exercises.

STUDENT RECORDS POLICY

Student records are maintained in accordance with the Family Educational Rights of Privacy Act of 1974, which is available for inspection in the Learning Resources Center and in Student Services.

All questions concerning student records and all requests for record inspection should be

directed to the Registrar. A current or former student may secure a transcript of his grades by completing a Transcript Release Form and submitting it to the Registrar's Office. In compliance with the Privacy Act, student transcripts will not be released to a third party without the signature of the student.

Information identified as public or directory information may be released without the student's consent. Directory information is defined in the college Student Records Policy. The policy is published in the Student Handbook and should be reviewed by all students.

CHANGE OF NAME/ADDRESS

If a student's name or address changes while he is enrolled, the student should complete a **Change of Name/Address** form, available from the Admissions Office or the Registrar's Office, and return it to the Registrar's Office.

STUDENT GRADE APPEAL

The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.

1. Student must appeal the grade to the instructor of record within the following semester. If not resolved;
2. Student may then appeal the grade to the appropriate division chairman. If not resolved;
3. (Final Step) Student may then appeal the grade to the dean of Academic and Student Services. The decision of the dean is final.





ACADEMIC PROGRAMS OF STUDY

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.

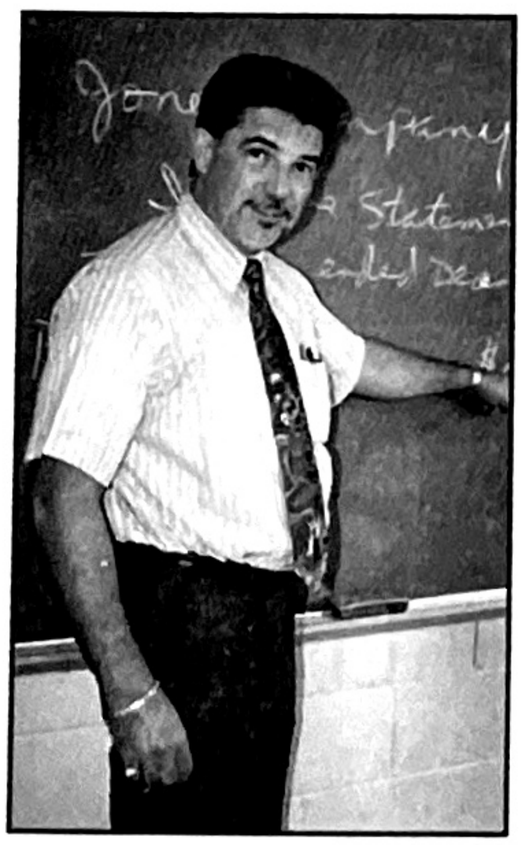
CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACC	120	Principles of Accounting I	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	13	6	0	16

SPRING SEMESTER 1

ACC	121	Principles of Accounting II	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
OST	122	Office Computations	1	2	0	2
		Totals	13	4	0	15



We get calls all the time from employers looking for people to do accounting for their companies. Accounting skills increase career opportunities. According to a recent survey, employers are very satisfied with the skills our graduates have.

Sheridan Smith, Instructor
Accounting

SUMMER SEMESTER 1

ACC	150	Computerized General Ledger	1	2	0	2
BUS	230	Small Business Management	3	0	0	3
or						
CIS	120	Spreadsheet I	2	2	0	3
or						
COE	112	Co-op Work Experience I	0	0	20	2
OST	136	Word Processing	1	2	0	2
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	11/10/8	4/6/4	0/0/20	13/13/12

FALL SEMESTER 2

ACC	131	Federal Income Taxes	2	2	0	3
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	225	Cost Accounting	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 2

ACC	221	Intermediate Accounting II	3	2	0	4
ACC	227	Practices in Accounting	3	0	0	3
ACC	240	Gov & Not-for-Profit Acct	3	0	0	3
ACC	269	Auditing	3	0	0	3
BUS	225	Business Finance	2	2	0	3
		Totals	14	4	0	16

TOTAL SEMESTER HOUR CREDITS: 75-76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADVERTISING & 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.



At one time I didn't know if I would enjoy teaching. One day a graduate from this curriculum called to thank me for helping to build skills that had found him his job. I was hooked. Today, 24 years later, he as well as two of his classmates each have their own ad agencies in Charlotte.

Bob Clark, Instructor
Advertising & Graphic Design

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ENG	111	Expository Writing	3	0	0	3
GRD	121	Drawing Fundamentals I	1	3	0	2
GRD	141	Graphic Design I	2	4	0	4
GRD	151	Computer Design Basics	1	4	0	3
GRD	281	Design of Advertising	2	0	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	12	11	0	17

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
GRD	110	Typography I	2	2	0	3
GRD	131	Illustration I	1	3	0	2
GRD	142	Graphic Design II	2	4	0	4
GRD	152	Computer Design Tech I	1	4	0	3
		Totals	9	13	0	15

SUMMER SEMESTER 1

GRA	121	Graphic Arts I	2	4	0	4
GRD	160	Photo Fundamentals I	1	4	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	8-9	8-10	0	13

FALL SEMESTER 2

GRD	122	Drawing Fundamentals II	1	3	0	2
GRD	132	Illustration II	1	3	0	2
GRD	153	Computer Design Tech II	1	4	0	3
GRD	230	Technical Illustration	1	3	0	2
GRD	241	Graphic Design III	2	4	0	4
PRN	155	Screen Printing I	1	3	0	2
		Totals	7	20	0	15

SPRING SEMESTER 2

GRA	220	Industry Survey	1	2	0	2
GRD	145	Design Applications I	0	3	0	1
or						
COE	111	Co-op Work Experience I	0	0	10	1
GRD	242	Graphic Design III	2	4	0	4
GRD	280	Portfolio Design	2	4	0	4
GRD	285	Client/Media Relations	1	2	0	2
MKT	220	Advertising and Sales Promotion	3	0	0	3
		Totals	9	12-15	0/10	16

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

AIR CONDITIONING, HEATING, & 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.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
AHR	112	Heating Technology	2	4	0	4
AHR	120	HVACR Maintenance	1	0	3	2
ELC	111	Introduction to Electricity	2	2	0	3
		Totals	5	6	3	9

SPRING SEMESTER 1

AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	113	Comfort Cooling	2	4	0	4
		Totals	4	10	0	9

TOTAL SEMESTER HOUR CREDITS: 18

AWARD: CERTIFICATE

AUTOMOTIVE SYSTEMS TECHNOLOGY

A60160



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

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACA	111	College Student Success	1	0	0	1
or						
***	***	Elective				
AUT	141	Suspension & Steering Sys	2	4	0	4
AUT	151	Brake Systems	2	2	0	3
AUT	152	Brake Systems Lab	0	2	0	1
AUT	161	Electrical Systems	2	6	0	4
MAT	115	Mathematical Models	2	2	0	3
		Totals	9	16	0	16

SPRING SEMESTER 1

AUT	115	Engine Fundamentals	2	3	0	3
AUT	162	Chassis Elect & Electronics	2	2	0	3
AUT	163	Chassis Elec & Elect Lab	0	2	0	1
AUT	181	Engine Performance-Electrical	2	3	0	3
AUT	182	Engine Perfor-Elec Lab	0	3	0	1
ENG	111	Expository Writing	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	12	13	0	17

SUMMER SEMESTER 1

AUT	112	Auto Shop Management	1	2	0	2
AUT	171	Heating & Air Conditioning	2	3	0	3
AUT	183	Engine Performance-Fuels	2	3	0	3
AUT	184	Engine Perfor-Fuels Lab	0	3	0	1
		Totals	5	11	0	9

AWARD: DIPLOMA AWARDED AFTER FIRST THREE SEMESTERS - 42 SEMESTER HOURS.

Over the past several years the knowledge one needs to successfully repair and maintain today's automobile has increased exponentially. The backyard mechanic with his few simple tools has been replaced with automated, computerized systems accompanied by highly technical manuals. At Southwestern we are committed to keeping up with this technology. We continually improve the automotive program in many ways. The college has totally redone the automotive lab, and the addition of the two-year associate degree program has really added to the skill level that the students are able to achieve. This is evidenced through employer satisfaction with our graduates. They are so satisfied that we always get more requests for graduates than we can produce.

Carl Queen, Instructor
Automotive Systems Technology

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Shop	Credit
AUT	116	Engine Repair	1	3	0	2
AUT	164	Automotive Electronics	2	2	0	3
AUT	185	Emission Controls	1	2	0	2
AUT	231	Manual Drive Trains/Axles	2	3	0	3
AUT	232	Manual Dr Trains/Axles Lab	0	3	0	1
ENG	114	Professional Research and Reporting	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
		Totals	12	13	0	17

SPRING SEMESTER 2

AUT	221	Automatic Transmissions	2	6	0	4
AUT	241	Adv Chassis/Suspension	2	6	0	4
AUT	281	Adv Engine Performance	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	10	16	0	16

TOTAL SEMESTER HOUR CREDITS: 75
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE AWARDED AFTER 5 SEMESTERS

BASIC LAW ENFORCEMENT TRAINING

C55120

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

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

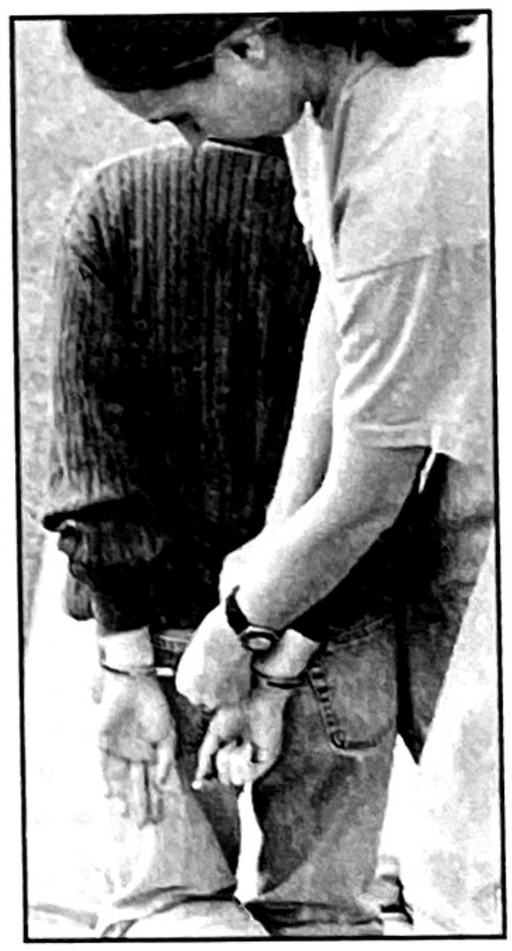
Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
CJC	100	Basic Law Enforcement Training	9	0	27	18

TOTAL SEMESTER HOUR CREDITS: 18
AWARD: CERTIFICATE



BUSINESS ADMINISTRATION

A25120

Our Business Administration students are employed in many areas - insurance, recreation, and retail are examples. Many own their own business. "Business" is everywhere. One reason why teaching and advising the students is so enjoyable is because of the variety of people that choose the program as well as the reasons they enroll. Our students enhance our classes and keep us on our toes!

Renee Cohen, Divsion Chair
Commercial and Technical Education

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

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

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

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
OST	136	Word Processing	1	2	0	2
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ACA	111	College Student Success				
or						
***	***	Elective	1	0	0	1
		Totals	12/13	6	0	15

SPRING SEMESTER 1

ACC	120	Principles of Accounting I	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
OST	122	Office Computations	1	2	0	2
		Totals	13	4	0	15

SUMMER SEMESTER 1

ACC	121	Principles of Accounting II	3	2	0	4
CIS	260	Business Graphics Applications	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3
Required Elective (choose one)						
CIS	120	Spreadsheet I	2	2	0	3
or						
COE	112	Co-op Work Experience I	0	0	20	2
		Totals	10 / 8	6 / 4	0 / 20	13/12

FALL SEMESTER 2

ACC	131	Federal Income Taxes	2	2	0	3
BUS	115	Business Law I	3	0	0	3
BUS	255	Organizational Behavior in Business	3	0	0	3
BUS	260	Business Communication	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Shop	Credit
ACC	150	Computerized General Ledger	1	2	0	2
BUS	153	Human Resource Management	3	0	0	3
BUS	225	Business Finance	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
or						
BUS	280	REAL Small Business	4	0	0	4
MKT	123	Fundamentals of Selling	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	15	4	0	17/18

TOTAL SEMESTER HOUR CREDITS: 75
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE



As a full-time employee and part-time student, I have been able to experience Southwestern from both sides. I must say being an employee is much easier than being a student; the workday for a student doesn't end at 5:00. However, because I wear both hats, I can really understand the perspectives of students, faculty, and staff. It makes me much more understanding.

Melissa Dodgins, Secretary
Registrar's Office

BUSINESS ADMINISTRATION
MARKETING & RETAILING
A2512F

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

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

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
BUS	110	Introduction to Business	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	136	Word Processing	1	2	0	2
ACA	111	College Student Success				
or						
***	***	Elective	1	0	0	1
		Totals	13/14	4/2	0	15

SPRING SEMESTER 1

BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MKT	110	Principles of Fashion	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	14	2	0	15

SUMMER SEMESTER 1

CIS	260	Business Graphics Apps	2	2	0	3
COE	112	Co-op Work Experience I	0	0	20	2
MKT	122	Visual Merchandising	3	0	0	3
OST	122	Office Computing	1	2	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	9	4	20	13

FALL SEMESTER 2

ACC	120	Principles of Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	255	Org Behavior in Business	3	0	0	3
BUS	260	Business Communication	3	0	0	3
MKT	225	Marketing Research	3	0	0	3
		Totals	15	2	0	16

SPRING SEMESTER 2

BUS	230	Small Business Management	3	0	0	3
or						
BUS	280	REAL Small Business	4	0	0	4
ECO	151	Survey of Economics	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
MKT	226	Retail Applications	3	0	0	3
		Totals	15/16	0	0	15/16

TOTAL SEMESTER HOUR CREDITS: 74-75
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

CARPENTRY

C35180

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 will also be taught.

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

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

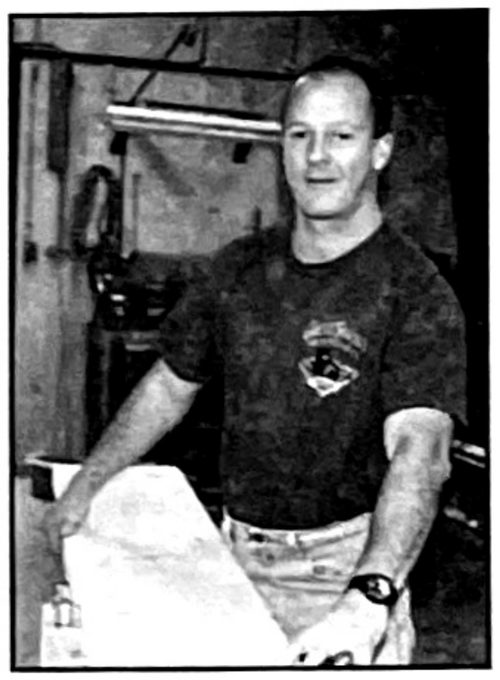
Prefix	Number	Title	Class	Lab	Shop	Credit
CAR	111	Carpentry I	4	15	0	9
		Totals	4	15	0	9

SPRING SEMESTER 1

CAR	112	Carpentry II	4	15	0	9
		Totals	4	15	0	9

TOTAL SEMESTER HOUR CREDITS: 18

AWARD: CERTIFICATE



I think teaching is a very important job. I feel that most of the people who go to school at Southwestern are exceptionally motivated, and I learn at least as much from my students as they do from me. This is one of the things that make Southwestern so special to me. I've taught at other colleges and agencies, and I am really happy and thankful to be here.

David Bradley, Instructor
Carpentry

COLLEGE TRANSFER
ASSOCIATE OF ARTS DEGREE



Increasingly, we find that employers are looking for more well rounded, broadly educated students who are able to think critically and communicate effectively, and have some sense of what's going on in the world around them. In general education, our goal is not only to meet the challenges of an ever-changing workforce, but to make our students better, more thoughtful people who can appreciate the value of education for its own sake, and not simply as a means to some financial end. This type of student, it seems to me, would always make an excellent employee.

Chris Cox, Instructor
General Education/College Transfer

COURSE AND HOUR REQUIREMENTS

AREA	CREDIT
English/Composition	6
Humanities/Fine Arts	12
Social/Behavioral Science	12
Natural Science	8
Mathematics	6
Computer Science	3
Physical Education/Health	3
Other Required Hours	14
TOTAL	64

ENGLISH / COMPOSITION - SIX SHC REQUIRED

Prefix	Number	Title	Class	Lab	Shop	Credit
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITITIES / FINE ARTS - TWELVE SHC REQUIRED

Required Course

ENG	131	Introduction to Literature	3	0	0	3

Electives in Area

ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	251	Western World Literature I	3	0	0	3
FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French II	3	0	0	3
FRE	211	Intermediate French I	3	0	0	3
FRE	212	Intermediate French II	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3

Choose From Two Curricula

ART	111	Art Appreciation	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	210	History of Philosophy	3	0	0	3
REL	110	World Religions	3	0	0	3

SOCIAL / BEHAVIORAL SCIENCE - TWELVE SHC REQUIRED

Choose at least one History

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

Choose From at Least Two Curricula

Prefix	Number	Title	Class	Lab	Shop	Credit
ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ANT	221	Comparative Cultures	3	0	0	3
GEO	112	Cultural Geography	3	0	0	3
POL	110	Intro Political Science	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

NATURAL SCIENCE - EIGHT SHC REQUIRED

BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

MATHEMATICS - SIX SHC REQUIRED

MAT	140	Survey of Mathematics	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1
MAT	161	College Algebra	3	0	0	3
MAT	162	College Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	

COMPUTER SCIENCE - THREE SHC REQUIRED

Choose CIS 110 or above

CIS	110	Introduction to Computers	2	2	0	3

PHYSICAL EDUCATION / HEALTH - CHOOSE THREE SHC

HEA	110	Personal Health / Wellness	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	0	3	1
PED	117	Weight Training I	0	0	3	1
PED	118	Weight Training II	0	0	3	1
PED	128	Golf-Beginning	0	2	0	1
PED	130	Tennis-Beginning	0	2	0	1
PED	137	Badminton	0	2	0	1
PED	139	Bowling-Beginning	0	2	0	1
PED	143	Volleyball-Beginning	0	2	0	1
PED	145	Basketball-Beginning	0	2	0	1
PED	171	Nature Hiking	0	2	0	1

OTHER REQUIRED HOURS - CHOOSE FOURTEEN ADDITIONAL SHC

ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ANT	221	Comparative Cultures	3	0	0	3
ART	111	Art Appreciation	3	0	0	3
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1

Prefix	Number	Title	Class	Lab	Shop	Credit
CHM	132	Organic and Biochemistry	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
ENG	131	Introduction to Literature	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	251	Western World Literature I	3	0	0	3
FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French II	3	0	0	3
FRE	211	Intermediate French I	3	0	0	3
FRE	212	Intermediate French II	3	0	0	3
GEO	112	Cultural Geography	3	0	0	3
HEA	110	Personal Health/Wellness	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	151	Statistics I	0	2	0	1
MAT	151A	Statistics I Lab	3	0	0	3
MAT	161	College Algebra	3	0	0	3
MAT	162	College Trigonometry	4	0	0	4
MAT	175	Precalculus	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	0	0	3
MUS	110	Music Appreciation	1	2	0	2
PED	110	Fit and Well for Life	0	0	3	1
PED	111	Physical Fitness I	0	0	3	1
PED	117	Weight Training I	0	0	3	1
PED	118	Weight Training II	0	2	0	1
PED	128	Golf-Beginning	0	2	0	1
PED	130	Tennis-Beginning	0	2	0	1
PED	137	Badminton	0	2	0	1
PED	139	Bowling-Beginning	0	2	0	1
PED	143	Volleyball-Beginning	0	2	0	1
PED	145	Basketball-Beginning	0	2	0	1
PED	171	Nature Hiking	0	2	0	1
PHI	210	History of Philosophy	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
POL	110	Intro Political Science	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
REL	110	World Religions	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3



TOTAL SEMESTER HOUR CREDITS: 64
AWARD: ASSOCIATE OF ARTS DEGREE

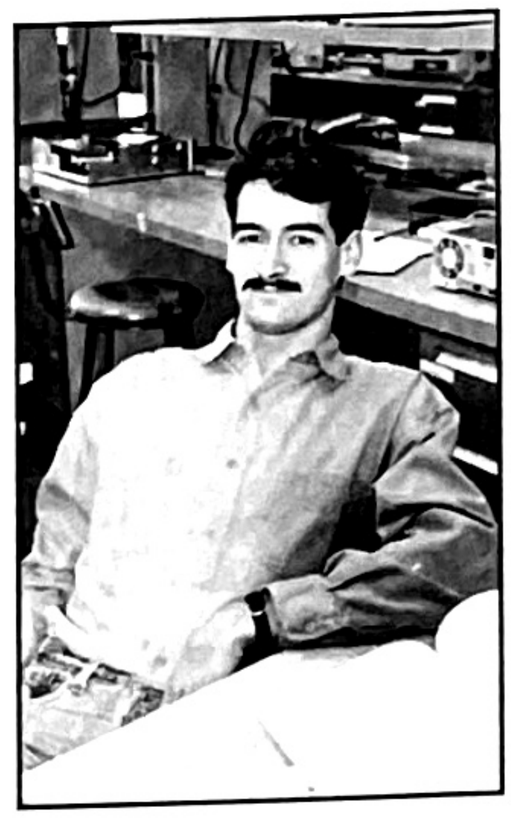
COMPUTER ENGINEERING TECHNOLOGY

A40160

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits, and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.



I enrolled at Southwestern to get the skills for a better job and to learn about things that interest me. It is a lot easier to learn when you want to. For the first time in my life learning is enjoyable, I made the choice to be here, nobody is trying to force me to learn. It makes a big difference.

Dan Price, Student
Electronics Engineering Technology/Computer Engineering Technology

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
CET	110	Introduction to CET	0	0	3	1
DFT	117	Technical Drafting	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	5
MAT	121	Algebra/Trigonometry I	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	10	7	3	14

SPRING SEMESTER 1

CET	222	Computer Architecture	2	0	0	2
CET	225	Digital Signal Processing	2	2	0	3
ELN	131	Electronic Devices	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	12	7	0	15

SUMMER SEMESTER 1

CSC	134	C++ Programming	2	3	0	3
ELN	133	Digital Electronics	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Totals	11	8	0	14

FALL SEMESTER 2

CET	111	Computer Upgrade/Repair I	2	3	0	3
CET	251	Software Eng Principles	3	3	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	235	Data Communication System	3	3	0	4
		Totals	11	12	0	15

SPRING SEMESTER 2

CET	211	Computer Upgrade/Repair II	2	3	0	3
CET	245	Internet Servers	2	3	0	3
EGR	285	Design Project	0	4	0	2
ELN	233	Microprocessor Systems	3	3	0	4
ELN	257	Telecom Software	2	3	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	12	16	0	18

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

COSMETOLOGY

A55140



The reason I like working in the community college system is because of the interaction with students. There is nothing more rewarding to me than watching students come alive as they progress from knowing virtually nothing about hair care to becoming full-fledged cosmetologists with a full range of knowledge from hair-cutting and coloring to problem solving. I've heard students say they like the warmth and caring they receive at Southwestern. I'm glad to be a part of it - there is nothing better than teaching.

Connie Gregory, Instructor
Cosmetology

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and in related businesses.

CURRICULUM BY SEMESTERS

DAY
(ASSOCIATE OF APPLIED SCIENCE)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	0	24	8
		Totals	4	0	24	12

SPRING SEMESTER 1

COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	0	24	8
ENG	111	Expository Writing	3	0	0	3
***	***	Elective	1	2	0	2
		Totals	8	2	24	17

SUMMER SEMESTER 1

COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	0	12	4
***	***	Elective	3	0	0	3
		Totals	7	0	12	11

FALL SEMESTER 2

COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	0	21	7
MAT	115	Mathematical Models	2	2	0	3
***	***	Elective	2	2	0	3
		Totals	6	4	21	15

SPRING SEMESTER 2

OST	122	Office Computations	1	2	0	2
ENG	114	Professional Research and Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	10	2	0	11

TOTAL SEMESTER HOUR CREDITS: 66
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

DAY
(DIPLOMA - 1500 HOURS)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	0	24	8
		Totals	4	0	24	12

SPRING SEMESTER 1

COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	0	24	8
		Totals	4	0	24	12

SUMMER SEMESTER 1

COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	0	12	4
PSY	150	General Psychology	3	0	0	3
		Totals	7	0	12	11

FALL SEMESTER 2

COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	0	21	7
ENG	111	Expository Writing	3	0	0	3
		Totals	5	0	21	12

TOTAL SEMESTER HOUR CREDITS: 47
AWARD: DIPLOMA - 1500 HOURS TRAINNING

DAY
(DIPLOMA - 1200 HOURS)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	0	24	8
		Totals	4	0	24	12

SPRING SEMESTER 1

COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	0	24	8
		Totals	4	0	24	12

SUMMER SEMESTER 1

COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	0	12	4
PSY	150	General Psychology	3	0	0	3
		Totals	7	0	12	11

FALL SEMESTER 2

COS	118	Salon IV	0	0	21	7
ENG	111	Expository Writing	3	0	0	3
		Totals	3	0	21	10

TOTAL SEMESTER HOUR CREDITS: 45
AWARD: DIPLOMA - 1200 HOURS TRAINING

EVENING
(DIPLOMA - 1500 HOURS)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	111A	Cosmetology Concepts I A	2	0	0	2
COS	112A	Salon I A	0	0	12	4
		Totals	2	0	12	6

SPRING SEMESTER 1

COS	111B	Cosmetology Concepts I B	2	0	0	2
COS	112B	Salon I B	0	0	12	4
		Totals	2	0	12	6

SUMMER SEMESTER 1

COS	113A	Cosmetology Concepts II A	2	0	0	2
COS	116A	Salon III A	0	0	6	2
PSY	150	General Psychology	3	0	0	3
		Totals	5	0	6	7

FALL SEMESTER 2

COS	113B	Cosmetology Concepts II B	2	0	0	2
COS	114A	Salon II A	0	0	12	4
ENG	111	Expository Writing	3	0	0	3
		Totals	5	0	12	9

SPRING SEMESTER 2

COS	114B	Salon II B	0	0	12	4
COS	115A	Cosmetology Concepts III A	2	0	0	2
		Totals	2	0	12	6

SUMMER SEMESTER 2

COS	115B	Cosmetology Concepts III B	2	0	0	2
COS	116B	Salon III B	0	0	6	2
		Totals	2	0	6	4

FALL SEMESTER 3

COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118A	Salon IV A	0	0	12	4
		Totals	2	0	12	6

SPRING SEMESTER 3

COS	118B	Salon IV B	0	0	9	3
		Totals	0	0	9	3

TOTAL SEMESTER HOUR CREDITS: 47
AWARD: DIPLOMA - 1500 HOURS TRAINING

EVENING
(DIPLOMA - 1200 HOURS)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	111A	Cosmetology Concepts I A	2	0	0	2
COS	112A	Salon I A	0	0	12	4
		Totals	2	0	12	6

SPRING SEMESTER 1

COS	111B	Cosmetology Concepts I B	2	0	0	2
COS	112B	Salon I B	0	0	12	4
		Totals	2	0	12	6

SUMMER SEMESTER 1

COS	113A	Cosmetology Concepts II A	2	0	0	2
COS	116A	Salon III A	0	0	6	2
PSY	150	General Psychology	3	0	0	3
***	***	Elective	1	0	0	1
		Totals	6	0	6	7

FALL SEMESTER 2

COS	113B	Cosmetology Concepts II B	2	0	0	2
COS	114A	Salon II A	0	0	12	4
ENG	111	Expository Writing	3	0	0	3
		Totals	5	0	12	9

SPRING SEMESTER 2

COS	114B	Salon II B	0	0	12	4
COS	115A	Cosmetology Concepts III A	2	0	0	2
		Totals	2	0	12	6

SUMMER SEMESTER 2

COS	115B	Cosmetology Concepts III B	2	0	0	2
COS	116B	Salon III B	0	0	6	2
		Totals	2	0	6	4

FALL SEMESTER 3

COS	118A	Salon IV A	0	0	12	4
		Totals	0	0	12	4

TOTAL SEMESTER HOUR CREDITS: 42
AWARD: DIPLOMA - 1200 HOURS TRAINING



MANICURE/NAIL TECHNOLOGY
C55400

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	121	Manicure/Nail Technology I	4	0	6	6
COS	122	Manicure/Nail Technology II	4	0	6	6
		Totals	8	0	12	12

TOTAL SEMESTER HOUR CREDITS: 12
AWARD: CERTIFICATE 300 HOURS TRAINING

COSMETOLOGY INSTRUCTOR (CERTIFICATE)

C55160

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	271	Instructor Concepts I	5	0	0	5
COS	272	Instructor Practicum I	0	21	0	7
		Totals	5	21	0	12

SPRING SEMESTER 1

COS	273	Instructor Concepts II	5	0	0	5
COS	274	Instructor Practicum II	0	21	0	7
		Totals	5	21	0	12

TOTAL SEMESTER HOUR CREDITS: 24
AWARD: CERTIFICATE - 800 HOURS TRAINING

MANICURE INSTRUCTOR (CERTIFICATE)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
COS	251	Manicure Instructor Concepts	8	0	0	8
COS	252	Manicure Instructor Practicum	0	15	0	5
		Totals	8	15	0	13

TOTAL SEMESTER HOUR CREDITS: 13
AWARD: CERTIFICATE - 320 HOURS TRAINING

CRIMINAL JUSTICE TECHNOLOGY

A55180

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

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

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



The thing I like most about teaching is the chance I have to impact lives - to see the light bulb go on. I think education is a great equalizer. It doesn't discriminate, and it gives everyone the opportunity to make it in our society.

Calivn Carr, Instructor
Criminal Justice

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	15	2	0	16

SPRING SEMESTER 1

CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	141	Corrections				
or						
CJC	241	Community-Based Corrections	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	14	2	0	15

SUMMER SEMESTER 1

CJC	114	Investigative Photography				
or						
CJC	120	Interviews - Interrogations	1	2	0	2
CJC	221	Investigative Principles	3	2	0	4
COE	232	Co-op Work Experience VI	0	0	20	2
***	***	Humanities Elective	3	0	0	3
		Totals	7	4	20	11

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Shop	Credit
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	215	Organization & Administration	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	15	0	0	15

SPRING SEMESTER 2

CJC	121	Law Enforcement Operations				
or						
CJC	122	Community Policing	3	0	0	3
CJC	212	Ethics & Comm Relations	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	293	Selected Topics in Criminal Justice	3	0	0	3
POL	110	Intro Political Science	3	0	0	3
		Totals	15	0	0	15

TOTAL SEMESTER HOUR CREDITS: 72
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

The Criminal Justice curriculum is designed to address the three major sub-systems of the criminal justice system which include: law enforcement, the courts, and corrections. The criminal justice system utilizes a close working relationship within and between these three diverse and unique sub-systems to ensure that all citizens are guaranteed fair treatment if charged with a crime and justice if victim of a crime. Each sub-sytem maintains an autonomous set of rules and procedures to accomplish their specific goals. Law enforcement's primary goal is to prevent, reduce and detect crimes and apprehend criminals. The court's primary goal is to prosecute, defend and adjudicate any person charged with a crime. Correction's primary goal is to incarcerate, punish, provide treatment, and modify behavior of convicted criminals. Southwestern's Criminal Justice program strives to provide quality instruction to students who want to become criminal justice practitioners.

Mike Burnette, Instructor
Criminal Justice

CULINARY TECHNOLOGY

A55200

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manager, American/ international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.



When I completed my Food Service degree at Southwestern, I realized a very important goal. Now that I'm an instructor I want to offer the same quality education to my students that I received when I was in school here.

Ceretta Davis, Instructor
Culinary Technology

CURRICULUM BY SEMESTERS

ASSOCIATE OF APPLIED SCIENCE

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACA	111	College Student Success				
or						
***	***	Elective	1	0	0	1
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
HRM	110	Introduction to Hospitality	2	0	0	2
		Totals	8	10	0	13

SPRING SEMESTER 1

CUL	120	Purchasing	2	0	0	2
CUL	130	Menu Design	2	0	0	2
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Serv Lab	0	2	0	1
CUL	160	Baking I	1	4	0	3
HRM	145	Hospitality Supervision	3	0	0	3
		Totals	10	6	0	13

SUMMER SEMESTER 1

BUS	230	Small Business Management	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	2	0	12

FALL SEMESTER 2

BUS	151	People Skills	3	0	0	3
CUL	240	Adv Culinary Skills	1	8	0	5
ENG	114	Professional Research and Reporting	3	0	0	3
HRM	125	Hospitality Etiquette	1	0	0	1
HRM	135	Facilities Management	2	0	0	2
***	***	Social Science Elective	3	0	0	3
		Totals	13	8	0	17

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Shop	Credit
COE	131	Co-op Work Experience III	0	0	10	1
CUL	180	Internat & Amer Reg Cuisine	1	8	0	5
CUL	220	Food Service for Spec Ops	1	8	0	5
NUT	110	Nutrition	3	0	0	3
		Totals	5	16	10	14

TOTAL SEMESTER HOUR CREDITS: 69
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

CERTIFICATE

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
		Totals	5	10	0	10

SPRING SEMESTER 1

CUL	160	Baking I	1	4	0	3
		Totals	1	4	0	3

TOTAL SEMESTER HOUR CREDITS: 13
AWARD: CERTIFICATE

DEVELOPMENTAL STUDIES

The purpose of the Developmental Studies program is to provide an educational opportunity for students to increase their foundation skills in preparation for regular curriculum courses. Pre-curriculum courses are designed to provide individualized and group instruction in the areas of reading, standard written English, and mathematics. These courses are required of students (with exception of certain Allied Health curriculum candidates) who did not achieve minimum scores on one or more college placement test areas, recommended to students seeking admission into certain Allied Health curriculums, and recommended to students on probation or suspension. Also, curriculum students who made a sufficient score on the college placement test but who desire to sharpen their skills for regular curriculum composition or math courses may choose to take developmental course work. The college placement test results determine the pre-curriculum course areas and levels appropriate for students. Preferably, course work should be taken prior to, or concurrently with, first-year curriculum studies to avoid extending the total time for graduation.

The Developmental Studies program is open to students on a year-round basis.

Upon course completion, students will have learned to:

1. build academic skills in the content areas of reading, standard written English, and/or mathematics.
2. expand vocabulary and higher-level thinking skills.
3. develop responsibility for effective time management, learning styles, and study strategies.
4. enhance personal attributes of self-confidence, positive attitude, motivation, and commitment to learning.

ACADEMIC RELATED, DEVELOPMENTAL, AND ORIENTATION CLASSES

Prefix	Number	Title	Class	Lab	Shop	Credit
ACA	111	College Student Success	1	0	0	1
ACA	118	College & Study Skills	1	2	0	2
BIO	090	Foundations of Biology	3	2	0	4
BIO	094	Concepts of Human Biology	3	2	0	4
ENG	060	Speaking English Well	2	0	0	2
ENG	080	Writing Foundations	3	2	0	4
ENG	090	Composition Strategies	3	0	0	3
ENG	090A	Comp Strategies Lab	0	2	0	1
MAT	050	Basic Math Skills	3	2	0	4
MAT	060	Essential Mathematics	3	2	0	4
MAT	070	Introductory Algebra	3	2	0	4
MAT	080	Intermediate Algebra	3	2	0	4
RED	080	Introduction to College Reading	3	2	0	4
RED	090	Improved College Reading	3	2	0	4



Southwestern gave me the skills I needed to enter a new occupation. The faculty was great. I graduated in 1996 and started work here in the computer operations department shortly thereafter. Now that I'm a staff member, I can really appreciate how everyone works together for the good of the student.

David Kochersberger,
Network Technician and
1996 graduate of Microcomputer Systems Technology (Information Systems)

EARLY CHILDHOOD ASSOCIATE

A55220



Early Childhood offers many opportunities to work with children. I feel it is a very rewarding career. The type of students who are attracted to childcare occupations have very special qualities such as patience, maturity, and the ability to work well with others.

Linda Aiken, Instructor
Early Child Associate

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

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

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

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACA	111	College Student Success	1	0	0	1
EDU	111	Early Childhood Cred I	2	0	0	2
EDU	144	Child Development I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	14/15	2/0	0	15

SPRING SEMESTER 1

CIS	110	Introduction to Computers	2	2	0	3
EDU	112	Early Childhood Cred II	2	0	0	2
EDU	145	Child Development II	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	16	2	0	17

SUMMER SEMESTER 1

COE	111	Co-op Work Experience I	0	0	10	1
EDU	157	Active Play	2	2	0	3
EDU	288	Adv Issues/Early Child Ed	2	0	0	2
		Totals	4	2	10	6

FALL SEMESTER 2

EDU	131	Child, Family, & Commun	3	0	0	3
EDU	153	Health, Safety, & Nutrit	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	261	Early Childhood Admin I	2	0	0	2
MED	182	CPR First Aid & Emergency	1	2	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	15	2	0	16

SPRING SEMESTER 2

BUS	230	Small Business Management	3	0	0	3
EDU	221	Children with Special Needs	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
EDU	271	Media Tech for Teachers	2	2	0	3
EDU	282	Early Childhood Lit	3	0	0	3
		Totals	14	2	0	15

TOTAL SEMESTER HOUR CREDITS: 69
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ELECTRICAL/ELECTRONICS TECHNOLOGY

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.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
		Totals	5	12	0	9

SPRING SEMESTER 1

ELC	114	Basic Wiring II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
		Totals	4	12	0	8

TOTAL SEMESTER HOUR CREDITS: 17
AWARD: CERTIFICATE

ELECTRONEURODIAGNOSTIC TECHNOLOGY

D45320

Electroneurodiagnotics is one of the most challenging curriculums in the medical field. This curriculum involves the study, evaluation, and diagnosis of disorders of the brain, spinal cord, and nerves. I worked with neurological patients in hospitals for approximately 15 years before coming to SCC. I was required to be an independent thinker, to develop those testing strategies which would optimally display a patient's abnormalities, and to interact with doctors, nurses, and other healthcare providers for the benefit of the patient. Above all, I developed a love for patients and their families who desperately needed caring and understanding.

It is this knowledge and experience that I bring to EDT students at SCC. All EDT students at Southwestern work extremely hard and make many sacrifices to successfully complete this curriculum. But the wonderful rewards they receive- the challenges, the continual learning, the involvement with brain research, the satisfaction, and the gift of giving to sick patients- makes all the hard work worthwhile.

Barbara Thorpe, Instructor
Electroneurodiagnostic
Technology

The Electroneurodiagnostic Technology curriculum is designed to provide students with the knowledge and skills to obtain recordings of patients' nervous system function through the use of electroencephalographic equipment and other electrophysiological devices.

Course work includes communication skills with patients and healthcare personnel, taking appropriate patient histories, electrode application, documentation of patients' clinical status, electrical waveform recognition, management of medical emergencies, and preparation of descriptive reports for the physician.

Graduates should qualify for the ABRET (American Board of Registration of EEG and EP Technologists) Exam and, working under the supervision of a qualified physician, may be employed by hospitals or private offices of neurologists and neurosurgeons.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
EDT	110	Neuroscience/Pathol Cond	4	0	0	4
ELC	111	Introduction to Electricity	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
		Totals	18	7	0	21

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
EDT	111	Laboratory Management	1	0	0	1
EDT	112	Instrument/Record Methods	3	0	0	3
EDT	113	Clinical Correlates	2	0	0	2
EDT	114	Special Procedures	2	0	0	2
EDT	115	EDT Laboratory Practice	0	12	0	4
MED	182	CPR First Aid & Emergency	1	2	0	2
		Totals	12	17	0	18

SUMMER SEMESTER 1

EDT	116	EDT Clinical Experience	0	0	24	8
		Totals	0	0	24	8

TOTAL SEMESTER HOUR CREDITS: 47

AWARD: DIPLOMA

ADMISSIONS CRITERIA

Individuals desiring a career as an Electroneurodiagnostic Technologist should take courses in biology and algebra prior to entering the curriculum.

Graduates of the program are eligible to apply to take the national registry exam administered by the American Board of Registration of EEG and EP Technologists (ABRET).

The program has a limited enrollment and only admits a class in the Fall of each year. Applications must be completed and submitted by **February 15** of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than **March 15** of the same year. If all slots have not been filled after the above deadline, there may be extensions. Please check with the Admissions Office about the status of the program.

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

   OR

   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

   OR

   C. Successful completion of a college level math and English course.
6. It is recommended that the applicant spend time observing in a Neurodiagnostic Department prior to entry into the program. A list of possible clinical sites is available from the Program Director or the Admissions Office.

PHASE II

Take the Health Occupations Aptitude Examination (HOAE) Test. The cost of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be eligible for a personal interview. If chosen for an interview, the applicant will be notified of the date and time.

PHASE IV

Those individuals who are notified of provisional acceptance status will be provided with the SCC physical, dental, and immunization forms to be completed by the appropriate medical personnel. These completed forms must indicate that you are capable of meeting the physical requirements of the program. The deadline for submitting the completed forms to the program director is **August 25.**

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the College Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Electroneurodiagnostic general education and related coursework prior to being accepted into the program.

CLINICAL EDUCATION

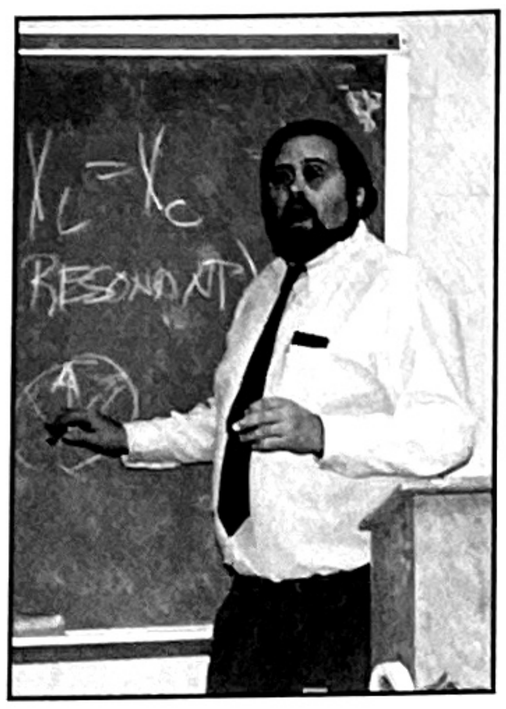
Selected learning experiences (clinical education) will be provided at cooperating hospitals or other health care facilities. These clinical sites are non-local and may require the student to relocate or travel extensively for this part of the program.

ACADEMIC STANDARDS

The program requires that students maintain a "C" or above in all required courses in Electroneurodiagnostic Technology. Failure to meet this standard will prevent normal progression through the program.

ELECTRONICS ENGINEERING TECHNOLOGY

A40200



The jobs of the 21'st century will require strong technical skills. Every aspect of business and industry is changing and electronicsand computers are the primary fulcrum of that change. Preparingpeople for those jobs is the most important job that we have.

Ron Poor, Instructor
Electronics Engineering Technology/Computer Engineering Technology

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
DFT	117	Technical Drafting	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	5
MAT	121	Algebra/Trigonometry I	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	10	7	0	13

SPRING SEMESTER 1

ELC	128	Intro to PLC	2	3	0	3
ELN	131	Electronic Devices	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	10	8	0	13

SUMMER SEMESTER 1

ELN	132	Linear IC Applications	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Totals	12	8	0	15

FALL SEMESTER 2

CET	111	Computer Upgrade/Repair I	2	3	0	3
ELN	229	Industrial Electronics	2	4	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
ELN	275	Troubleshooting	1	2	0	2
		Totals	11	15	0	17

SPRING SEMESTER 2

EGR	285	Design Project	0	4	0	2
ELN	152	Fabrication Techniques	1	3	0	2
ELN	231	Industrial Controls	2	3	0	3
ELN	258	FCC Commercial Lic Prep	3	0	0	3
ELN	264	Advanced Communication	4	3	0	5
***	***	Humanities Elective	3	0	0	3
		Totals	13	13	0	18

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

HEALTH INFORMATION TECHNOLOGY

A45360

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become an Accredited Record Technician (ART). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities. The program is currently seeking accreditation from the American Health Information Management Association.

CURRICULUM BY SEMESTERS

ASSOCIATE OF APPLIED SCIENCE

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	120	Career Assessment				
or						
ACA	121	Managing a Team				
or						
ACA	220	Professional Transition				
or						
HSC	110	Orientation to Health Careers				
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
HIT	110	Health Info Orientation	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
		Totals	13	5	0	15

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
HIT	114	Record Systems/Standards	2	3	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	136	Word Processing	1	2	0	2
		Totals	12	8	0	15

SUMMER SEMESTER 1

HIT	112	Health Law & Ethics	3	0	0	3
HIT	216	Quality Management	3	0	0	3
HIT	226	Principles of Disease	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	14	2	0	15

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinic	Credit
HIT	122	Directed Practice I	0	0	3	1
HIT	124	Directed Practice II	1	0	3	2
HIT	210	Health Care Statistics	3	2	0	4
HIT	212	Coding/Classification I	3	3	0	4
MED	134	Medical Transcription	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	7	6	17

SPRING SEMESTER 2

HIT	214	Coding/Classification II	3	3	0	4
HIT	218	Management	3	0	0	3
HIT	222	Directed Practice III	0	0	6	2
HIT	224	Directed Practice IV	1	0	6	3
HIT	280	Professional Issues	2	0	0	2
		Totals	9	3	12	14

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADMISSIONS CRITERIA

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

   OR

   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

   OR

   C. Successful completion of a college level math and English course.

NOTES:

1. Students should be able to demonstrate typng competence.
2. Applicants are responsible for submitting all the necessary records to the College Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non Health Information Technology general education and related coursework prior to being accepted into the program.

Directed Practice Prerequisites:

A student must earn a final grade of "C" or better in the HIT and related courses to be able to enroll in the Directed practice courses: HIT 122 Directed Practice I; HIT 124 Directed Practice II: HIT 222 Directed Practice III, and HIT 224 Directed Practice IV.

Also, prior to Directed Practice, the student must have completed by the appropriate medical personnel, SCC's physical, dental, and immunization forms. These completed forms must indicate that you are capable of meeting the health requirements of the program.

Due to limited Directed practice slots, the program is limited on the number of students that can participate in these courses. If there are more students ready to enter directed practice than there are clinical slots, then selection will be based on objective criteria.

Academic Standards

The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.

MEDICAL CODING

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	106	Intro to Anat/Phys/Micro	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
		Totals	5	2	0	6

SPRING SEMESTER 1

HIT	212	Coding/Classification I	3	3	0	4
MED	122	Medical Terminology II	3	0	0	3
		Totals	6	3	0	7

SUMMER SEMESTER 1

HIT	214	Coding/Classification II	3	3	0	4
		Totals	3	3	0	4

TOTAL SEMESTER HOUR CREDITS: 17
AWARD: CERTIFICATE

MEDICAL TRANSCRIPTION

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	106	Intro to Anat/Phys/Micro	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
		Totals	7	4	0	9

SPRING SEMESTER 1

MED	122	Medical Terminology II	3	0	0	3
OST	136	Word Processing	1	2	0	2
		Totals	4	2	0	5

SUMMER SEMESTER 1

MED	134	Medical Transcription	2	2	0	3
		Totals	2	2	0	3

TOTAL SEMESTER HOUR CREDITS: 17
AWARD: CERTIFICATE



HOTEL/RESTAURANT MANAGEMENT

A25240

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including front office, reservations, housekeeping, purchasing, dining room, and marketing. Opportunities are also available in the support areas of food and equipment sales.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
CIS	110	Introduction to Computers	2	2	0	3
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
HRM	110	Intro to Hospitality	2	0	0	2
HRM	115	Housekeeping	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
		Totals	14	6	0	17

SPRING SEMESTER 1

ACC	175	Hotel and Restaurant Acct	3	2	0	4
ENG	115	Oral Communication	3	0	0	3
HRM	140	Hospitality Tourism Law	3	0	0	3
HRM	220	Food & Beverage Controls	3	0	0	3
HRM	240	Hospitality Marketing	3	0	0	3
HRM	280	Hospitality Mgmt Problems	3	0	0	3
		Totals	18	2	0	19

SUMMER SEMESTER 1

COE	114	Co-op Work Experience I	0	0	40	4
		Totals	0	0	40	4

TOTAL SEMESTER HOUR CREDITS: 40

AWARD: DIPLOMA

HUMAN SERVICES TECHNOLOGY

A45380



I'm impressed every day by the many hurdles our students have to overcome to return to and stay in school. Many work full or part-time and most have families; all of them want their lives to be different. The students are a daily inspiration to me to do my best.

Tim Quiring, Instructor
Human Services Technology
Substance Abuse

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
HSE	110	Intro to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
MAT	110	Mathematical Measurement	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	8	0	16

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	212	Group Process II	1	2	0	2
PSY	241	Developmental Psych	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	15	2	0	16

SUMMER SEMESTER 1

HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	220	Case Management	2	2	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	9	6	0	12

FALL SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Exp Seminar I	1	0	0	1
HSE	155	Community Resources Mgt	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
HSE	227	Children & Adol in Crisis	3	0	0	3
HSE	240	Issues in Client Services	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	15	0	10	16

SPRING SEMESTER 2

COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Exp Seminar II	1	0	0	1
GRO	120	Gerontology	3	0	0	3
HSE	242	Family Systems	3	0	0	3
HSE	250	Financial Services	2	0	0	2
HSE	255	Health Prob & Prevent	2	2	0	3
SAB	210	Sub Abuse Counseling	2	2	0	3
		Totals	13	4	10	16

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

HUMAN SERVICES TECHNOLOGY
SUBSTANCE ABUSE
A4538E

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
HSE	110	Intro to Human Services	2	2	0	3
MAT	110	Mathematical Measurement	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	14	6	0	17

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
HSE	112	Group Process I	1	2	0	2
HSE	225	Crisis Intervention	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	16	2	0	17

SUMMER SEMESTER 1

HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
SAB	120	Intake and Assessment	3	0	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
		Totals	10	4	0	12

FALL SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Exp Seminar I	1	0	0	1
HSE	210	Human Services Issues	2	0	0	2
PSY	281	Abnormal Psychology	3	0	0	3
SAB	125	SAB Case Mgmt	2	2	0	3
SAB	220	Group Techniques/Therapy	2	2	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	13	4	10	16

SPRING SEMESTER 2

COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
HSE	255	Health Prob & Prevent	2	2	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	230	Family Therapy	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	10	6	10	14

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACC	120	Prin of Accounting I	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Prog & Logic	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
OST	136	Word Processing	1	2	0	2
		Totals	11	8	0	15

SPRING SEMESTER 1

CIS	120	Spreadsheet I	2	2	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
CIS	172	Intro to the Internet	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
		Totals	11	11	0	15

SUMMER SEMESTER 1

CIS	152	Database Concepts & Apps	2	2	0	3
CIS	260	Business Graphics Apps	2	2	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
NET	110	Data Comm/Networking	2	2	0	3
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	15	6	0	18

FALL SEMESTER 2

CIS	165	Desktop Publishing I	2	2	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
CIS	226	Trends in Technology	1	2	0	2
CIS	286	Systems Analysis & Design	3	0	0	3
***	***	CIS Elective	1-4	2-3	0	2-3
		Totals	9-12	9-10	0	13-14

SPRING SEMESTER 2

CIS	245	Operating System - Multi-User	2	3	0	3
CIS	288	Systems Project	1	4	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
***	***	CIS Elective	0-3	0-3	0-20	2-3
		Totals	5-8	10-13	0-20	11-12

In the Information Systems area, we are faced with continual change. In addition to those entering a new career field, a significant number of our students are upgrading their skills to be more successful in their current field. both Southwestern Community College as a whole and the Information systems curriculum are committed to providing the latest technology, hardware and software to meet the needs of all these students.

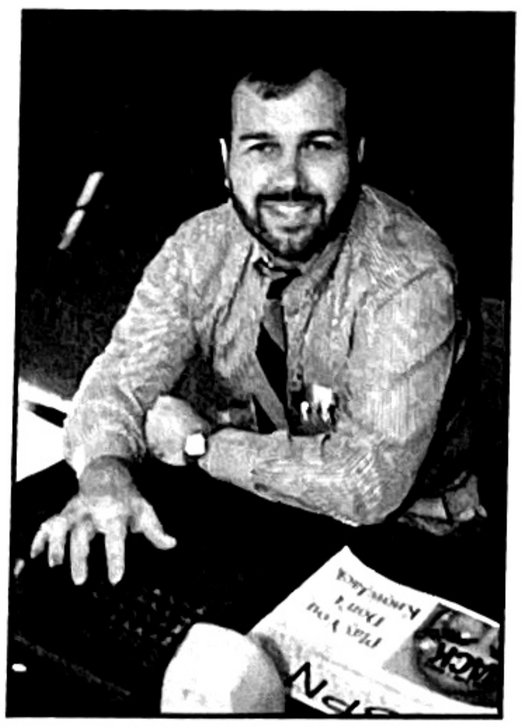
Anita Burgin, Instructor
Information Systems

POSSIBLE ELECTIVES

Prefix	Number	Title	Class	Lab	Clinic	Credit
CIS	126	Graphic Software Intro	2	2	0	3
CIS	148	Operating System - Windows NT	2	2	0	3
CIS	153	Database Applications	2	2	0	3
CIS	160	MM Resources Integration	2	2	0	3
CIS	166	Desktop Publishing II	2	2	0	3
CIS	216	Software Install/Maint	1	2	0	2
CIS	225	Integrated Software	1	2	0	2
CIS	228	Project Manager	1	2	0	2
CIS	246	Operating System - UNIX	2	3	0	3
CIS	267	Multimedia Applications	2	2	0	3
COE	112	Co-op Work Experience I	0	0	20	2
*CSC	131	Assembly Programming	2	3	0	3
*CSC	141	Visual C++ Programming	2	3	0	3
*CSC	239	Advanced Visual BASIC	2	3	0	3
*CSC	248	Adv Internet Programming	2	3	0	3

*Students may choose only one CSC course

TOTAL SEMESTER HOUR CREDITS: 73-74
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE



It has been said that education is to lead out what is already in the student's soul. In the Information Systems area, students constantly address new technology, but the learning occurs when drawn from the experiences and ideas of individuals.

Kirk Stephens, Instructor
Information Systems

MASONRY

D35280

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.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
MAS	110	Masonry I	4	18	0	10
		Totals	4	18	0	10

SPRING SEMESTER 1

MAS	130	Masonry III	6	6	0	8
		Totals	6	6	0	8

TOTAL SEMESTER HOUR CREDITS: 18

AWARD: CERTIFICATE

MEDICAL LABORATORY TECHNOLOGY

A45420

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	110	Principles of Biology	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
MAT	110	Mathematical Measurement	2	2	0	3
MLT	110	Intro to MLT	2	3	0	3
MLT	116	Anatomy & Med Terminology	5	0	0	5
MLT	118	Medical Lab Chemistry	3	0	0	3
		Totals	17	10	0	21

SPRING SEMESTER 1

ENG	111	Expository Writing	3	0	0	3
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	120	Hematology/Hemostasis	3	3	0	4
MLT	140	Intro to Microbiology	2	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	15	9	0	18

SUMMER SEMESTER 1

MLT	126	Immunology and Serology	1	2	0	2
MLT	251	MLT Practicum I	0	0	3	1
MLT	252	MLT Practicum I	0	0	6	2
		Totals	1	2	9	5

FALL SEMESTER 2

ENG	114	Professional Research and Reporting	3	0	0	3
MLT	127	Transfusion Medicine	2	3	0	3
MLT	130	Clinical Chemistry	3	3	0	4
MLT	215	Professional Issues	1	0	0	1
MLT	220	Hematology II	2	3	0	3
MLT	240	Special Clin Microbiology	2	3	0	3
MLT	280	Special Practice Lab	0	3	0	1
		Totals	13	15	0	18

SPRING SEMESTER 2

MLT	253	MLT Practicum I	0	0	9	3
MLT	254	MLT Practicum I	0	0	12	4
MLT	263	MLT Practicum II	0	0	9	3
MLT	273	MLT Practicum III	0	0	9	3
		Totals	0	0	39	13

TOTAL SEMESTER HOUR CREDITS: 75
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

Have you ever wondered what happens to the blood sample you give at the doctor's office, or maybe you've wondered or how doctor's diagnose diseases? Would you like to have a rewarding career helping others?....Welcome to the world inside the medical laboratory. It's a world of wonder where every day, medical laboratory professionals find answers to these questions and more. Laboratory professionals are the detectives of the healthcare world. They search for clues to help in the diagnosis and treatment of disease or injury, and to help patients stay healthy. They get recognized for their ability because their work has helped make the diagnosis easier and makes a difference in someone's life.

Andrea Lambert, Instructor
Medical Laboratory Technology

ADMISSIONS CRITERIA

Individuals desiring a career in Medical Laboratory Technology should if possible, take algebra, biology and chemistry courses prior to entering the program.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.



I had been working part-time jobs and wanted a career, something I could be proud of. The Medical Laboratory program at Southwestern is providing me with opportunities for growth and job security. It was a good decision.

Brad Jensen, Student
Medical Laboratory
Technology

PHASE I

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or heave earned a high schoolequivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

   OR

   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

   OR

   C. Successful completion of a college level math and English course.

PHASE II

Take the Health Occupations AptitudeExam. The cost of this test is $5.00. The applicant will be required to pay this fee when registering for the-test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of the date and time.

PHASE IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. Also, the MLT Technical/Academic Standards Self-Appraisal form must be completed. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the College Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Medical Laboratory, general education and related coursework prior to being accepted into the program.

CLINICAL EDUCATION

The clinical education will be provided at cooperating hospitals or other healthcare facilities. The final three quarters of the MLT program are spent in one of several hospitals for practical experience in the clinical laboratory, under supervision. During clinical education, the student will rotate through all departments of the laboratory including: Hematology, Urinalysis, Chemistry, Phlebotomy, Microbiology, Serology, and Blood Bank. Emphasis is placed on attaining competency and proficiency in the performance of laboratory procedures, correlating theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus.

ACADEMIC STANDARDS

The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.

STUDENT POLICY MANUAL

When the student enters the program, they will receive a Student Policy Manual. This manual outlines the policies and procedures to be followed over the course of the program. Upon request, this document is available to interested persons. These requests should be made directly to program officials.

NURSING-
ASSOCIATE DEGREE
(NON-INTEGRATED) A45120

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as 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.



The classes at Southwestern are personal. I really like the small classes and one-on-one interaction between students and teachers. I think learning is a lot easier that way. I had been a student at a four-year college for three years before coming to Southwstern, and I had a hard time focusing. Southwestern has given me a new start. I plan to take advantage of it.

Len Henke, Student
Nursing

NURSING PROGRAM INFORMATION

Region A Nursing Consortium offers a two-year (five semester) nursing program in a consortium arrangement with Haywood Community College (Administrative Unit) in Clyde, NC; Southwestern Community College in Sylva, NC, and Tri-County Community College in Murphy, NC. These three colleges serve the seven western counties of North Carolina. Students may be enrolled as freshman students or Advanced Placement students in any one of the three member colleges. Most nursing classes during the freshman year are held on the campus of the college of enrollment. In the sophomore year of the program, nursing classes may be conducted on the Haywood Community College campus or elsewhere within the Consortium service area. Non-nursing courses may be taken at the college of enrollment or wherever is most convenient for the student. The student is responsible for having transcripts from these courses sent to the college of enrollment. Clinical experiences are provided in a variety of settings throughout western North Carolina in both the freshman and sophomore years.

The nursing program is structured so that individuals may make choices about their career in health care. After the successful completion of one semester, a student is eligible for certification as a Nursing Assistant I; after two semesters, as a NA II. Students who exit the program at either of these points will receive a certificate indicating their level of accomplishment. Students who successfully complete the first four semesters are eligible to write the NCLEX-PN for licensure as a practical nurse. A diploma is awarded to those who may choose to exit the nursing program at this point. Qualified LPNs who wish to complete the educational requirements for registered nursing may enter the nursing program at the beginning of the third semester as Advanced Placement students. All students who successfully complete the five-semester program are awarded the Associate in Applied Science degree with a nursing major (ADN), and are eligible to write the NCLEX-RN for licensure as a registered nurse. Graduates of Region A Nursing Consortium are awarded hours of credit toward a BSN in accordance with articulation agreements currently in existence with university nursing programs.

Persons interested in entering the nursing program are encouraged to apply to the college serving the area of residency. Due to limited enrollment, interested individuals are urged to begin the process of application as early as possible. Information on nursing and the program requirements is available in the Nursing Department of each of the three member colleges. Applications may be obtained from the Admissions Office. The deadline for receiving completed applications is January 31.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	117	Pharmacology	1	3	0	2
(Eligible for Nursing Assistant I)						
		Totals	10	9	6	15

Prefix	Number	Title	Class	Lab	Clinic	Credit
SPRING SEMESTER 1						
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	133	Nursing Assessment	2	3	0	3
NUR	135	Adult Nursing I	5	3	9	9
PSY	150	General Psychology	3	0	0	3
(Eligible to be certified as NA II)						
(Advanced Placement students enter the program)						
		Totals	13	9	9	19
SUMMER SEMESTER 1						
ENG	114	Professional Research and Reporting	3	0	0	3
NUR	185	Mental Health Nursing	3	0	6	5
NUR	188	Nursing in the Community	1	0	6	3
		Totals	7	0	12	11
FALL SEMESTER 2						
BIO	175	General Microbiology	2	2	0	3
ENG	115	Oral Communication				
or						
COM	231	Public Speaking	3	0	0	3
NUR	125	Maternal-Child Nursing	5	3	6	8
NUR	233	Leadership in Nursing	2	0	0	2
(Eligible for NCLEX-PN)						
		Totals	12	5	6	16
SPRING SEMESTER 2						
NUR	235	Adult Nursing II	4	3	15	10
NUR	244	Issues and Trends	2	0	0	2
***	***	Humanities Elective	3	0	0	3
(Eligible for AAS Degree and NCLEX-RN)						
		Totals	9	3	15	15

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADMISSIONS CRITERIA

All applicants for admission to Region A Nursing Consortium will follow a standard admission process, be given identical information regarding the nursing program and the criteria for admission, and assigned a nursing advisor who will follow the applicant through the pre-nursing period. To assist in accomplishing this procedure, each college will use printed information identifying the nursing program as Region A Nursing Consortium and indicating the member colleges. To this material, each member college will add printed information giving specifics concerning that particular college.

When the individual begins the process, whether it be through Admissions Office or the Nursing Department, the printed information will be given to the applicant along with an explanation of how the program is structured and the next step in the process. The application form will be that of the individual member college. The person will also be referred from Admissions to Nursing or Nursing to Admissions for further information and processing. A Consortium form will be used to indicate each step in the process and will be validated by the individual assisting the applicant with that step. The applicant will retain the form and be responsible for having it completed with each step in the process. Admissions, Nursing and Testing may also maintain copies for their records.

I enjoy the sense of family and the supportive atmosphere at SCC. I am both a student and a teacher, so I rely on the support and the exchange of great ideas of my peers in the Health Sciences and human Services division. They make great cheerleaders.

Kathie Wise, Instructor
Nursing

The criteria for admission to the nursing program beginning in 1998, includes:

- Completed college application form
- Evidence of high school graduation or completion of GED certificate

- Official copies of all high school and college course transcripts
- Satisfactory scores on the college placement test or satisfactory remediation of areas not meeting cut-off scores
- Completion of the Health Occupations Aptitude Exam (HOAE.) May be taken once in a one-year period
- Evidence of completion of Algebra, Biology and Chemistry at high school level or above with a grade of "C" or better on each
- All requirements completed by January 31 for all applicants
- In addition to the above, Advanced Placement applicants must have completed ENG 111, PSY 150, BIO 168 & BIO 169, and NUR 133, or the equivalents, with a grade of "C" or better on each by the end of Spring Semester in the year in which they wish to enter the nursing program; **and** hold a current, unencumbered practical nurse license.

The college placement test must be taken and established cut-off scores or appropriate remediation achieved before the applicant may attempt the HOAE. Following completion of all criteria, the Admissions Department will notify the applicant of his status.

After the January 31 deadline has passed, all eligible applicants will be scored in accordance with the selection system criteria:

- Up to 75 points for the HOAE
- Up to 25 points for residency:

Service Area Resident:	25 points
Consortium Service Area Resident:	20 points
North Carolina Resident:	10 points
Non-Resident:	0 points

The top fifteen freshman applicants from each member college will be accepted into the nursing program. High school students selected for the program will be given provisional acceptance contingent upon graduation from high school. Determination of eligibility for Advanced Placement applicants will also be made in accordance with the January 31 deadline. These applicants will be given provisional acceptance contingent upon the satisfactory completion of all prerequisite courses by the end of the Spring Semester of the year in which they wish to enroll. Space available to Advanced Placement applicants will be determined at the end of Spring Semester. Advanced placement applicants will fill available slots at the college of application beginning with the highest scoring applicant downward.

Qualified applicants who have not been assigned a space in the program will be placed on an alternate list for the college of application. Should a vacancy arise, the next person on the list will be contacted for admission to the program. If spaces are still available at a member college after all applicants to that college have been assigned, the remaining lists will be merged and assignment offered to the top scoring applicants downward until all spaces have been filled.

The Admissions Office will notify all applicants of their status (provisionally accepted or alternate) shortly after the January 31 deadline. Applicants being notified of provisional admission to the program will also receive health forms. These forms must be completed and returned to the Nursing Department of the college of application within 30 days. The Nursing Department will contact the applicant if any problems are noted on the forms and allow 30 days for resolution of these problems. Original copies of completed health forms will be sent to the Admissions Office for inclusion in the applicant's permanent file. Letters of full acceptance to the nursing program will be sent to all accepted students by the Admissions Office when all required forms are on file. With the exception of high school students and Advanced Placement applicants, the acceptance process will be completed no later than April 15. Full acceptance for high school students and Advanced Placement applicants will be granted after the completion of the contingencies listed above.

Applicants who may be accepted into the nursing program after the initial class has been selected will have 30 days to complete their health forms and an additional 30 days to resolve any identified problems. This process will remain in effect even if classes are in session. The applicant will be permitted to attend classes while completing the required forms but may be restricted from clinical participation until the immunization and physical forms are on file. All forms must be on file before the late-entry student may progress to the following term.

Applications must be updated annual.



When my daughter got out of high school, I decided it was my turn. I'm doing what I've always wanted to do. Southwestern is affordable, and although the program is hard, I'm getting the training I need to become a good nurse.

Gala Parris , Student
Nursing

OCCUPATIONAL EDUCATION ASSOCIATE

A55320

The Occupational Education Associate curriculum is designed for individuals skilled and experienced in a trade or technical specialty who would like to receive an associate degree in preparation for teaching or other purposes.

Course work is designed to supplement previous education, training, and/or experience the individual has already attained.

Graduates of the program may find employment as instructors in the field of occupational education.

I. GENERAL EDUCATION

ENGLISH/COMMUNICATION

Communications require six SHC for AAS degree or three SHC for diploma.

Prefix	Number	Title	Class	Lab	Shop	Credit
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
ENG	115	Oral Communication	3	0	0	3

HUMANITITIES / FINE ARTS -Three SHC required for AAS degree.

***	***	Humanities Elective	3	0	0	3

SOCIAL / BEHAVIORAL SCIENCE -Three SHC required for AAS degree.

***	***	Social Science Elective	3	0	0	3

NATURAL SCIENCE / MATHEMATICS - Three SHC required for AAS degree.

MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
GENERAL EDUCATION TOTALS			17/18	2	0	18

II. MAJOR COURSES

Core - Required Courses

EDU	175	Intro to Trade & Industrial Ed	3	0	0	3
EDU	176	Occ Analysis & Course Dev	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	178	Facilities Org & Planning	2	2	0	3
EDU	271	Media Tech for Teachers	2	2	0	3
		Totals	12	8	0	15

Other Major Courses (For the AAS degree)

BUS	151	People Skills	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
OST	136	Word Processing	1	2	0	2
		A maximum of 30 hours of advisor approved specialty skills or selected courses with advisor approval				30
		MAJOR COURSE TOTAL				38

TOTAL SEMESTER HOUR CREDITS: 71

AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

OCCUPATIONAL THERAPY ASSISTANT

A45500

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs.

Upon completing all required course work and fieldwork, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a certified occupational therapy assistant in the state of North Carolina, the individual must then pass a national certification examination given by the National Board for Certification in Occupational Therapy (NBCOT) and be licensed with the state. These credentialling procedures are separate from the Community College program and the graduation process.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number id 301-652-2682. Graduates of the program are eligible to sit for the national certification exam and to apply for licensure.



I returned to school because I wanted to change my occupation. I like the program I am in (OTA) and enjoy the subject matter much more than I did the first time I went to school. I do find studying much more of a challenge than I did the first time around.

Clare Nordmann, Student
Occupational Therapy Assistant

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	16	11	0	20

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
OTA	130	Assessment Skills	2	3	0	3
OTA	140	Professional Skills I	0	3	0	1
OTA	225	OT Media III	1	3	0	2
PSY	241	Developmental Psych	3	0	0	3
		Totals	15	12	0	19

SUMMER SEMESTER 1

OTA	150	Life Span Skills I	2	3	0	3
OTA	161	Fieldwork I-Placement I	0	0	3	1
OTA	170	Physical Dysfunction	2	3	0	3
OTA	240	Professional Skills II	0	3	0	1
PSY	281	Abnormal Psychology	3	0	0	3
		Totals	7	9	3	11

FALL SEMESTER 2

OTA	162	Fieldwork I- Placement 2	0	0	3	1
OTA	163	Fieldwork I-Placement 3	0	0	3	1
OTA	180	Psychosocial Dysfunction	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	245	Professional Skills III	0	3	0	1
OTA	250	Life Span Skills II	2	3	0	3
		Totals	5	15	6	12

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinic	Credit
OTA	260	Fieldwork II-Placement 1*	0	0	18	6
OTA	261	Fieldwork II-Placement 2*	0	0	18	6
OTA	280	Professional Transitions	0	2	0	1
		Totals	0	2	36	13

Both OTA 260 Fieldwork II - Placement I and OTA 261 Fieldwork II- Placement 2 must be completed within 18 months after the completion of all other OTA courses except OTA 280 Professional Transitions.

TOTAL SEMESTER HOUR CREDITS: 75
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADMISSIONS CRITERIA

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology and psychology courses prior to entering the program.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or heave earned a high schoolequivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

   OR

   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

   OR

   C. Successful completion of a college level math and English course.
6. It is highly recommended that the applicant spend time observing in an Occupational Therapy Department. A list of possible observation sites is available in the Admissions Office.

PHASE II

Take the Health Occupations Aptitude Exam. The cost of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

Those individuals who have completed all parts of phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

PHASE IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I becompleted before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the College Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Occupational Therapy, general education and related coursework prior to being accepted into the program.

Southwestern has a very supportive environment to work in with a lot of professional colleagues available to consult with on current health care issues. This camaraderie spills over to the classroom, giving students really current information. That's important in the world of work.

Catherine Zahner, Instructor
Occupational Thearpy Assistant

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.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ACA	111	College Student Success	1	0	0	1
or						
***	***	Elective				
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	131	Keyboarding	1	2	0	2
		Totals	12	6	0	15

SPRING SEMESTER 1

ACC	120	Prin of Accounting I	3	2	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	134	Text Entry & Formatting	3	2	0	4
OST	136	Word Processing	1	2	0	2
		Totals	11	8	0	15

SUMMER SEMESTER 1

CIS	260	Business Graphics Apps	2	2	0	3
COE	112	Co-op Work Experience I	0	0	20	2
OST	236	Adv Word/Information Proc	2	2	0	3
OST	286	Professional Development	2	0	0	2
***	***	Social Science Elective	3	0	0	3
		Totals	9	4	20	13

FALL SEMESTER 2

ACC	131	Federal Income Taxes	2	2	0	3
BUS	255	Org Behavior in Business	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	152	Database Concepts & Apps	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
		Totals	13	4	0	15

SPRING SEMESTER 2

ACC	150	Computerized Gen Ledger	1	2	0	2
CIS	120	Spreadsheets I	2	2	0	3
OST	223	Machine Transcription I	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	289	Office Systems Management	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	10	0	16

TOTAL SEMESTER HOUR CREDITS: 74
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE



I never realized my full potential until I started school at SCC. The faculty and staff gave me such wonderful encouragement and were sincerely dedicated to my success both as a student and as a future employee. Attending Southwestern was the best decision I ever made. It greatly enriched every aspect of my live.

Donna Watson, Secretary
Cherokee Center

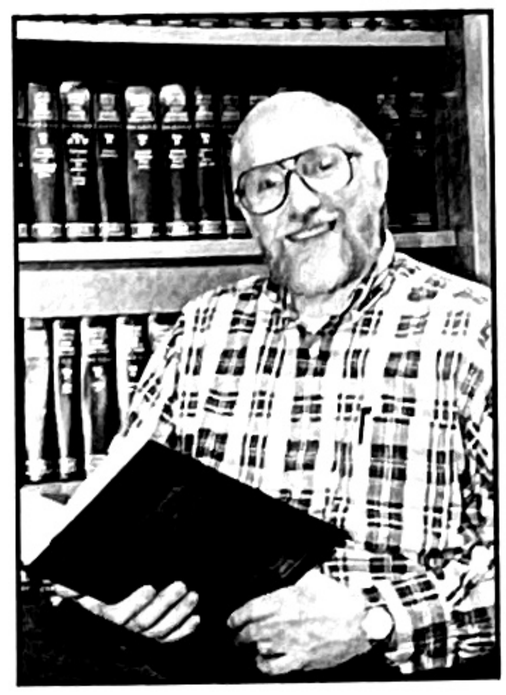
PARALEGAL TECHNOLOGY

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.



I find teaching at SCC to be a very rewarding and satisying career. The students are obviously the key element. One of the things I enjoy the most is the diversity of our students. There is the opportunity to help provide guidance to the recent high school graduate as well as to help the older student who is changing careers.

Edward Anderson, Instructor
Paralegal Technology

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
ENG	111	Expository Writing	3	0	0	3
LEX	110	Intro to Paralegal Study	2	0	0	2
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	180	Case Analysis & Reasoning	1	2	0	2
MAT	115	Mathematical Models	2	2	0	3
		Totals	10	6	0	13

SPRING SEMESTER 1

CIS	110	Introduction to Computers	2	2	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
LEX	121	Legal Research/Writing II	2	2	0	3
LEX	140	Civil Litigation I	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Totals	11	6	0	14

SUMMER SEMESTER 1

LEX	141	Civil Litigation II	2	2	0	3
LEX	160	Criminal Law & Procedure	2	2	0	3
LEX	250	Wills, Estates, & Trusts	2	2	0	3
LEX	260	Bankruptcy & Collections	2	0	0	2
LEX	280	Ethics & Professionalism	2	0	0	2
		Totals	10	6	0	13

FALL SEMESTER 2

ACC	120	Prin of Accounting I	3	2	0	4
LEX	130	Civil Injuries	2	0	0	2
LEX	170	Administrative Law	2	0	0	2
LEX	210	Real Property I	2	0	0	2
OST	136	Word Processing	1	2	0	2
***	***	Social Science Elective	3	0	0	3
		Totals	13	4	0	15

SPRING SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
LEX	150	Commercial Law	2	2	0	3
LEX	211	Real Property II	1	4	0	3
LEX	240	Family Law	2	0	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	8	6	10	12

TOTAL SEMESTER HOUR CREDITS: 67
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

PHLEBOTOMY

C45600

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BUS	151	People Skills	3	0	0	3
PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	10	4	9	15

TOTAL SEMESTER HOUR CREDITS: 15
AWARD: CERTIFICATE

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits two classes each year, typically in the winter and spring semesters. All three phases must be completed one week prior to the start of the enrolling semester. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or heave earned a high schoolequivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement. **OR**
   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5) **OR**
   C. Successful completion of a college level math and English course.

PHASE II

Preliminary selection will be based on the first individuals to complete Phase I of the admission requirements. The identified individuals will receive provisional acceptance and move to Phase III of the admissions requirements.

PHASE III

Those individuals who are notified of provisional acceptance status will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements of the program. Also, the Phlebotomy Technical/Academic Standards self-appraisal form must be completed. These forms must be completed one week prior to the start of the enrolling quarter.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement.
2. Applicants are responsible for submitting all the necessary records to the College Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-phlebotomy, general education and related coursework prior to being accepted into the program.

PHYSICAL THERAPIST ASSISTANT

A45620

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.



It's a great program! It's mental, physical, intensive, rewarding, challenging, fun, friendship building, laid back, and high energy. We love it.

Carol Hilow, Student
Joy Vellenga, Student
Physical Therapist Assistant

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	151	Statistics I	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PTA	110	Intro to Physical Therapy	2	3	0	3
PTA	130	Physical Therapy Proc I	1	6	0	3
		Totals	15	14	0	20

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
PTA	120	Functional Anatomy	1	6	0	3
PTA	140	Therapeutic Exercise	2	6	0	4
PTA	150	Physical Therapy Proc II	1	6	0	3
		Totals	10	21	0	17

SUMMER SEMESTER 1

PTA	160	Physical Therapy Proc III	2	3	0	3
PTA	170	Pathophysiology	3	0	0	3
PTA	180	PTA Clinical Ed Intro	0	0	9	3
PTA	212	Health Care/Resources	2	0	0	2
		Totals	7	3	9	11

FALL SEMESTER 2

CIS	111	Basic PC Literacy	1	2	0	2
PSY	150	General Psychology	3	0	0	3
PTA	222	Professional Interactions	2	0	0	2
PTA	240	Physical Therapy Proc IV	3	6	0	5
***	***	Humanities Elective	3	0	0	3
***	***	Technical Elective	1	0	0	1
		Totals	13	8	0	16

SPRING SEMESTER 2

PTA	260	Adv PTA Clinical Ed	0	0	30	10
PTA	270	PTA Topics	1	0	0	1
***	***	Technical Elective	1	0	0	1
		Totals	2	0	30	12

POSSIBLE TECHNICAL ELECTIVES:

PTA	250	Advanced Massage for PTA	0	3	0	1
PTA	252	Geriatrics for the PTA	2	0	0	2
PTA	254	Pediatrics for the PTA	0	3	0	1
PTA	280	PTA Issues I	1	0	0	1
PTA	282	PTA Issues II	0	3	0	1

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADMISSIONS CRITERIA

Suggested preparatory courses for individuals desiring a career in physical therapist assisting would include biology, medical terminology, algebra, and chemistry.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates.and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

   OR

   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

   OR

   C. Successful completion of a college level math and English course.
6. Complete a minimum of 16 hours of observation time in Physical Therapy at a health care facility. A form for documenting attendance is available from the Admissions Office. It is the prospective student's responsibility to obtain necessary documentation of attendance and return the form to the Admissions Office. It is your responsibility to schedule your visits, if you have questions about possible sites see your advisor.

PHASE II

Take the Health Occupations Aptitude Exam. The cost of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

PHASE IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Physical Therapist Assistant, general education and related coursework prior to being accepted into the program .
5. Contact your advisor for detailed information about the objective selection process.

PLUMBING

D35300

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
PLU	110	Modern Plumbing	4	15	0	9
		Totals	4	15	0	9

SPRING SEMESTER 1

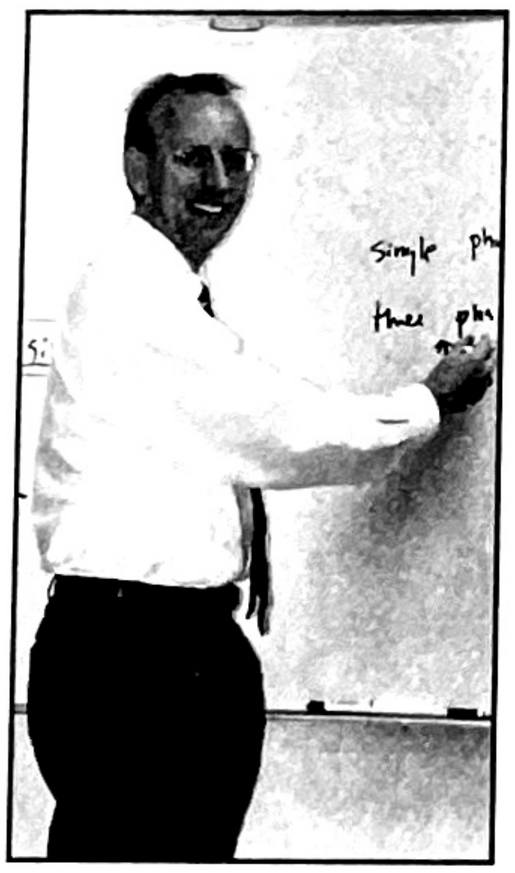
PLU	120	Plumbing Applications	4	15	0	9
		Totals	4	15	0	9

TOTAL SEMESTER HOUR CREDITS: 18

AWARD: CERTIFICATE

RADIOGRAPHY

A45700



Southwestern is a place where faculty have high expectations of their students. We want them to work hard and to feel good about themselves and the educational process as they move closer to realizing their goals.

Gene C. Couch, Jr.,
Division Chair, Health and Human Services/Instructor, Radiography

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	163	Basic Anat & Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
HSC	120	CPR	0	2	0	1
RAD	110	Rad Intro & Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	151	RAD Clinical Ed I	0	0	6	2
		Totals	12	10	6	18

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Radiographic Imaging I	2	3	0	3
RAD	161	RAD Clinical Ed II	0	0	15	5
		Totals	10	8	15	18

SUMMER SEMESTER 1

CIS	111	Basic PC Literacy	1	2	0	2
RAD	122	Radiographic Imaging II	1	3	0	2
RAD	171	RAD Clinical Ed III	0	0	12	4
RAD	241	Radiation Protection	2	0	0	2
		Totals	4	5	12	10

FALL SEMESTER 2

HUM	115	Critical Thinking	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
RAD	131	Radiographic Physics I	1	3	0	2
RAD	211	RAD Procedures III	2	3	0	3
RAD	251	RAD Clinical Ed IV	0	0	21	7
		Totals	9	6	21	18

SPRING SEMESTER 2

RAD	231	Radiographic Physics II	1	3	0	2
RAD	245	Radiographic Analysis	2	3	0	3
RAD	261	RAD Clinical Ed V	0	0	21	7
		Totals	3	6	21	12

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADMISSIONS CRITERIA

Individuals desiring a career in radiography should take courses in biology, algebra, and the physical sciences prior to entering the program.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

   OR

   B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

   OR

   C. Successful completion of a college level math and English course.
6. Be eighteen (18) years of age by the start of the second quarter of the year admitted to the program.
7. It is recommended that the applicant spend time observing in a Radiology Department. A list of possible observation sites is available in the Admissions Office.

PHASE II

Take the Health Occupations Aptitude Exam. The costs of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

PHASE IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-radiography, general education and related coursework prior to being accepted into the program.

ACADEMIC STANDARDS

The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.

PREGNANCY POLICY

Purpose

Due to the possibility of a female student becoming pregnant during the two year span of time required to complete the Radiologic Technology program, a pregnancy policy is hereby established.

Rationale

The human embryo-fetus is highly radio-sensitive and must be protected from excessive exposure to ionizing radiation.

1. The student must notify the program director and clinical supervisor immediately.
2. The student shall keep exposure levels to a minimum.
3. Make up all time missed due to pregnancy.
4. Any aspects of clinical education that are not attainable, due to this circumstance, must be completed at a later date to meet competency levels.
5. Each individual situation will be dealt with on an individual basis.
6. The pregnancy policy may require that a student attend the program longer than the stated 24 months. The student is aware of this and agrees to this eventuality.
7. The specifics of each hospitals pregnancy policy will also be observed once a pregnancy is identified (i.e., if a pregnancy is identified while attending clinical education at Swain County Hospital, then during that clinical assignment the specifics of Swain County Hospital pregnancy policy would become in effect).

STUDENT POLICY MANUAL

When the student enters the program, they will receive a Student Policy Manual. This manual outlines the policies and procedures to be followed over the course of the program. Upon request, this document is available to interested persons. These requests should be made directly to program officials.

CLINICAL EDUCATION

Selected learning experience (clinical education) will be provided at cooperating hospitals or other health care facilities within the area served by the College. During the second year of the program, students will be assigned evening and weekend rotations to make the clinical experience well rounded.



This is my first college experience, and I feel I made the right choice. Radiography is a great field - you can specialize in many different areas. The program is challenging and diverse. I enjoy the different clinic sites and the many different learning modalities.

Katie Harwell, Student
Radiography

REAL ESTATE CERTIFICATE

A25400

The Real Estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
RLS	112	Real Estate Fundamentals	4	0	0	4
RLS	113	Real Estate Mathematics	2	0	0	2
	Totals		6	0	0	6

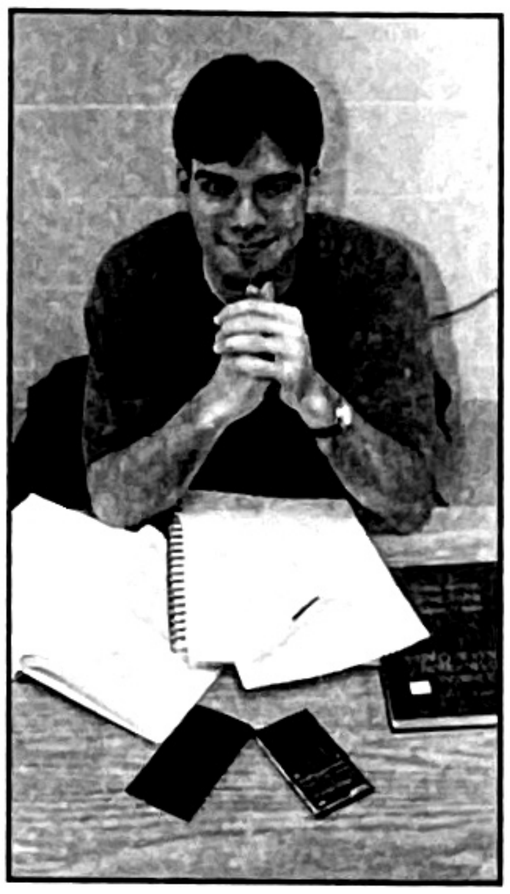
SPRING SEMESTER 1

RLS	114	Real Estate Brokerage	2	0	0	2
RLS	115	Real Estate Finance	2	0	0	2
RLS	116	Real Estate Law	2	0	0	2
		Totals	6	0	0	6

TOTAL SEMESTER HOUR CREDITS: 12
AWARD: CERTIFICATE

RESPIRATORY CARE

A45720



I went into Respiratory Therapy mainly because of the high demand for workers. It also helped that Southwestern has a great reputation, and Mrs. Beck is very understanding of students and a great teacher.

Scott Kirkpatrick, Student
Respiratory Care

The Respiratory Care curriculum prepares individuals to function as respiratory care technicians and/or respiratory care therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

CURRICULUM BY SEMESTERS

ENTRY LEVEL

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	163	Basic Anat & Physiology	4	2	0	5
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
RCP	110	Intro to Respiratory Care	3	3	0	4
		Totals	13	9	0	17

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	114	C-P Anatomy & Physiology	3	0	0	3
RCP	136	RCP Clinical Practice I	0	0	18	6
		Totals	10	3	18	17

SUMMER SEMESTER 1

RCP	112	Patient Management	3	3	0	4
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	146	RCP Clinical Practice II	0	0	18	6
		Totals	5	3	18	12

AWARD: DIPLOMA AWARDED FOR 46 HOURS

ADVANCED LEVEL

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
BIO	163	Basic Anat & Physiology	4	2	0	5
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
RCP	110	Intro to Respiratory Care	3	3	0	4
		Totals	13	9	0	17

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	114	C-P Anatomy & Physiology	3	0	0	3
RCP	136	RCP Clinical Practice I	0	0	18	6
		Totals	10	3	18	17

SUMMER SEMESTER 1

RCP	112	Patient Management	3	3	0	4
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	146	RCP Clinical Practice II	0	0	18	6
		Totals	5	3	18	12

FALL SEMESTER 2

PSY	118	Interpersonal Psychology	3	0	0	3
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Ped's RC	1	3	0	2
RCP	237	RCP Clinical Practice IV	0	0	21	7
		Totals	7	6	21	16

SPRING SEMESTER 2

RCP	211	Adv Monitoring/Procedures	3	3	0	4
RCP	215	Career Prep-Adv Level	0	3	0	1
RCP	246	RCP Clinical Practice V	0	0	18	6
***	***	Humanities Elective	3	0	0	3
		Totals	6	6	18	14

TOTAL SEMESTER HOUR CREDITS: 76
AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program.

Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   A. Take and pass the basic components of the College Placement Test. These consist of a arithmetic, reading comprehension, and grammar. The test is given at SCC and is free. For testing dates and times, consult the Counseling Services Office. If you do not pass the placement test it is recommened that you enroll in and successfully complete the appropriate remedial coursework. Retests are allowed only in borderline cases and with the approval of the director of Couseling and Student Advancement.

OR

B. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details (p.5)

OR

C. Successful completion of a college level math and English course.

6. It is highly recommended that the applicant spend time observing in a Respiratory Care Department. A list of possible observation sites is available in the Admissions Office.

PHASE II

Take the Health Occupations Aptitude Exam. The costs of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

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PHASE IV

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Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-respiratory care, general education and related coursework prior to being accepted into the program.

From my experience at Southwestern, I find most students to be enthusiastic and eager to learn. There are always seeking ways to broaden their learning experiences.
It is a great honor to teach these students. I'm especially impressed with the dedication they show. Many are on the road by 4:30 or 5:00 a.m. in order to be able to reach clinic at area hospitals on time. It is also rewarding to watch students become excited and over-whelmed by the patients they take care of, like watching and assisting in the delivery and care of a baby or caring for someone who is having a heart attack. When students gradaute from the first year program they take the national certification exam while they complete the second year of the program. This enables them to enter the workforce earlier and is a huge accomplish-ment.

Debbie Beck, Instructor
Respiratory Care

WELDING TECHNOLOGY

A50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

CURRICULUM BY SEMESTERS

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Shop	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
		Totals	3	12	0	7

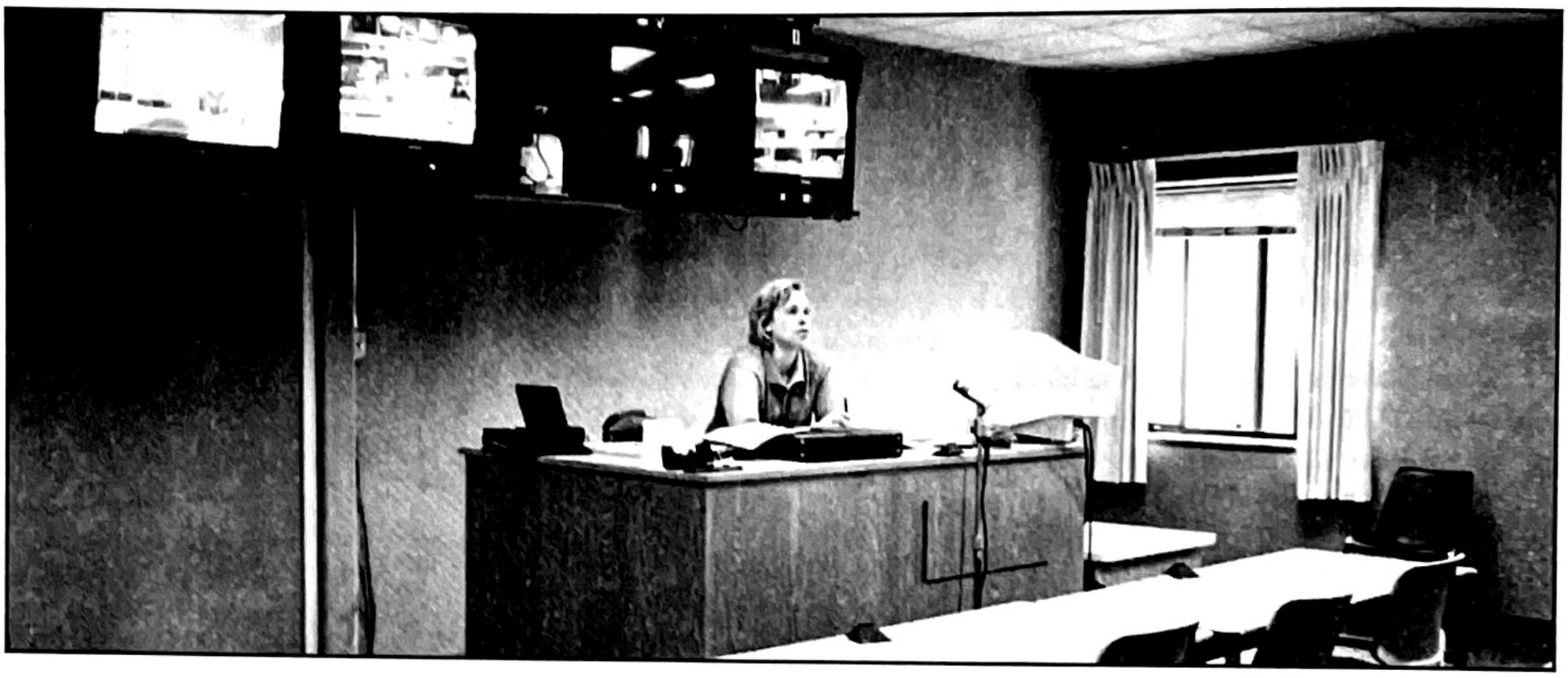
SPRING SEMESTER 1

WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
		Totals	4	12	0	8

TOTAL SEMESTER HOUR CREDITS: 15
AWARD: CERTIFICATE



CONTINUING EDUCATION



- Preregistration
- Cost
- Enrollment
- Course Repetition
- Personal Development
  - Adult High School Compensatory Education
  - General Education Development (GED)
  - Human Resource Development (HRD)
  - Literacy Education
- Areas of Instruction
  - Community Service
  - Fire and Rescue Services Training
  - Healthcare Professions Training
  - Hospitality
  - Law Enforcement Training
  - New and Expanding Industry Training
  - Occupational Extension
- Center for Business and Industry
- Off-Campus Centers
  - Cherokee
  - Macon County
  - Swain County

CONTINUING EDUCATION

Continuing Education is committed to the concept of life-long learning. It is the purpose of Southwestern Community College to provide an opportunity for citizens to develop their fullest potential in whatever vocational, intellectual, or cultural areas they desire. It is also the purpose of Southwestern Community College to offer low-cost educational opportunities to any adult regardless of their educational background.

Continuing education courses are offered at various locations throughout Jackson, Macon, and Swain Counties. Continuing Education welcomes requests for courses and suggestions for providing improved services to the three-county area.

Extension courses offered through Continuing Education are designed to prepare students for entry into an occupation, to upgrade the occupational competency of already employed individuals, or to work toward self-improvement.

These extension courses do not earn academic credits that are recognized in a degree or diploma program; however, a certificate is sometimes awarded upon successful completion of a course or series of courses. For some courses, Continuing Education Units (C.E.U.'s) are awarded. One C.E.U. may be given for each ten contact hours of participation in an organized Continuing Education class.

PREREGISTRATION

Preregistration is essential on or before the date designated on course announcements or quarterly schedules. You may preregister by mail or by calling the continuing education office nearest you: Sylva, (704) 586-4091, ext. 206; Bryson City, (704) 488-6413; Cherokee, (704) 497-7233; or Franklin, (704) 369-7331.

COST

There is no registration fee for Basic Skills, Human Resource Development, GED, Adult High School, or New and Expanding Industry Training classes. Senior citizen residents of North Carolina are fee exempt for some classes, as are firefighters, EMS personnel, and law enforcement officers.

The registration fee for most continuing education classes is $35.00; however, some classes are contracted on a self-supporting basis and are not fee exempt for any group of individuals.

ENROLLMENT

To preregister for an extension course, call the Continuing Education office at one of the following locations:

Sylva	704-586-4091, ext. 206
Macon County	704-369-7331
Cherokee	704-497-7233
Swain County	704-488-6413

COURSE REPETITION

Effective September 1, 1993, the North Carolina Community College System established a Course Repetition Policy requiring students, including senior citizens, who take occupational extension courses more than twice within a five-year period to pay the full cost of the course. This provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled; therefore, fire, law enforcement and rescue personnel are exempt from the repetition policy as long as classes taken are job related and subject to the certification or licensing provisions.

Students may enroll in community service courses as many times as necessary to accomplish their individual educational/training goals, provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate policies of the North Carolina Community College System.

PERSONAL DEVELOPMENT

Adult High School

Southwestern Community College operates an Adult High School (AHS) program for adults who wish to earn a high school diploma. Courses are free and the curriculum adheres to standards set by the NC Department of Public Instruction. Students who complete the AHS program are awarded a high school diploma.

Compensatory Education

A specially designed program of study is available for mentally challenged and developmentally disabled adults.

General Education Development (GED)

Southwestern Community College is an official General Education Development Testing Center. These tests cover five broad areas: English expression, Literature, Mathematics, Social Studies, and Natural Science.

Individuals receiving a total passing score of 225 points, with no single test score below 40, are awarded a High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate is generally accepted on the same basis as a high school diploma when making application for employment, seeking a job promotion, or applying for admission into a college or university.

Preparation: An individual wishing to take the GED examination should come to Southwestern Community College for an initial interview. If it appears that the individual is not academically prepared to take the exam, he or she may select one of three ways to complete his or her preparation. Depending on the level of preparation necessary, he or she may choose to enroll in the Adult Basic Education program, High School Equivalency classes, or Developmental Studies.

Application requirements: In order to take the GED examination, an individual must:

1. be at least 18 years of age.
2. be a resident of North Carolina.
3. submit a completed application. (Applications are available at all Southwestern Community College locations.)

Retesting: In the event that any single test score, or the total score, is unsatisfactory, a retest may be taken after six months of further study.

Test Sites: At the time of application, a testing schedule will be given to the applicant. GED testing sites are located in Bryson City, Cherokee, and Franklin, as well as on the Southwestern Community College campus in Sylva.



As the director of the Center for Business and Industry I get to work with a lot of clients, and I've seen some real successes. The entreprenueurs in our region, both budding and mature, epitomize those values which created the greatest economic force the world has ever seen. As the director of the Cherokee Center, I see students walk in the door and change their lives in the process. Continuing Education is a vital, constantly changing unit of the college where we can really quickly impact the lives of the people in our community by offering up to the minute classes and opportunities.

Hank Shuler, Director
Cherokee Center

Human Resource Development (HRD)

Human Resource Development is an instructional program designed to help adults increase their chances for success in education/training or employment. Participants attend a short course to learn and practice a variety of skills in the areas of personal development, human relations and education/training and employability readiness.

Human Resource Development classes meet for approximately 50 hours and are offered in Jackson, Macon and Swain counties each quarter. This course is offered free of charge. This includes registration, books, and supplies.

Successful placement of participants into further education/training or employment following course completion is the goal of the HRD program.

The development of the skills listed below enables students to formulate and achieve their educational/training, employment and personal goals with more confidence

Personal Development: Positive thinking, self-esteem, self-responsibility, decision making, goal setting, stress management and motivation.

Human Relations: Communication, assertiveness, win/win problem solving and community resources.

Education/Training and Employability Readiness: Career choice, educational/training opportunities, study skills, job seeking, interviewing, job keeping.

Literacy Education

The purpose of the Basic Skills program at Southwestern Community College is to provide an educational opportunity for those students in the three-county service area who did not complete their high school education. Classes are flexible; they are designed to allow for individual differences in persons who have been out of the public school system from six months to thirty years or more. Due to the varying levels of motivation, ability, available time, work habits, and class commitment among the students, ABE instructors work individually with students to achieve realistic goals.

Basic Skills stresses literacy development from beginning reading to pre-GED study. Conventional basic literacy instruction emphasizes a general competency in basic word identification, reading comprehension, and vocabulary skills, as well as some basic knowledge in the social studies and science area. Functional literacy, math, and English skills are also developed.

Instructional methods and materials appropriate for adults are used to help promote more meaningful learning experiences. Pre-GED instruction provides further study in the math, English, social studies, science, and general reading areas. The program provides the student with a basic foundation to enter high school equivalency classes or to take the General Education Development (GED) examination.

Open enrollment is maintained throughout the year in at least one literacy class in each county to ensure the opportunity to permit students to enter at any time. Specialized classes are established at various locations in the service area. There is no fee for registration or for instructional materials.

AREAS OF INSTRUCTION

Community Service

A wide variety of non-credit courses and workshops are offered in subject areas such as arts and crafts, academics, dance and exercise, wellness and patient education, outdoor recreational, and general interest. Examples of offerings in Community Service include loomweaving, watercolor painting, photography, calligraphy, Spanish, aerobics, and wildflower identification. All requests for courses are considered.

Fire and Rescue Services Training

Various courses are offered in cooperation with individual fire departments in the service area. Specific courses are designed to increase the firefighter's technical knowledge and improve his skills in fire ground operation. Classes may be offered in any order according to the needs of each fire department.

In addition, SCC offers the nationally recognized firefighter certification program and the rescue certification program. The training curriculum is based on the 1992 edition of NFPA 1001 which was adopted by the North Carolina Fire and Rescue Commission in July 1993 and implemented in January 1994.

The Fire and Rescue Training Facility is located adjacent to the SCC Macon County Center. This 4,100 square foot, three-story live burn building is designated for a variety of training exercises. Both fire and smoke exercises can be conducted in and on the structure, and rescue operations can be simulated throughout the building. SCC will coordinate training for firefighters and rescue personnel in the region and will be responsible for the scheduling of this facility.

Numerous emergency medical courses are offered for the non-healthcare professional as well as those who seek additional professional certifications. The following courses are recognized by the American Red Cross, the American Heart Association and the North Carolina Office of Emergency Medical Services: American Red Cross Standard First Aid, American Red Cross Advanced First Aid, Cardiopulmonary Resuscitation, First Responder, Emergency Medical Technician, Emergency Medical Technician - Intermediate, Emergency Medical Technician - Advanced, Basic Trauma Life Support, Paramedic Training.

Healthcare Professions Training

Southwestern provides a variety of training for the healthcare professional.

Numerous emergency medical courses are offered for the non-healthcare professional as well as those who seek additional professional certifications. The following courses are recognized by the American Red Cross, the American Heart Association and the North Carolina Office of Emergency Medical Services: American Red Cross Standard First Aid, American Red Cross Advanced First Aid, Cardiopulmonary Resuscitation, First Responder, Emergency Medical Technician, Emergency Medical Technician - Intermediate, Emergency Medical Technician - Advanced, Basic Trauma Life Support, Paramedic Training.

The college provides training for the Nurse Aide I and the Nurse Aide II. The Nurse Aide I program is offered through continuing education. Please call your nearest SCC office for admission and program requirements.

Continuing education opportunities are available for a variety of healthcare professions including radiography and other areas. For additional information, contact the Center for Business and Industry at 497-7233.



Hospitality

Southwestern Community College offers hospitality training as one solution to western North Carolina's need for more trained personnel in the areas of food service, lodging, recreation, and travel. Some examples of the courses offered are: Food Purchasing, Food Preparation, Housekeeping, Hospitality, Hotel-Motel Management, Human Relations, Menu Planning, Modified Diets, School Food Service, Quantity Food Production, Use and Care of Equipment, and Waiter-Waitress.

Law Enforcement Training

Southwestern Community College provides the North Carolina Basic Law Enforcement Training program mandated by the NC Criminal Justice Education and Training Standards Commission and by the NC Sheriff's Education and Training Standards Commission. This program will provide the student with the knowledge and minimum requirements needed for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The college also offers in-service and advanced speciality training to law enforcement agencies.

Southwestern is the coordinating college to the Western North Carolina Criminal Justice Regional Planning and Training Program. Through this program the eight westernmost community colleges, serving 17 counties, work together to serve the comprehensive education and training needs of criminal justice personnel in North Carolina, with special emphasis on addressing unmet training needs.

In addition, a 467-hour basic training program designed to prepare Seasonal Park Rangers to perform law enforcement in areas administered by the National Park Service is offered. Classes meet for a ten-week period from 8 a.m. until 6 p.m. Monday through Friday, with some evening and Saturday sessions. Graduates of the program are eligible to receive a commission as a Seasonal Ranger with the National Park Service at one of the more than 300 parks, monuments, and other facilities of the Park Service in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam.

Various specialized law enforcement courses are conducted in the area served by Southwestern Community College, including: Communications, Courtroom Procedures, Criminal Investigation, Criminal Law and Procedure, Defensive Tactics, Firearms Training, First Aid, Intoxilyzer, Jail and Detention, and Narcotics and Dangerous Drugs.

New and Expanding Industry Training

Southwestern Community College representatives, along with an industrial training specialist from the Industry Service Division of the North Carolina Community College System, will work with industries to design and implement training programs specially designed to fulfill the needs of a particular company.

Occupational Extension

Business and Industry Training: Custom designed courses are available for employees of business, industry, schools, and government agencies. These courses can be designed to meet the specific needs and requirements of the employer. Training topics include Total Quality Management (TQM), team building, communications, computer applications, supervision, first aid, CPR, safety, forklift driving, math and GED preparation.

Computer: A variety of computer courses are offered for various skill levels. In addition to basic literacy training on the computer, courses in spreadsheets, word processing, data base, and other applications are available.

Health: Courses designed for the health occupations are offered in this category.

Personal and Professional Development: A variety of skills training is available to meet the personal needs of the professional. Offerings include communication skills, coping with emotions, and mainstreaming young children.

Professional Licensure and Certification: Courses offered in this area include Certified Nursing Assistants I and II, general contractors, landscape contractors, notary public, substance abuse counselor, tanning bed operators, and continuing education for the legal profession. Instructional material covered in these courses meet the requirements of the licensing boards.

Teacher Certificate Renewal: In addition to effective teacher training, mentor training, and performance evaluation, a number of courses are offered for public education teachers to meet their needs for continuing education.

Total Quality Management Training: Seminars, workshops and courses are offered in the

area of continuous improvement. A variety of topics are included in the selections, including team training, communications, statistical process control, and problem solving.

CENTER FOR BUSINESS AND INDUSTRY

The staff of the Center for Business and Industry provides a variety of services and programs.

Small business owners and prospective owners are provided with consulting services in business planning, financing, marketing, income taxes, management, legal structure, and accounting. There are no charges for this consulting.

The center schedules seminars covering a variety of topics including memory skills, work-place violence, low cost marketing, entrepreneurship, patents, payroll taxes, and many other subject areas of concern to the small business owner. Many of these are available on Community Link, Southwestern's interactive television system. Most seminars are available for a small hospitality fee of $3 to $6.

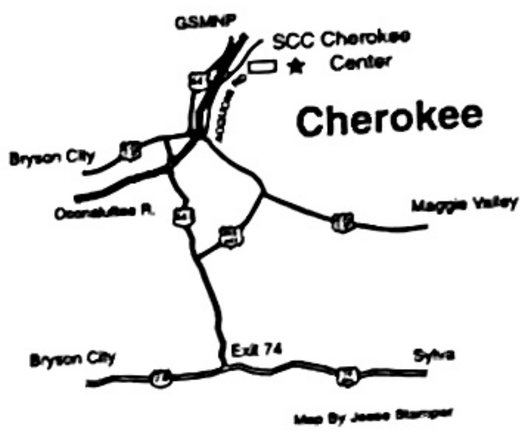
Manager's Morning Out is a series of Friday morning seminars offered in Southwestern's Conference Center covering topics of interest for the experienced or new manager. Participants can attend all or a single seminar for a $35 registration fee.

The center regularly schedules an exciting course called REAL Entrepreneurship. The course is taken by prospective business owners as well as seasoned owners and provides participants with a variety of business skills, the opportunity to write a business plan, and makes them eligible to apply for a loan through REAL Enterprises.

The center works with business, industry, governmental units, healthcare and non-profit organizations in the development of customized training courses for management and labor. Courses designed cover a wide topic area including training in quality principles and tools, forklift driver training, safety, ISO 9000, team building, customer service, empowerment, supervision, coaching, and management. The cost of the training depends on class sizes, numbers of hours of training, and client status. If the client has a new or an expanding business, they may be eligible for free training for the workforce.

For more information about consulting, seminars, or customized training contact the Center for Business and Industry, located at the Cherokee Center. Telephone 497-7233.

Cherokee Center



Macon County Center



OFF CAMPUS CENTERS

Cherokee Continuing Education

Continuing education classes offered in Cherokee are coordinated through the Southwestern Community College Cherokee Center located in the Cherokee Boys Club complex on Acquoni Road in Cherokee. In addition, this office houses the SCC Small Business Center and coordinates business/industry training and new and expanding industry training, offered throughout the three-county service area. For more information about classes or specialized training, call (704) 497-7233.

Macon County Continuing Education

Continuing education classes offered in Macon County and the public safety training offered throughout the college's three-county service area are coordinated through the Southwestern Community College Macon County Center located in Franklin on Industrial Park Road in the Macon County Industrial Park. Continuing Education classes offered in Highlands are coordinated through the Macon Center. For more information about classes or public safety training, call (704) 369-7331.

Swain County Center



Swain County Continuing Education

Continuing education classes offered in Swain County are coordinated through the Swain County Center located five miles west of Bryson City on Highway 74. For more information, call (704) 488-6413.

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.

ACA 118 College & Study Skills (1-2-2) This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

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.

ACA 121 Managing a Team (1-0-1) This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.

ACA 220 Professional Transition (1-0-1) This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACC 120 Principles Of Accounting I (3-2-4) This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121 Principles of Accounting II (3-2-4) This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. Prerequisites: ACC 120.

ACC 131 Federal Income Taxes (2-2-3) This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 150 Computerized General Ledger (1-2-2) This course introduces microcomputer applications related to the major 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. Prerequisites: ACC 120.

ACC 175 Hotel and Restaurant Accounting (3-2-4) This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

ACC 220 Intermediate Accounting I (3-2-4) 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 statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. Prerequisites: ACC 121.

ACC 221 Intermediate Accounting II (3-2-4) 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. Prerequisites: ACC 220.

ACC 225 Cost Accounting (3-0-3) 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. Prerequisites: ACC 121.

ACC 227 Practices in Accounting (3-0-3) This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. Prerequisites: ACC 220.

ACC 240 Government & Not-for-Profit Accounting (3-0-3) This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. 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. Prerequisites: ACC 121

ACC 269 Auditing (3-0-3) This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit. Prerequisites: ACC 220.

AHR 110 Introduction 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 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 120 HVACR Maintenance (1-3-2) This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

ANT 210 General Anthropology (3-0-3) This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 220 Cultural Anthropology (3-0-3) This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 221 Comparative Cultures (3-0-3) This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART 111 Art Appreciation (3-0-3) This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

AUT 112 Auto Shop Management (1-2-2) This course covers principles of management essential to decision making, communication, authority, and leadership. Topics include shop supervision, customer relations, cost effectiveness, and workplace ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 115 Engine Fundamentals (2-3-3) This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair (1-3-2) This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141 Suspension & Steering System (2-4-4) This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 Brake Systems (2-2-3) This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab (0-2-1) This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151. Corequisites: AUT 151

AUT 161 Electrical Systems (2-6-4) This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 162 Chassis Elect & Electronics (2-2-3) This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 163 Chassis Elec & Elect Lab (0-2-1) This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162. Corequisites: AUT 162

AUT 164 Automotive Electronics (2-2-3) This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

AUT 171 Heating & Air Conditioning (2-3-3) This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance-Electrical (2-3-3) This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

AUT 182 Engine Perfor-Elec Lab (0-3-1) This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181. Corequisites: AUT 181.

AUT 183 Engine Performance-Fuels (2-3-3) This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184 Engine Perfor-Fuels Lab (0-3-1) This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183. Corequisites: AUT 183

AUT 185 Emission Controls (1-2-2) This course covers the design and function of emission control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.

AUT 221 Automatic Transmissions (2-6-4) This course covers operation, diagnosis, service, and repair of automatic transmissions/ transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 Manual Drive Trains/Axles (2-3-3) This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 Manual Dr Trains/Axles Lab (0-3-1) This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231. Corequisites: AUT 231

AUT 241 Advanced Chassis/Suspension (2-6-4) This course provides advanced training in automotive chassis and suspension using computerized two- and four-wheel alignment equipment. Emphasis is placed on suspension and chassis system design, construction, and repair for modern front- and rear-drive vehicles. Upon completion, students should be able to perform necessary adjustments and repairs on vehicles using computerized alignment equipment. Prerequisites: AUT 141

AUT 281 Advanced Engine Performance (2-2-3) This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

BIO 090 Foundations of Biology (3-2-4) This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses. Corequisites: RED 090.

BIO 094 Concepts of Human Biology (3-2-4) this course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other elated topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106 Introduction to Anat/Phys/Micro (2-2-3) This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a certificate and diploma level course.*

BIO 110 Principles of Biology (3-3-4) This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111 General Biology I (3-3-4) 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.*

BIO 112 General Biology II (3-3-4) 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. Prerequisites: BIO 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany (3-3-4) This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. Prerequisites: BIO 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 Introductory Zoology (3-3-4) This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. Prerequisites: BIO 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology (3-0-3) This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab (0-3-1) This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. Corequisites: BIO 140. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 163 Basic Anatomy & Physiology (4-2-5) This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 168 Anatomy and Physiology I (3-3-4) This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 169 Anatomy and Physiology II (3-3-4) This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Prerequisites: BIO 168.

BIO 175 General Microbiology (2-2-3) This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Prerequisites: BIO 163 or BIO 169.

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.

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.

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.

BUS 151 People Skills (3-0-3) This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, nondestructive, positive communication patterns.

BUS 153 Human Resource Management (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.

BUS 225 Business Finance (2-2-3) 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. Prerequisites: ACC 120.

BUS 230 Small Business Management (3-0-3) This course introduces the challenges of entrepreneurship including the start-up and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 255 Org Behavior in Business (3-0-3) This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 260 Business Communication (3-0-3) This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. Prerequisites: ENG 111.

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.

CAR 111 Carpentry I (4-15-9) 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. *This is a diploma-level course.*

CAR 112 Carpentry II (4-15-9) This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finished. Topics include safety, hand/power tool sue, measurement and layout, construction framing, exterior trim and finish, and other elated topics. Upon completion, students should be able to safely frame and apply exterior finished to a residential building with supervision. Prerequisites: CAR 111.

CET 110 Introduction to CET (0-3-1) This course introduces the basic skills required for computer technicians. Topics include career choices, safety practices, technical problem solving, scientific calculator usage, soldering/desoldering, keyboarding skills, engineering computer applications, and other related topics. Upon completion, students should be able to safely solder/desolder and use a scientific calculator and computer applications to solve technical problems.

CET 111 Computer Upgrade/Repair I (2-3-3) This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. The course will highlight on the various operating system functions calls interacting with the CPU. Students will also be exposed to the Networking Protocol's and Concepts.

CET 211 Computer Upgrade/Repair II (2-3-3) This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. Exposure will be provided to the usage of the Microhouse Technical Library and cite support concepts for computerized equipment. Prerequisites: CET 111.

CET 222 Computer Architecture (2-0-2) This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput, and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multiprocessing, and pipelining. Upon completion, students should be able to evaluate system hardware and resources for installation and configuration purposes. Also intersection of the Bios and OS with various interface peripherals devices. Chip set will be discussed.

CET 225 Digital Signal Processing (2-2-3) This course covers the theory and use of digital signal processing techniques. Topics include Fourier analysis, digital filtering, Z transforms, IIR, FIR, convolution, pulse methods, and DSP programming. Upon completion, students should be able to implement and troubleshoot DSP systems in hardware and software. Also analysis of uncode Digital Communication Systems functional architecture from an engineering perspective will be discussed.

CET 245 Internet Servers (2-3-3) This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNNP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers. Students will be expected to develop an in depth understanding of Internet Protocol Next Generation IPng and configuartion of screening multiprotocol routers, and firewall proxy servers. Prerequisites: CSC 134

CET 251 Software Eng Principles (3-3-4) This course introduces the methodology used to manage the development process for complex software systems. Topics include the software life cycle, resource allocation, team dynamics, design techniques, and tools that support these activities. Upon completion, students should be able to design and build robust software in a team setting. The robust software design will be done using Powerbuilder, Delphi, or Oracle developer's packages.

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.*

CHM 131A Introduction to Chemistry Lab (0-3-1) 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. Corequisites: 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) 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. Prerequisites: CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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.

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.

CIS 115 Introduction to Programming & Logic (2-2-3) 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. Prerequisites: MAT 080 or satisfactory placement test scores.

CIS 120 Spreadsheet I (2-2-3) This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. Prerequisites: CIS 110 or CIS 111.

CIS 126 Graphics Software Introduction (2-2-3) This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.

CIS 130 Survey of Operating System (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.

CIS 148 Operating System - Windows NT (2-2-3) This course introduces operating systems concepts for the Windows NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows NT environment. Corequisites: CIS 130.

CIS 152 Database Concepts & Apps (2-2-3) This course introduces database design and creation using a DBMS product. 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 which follow acceptable design practices. Prerequisites: CIS 110, CIS 111, or CIS 115.

CIS 153 Database Applications (2-2-3) This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. Prerequisites: CIS 152.

CIS 160 MM Resources Integration (2-2-3) This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application. Prerequisites: CIS 110 or CIS 111.

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.

CIS 166 Desktop Publishing II (2-2-3) This course provides advanced training in the use of a variety of desktop publishing software. Emphasis is placed on evaluation of software and hardware available for desktop publishing. Upon completion, students should be able to create and design complex publications using a variety of page layout software. Prerequisites: CIS 165.

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.

CIS 215 Hardware Install/Maintenance (2-3-3) 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. Prerequisites: CIS 110 or CIS 111.

CIS 216 Software Install/Maintenance (1-2-2) This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software. Prerequisites: CIS 130.

CIS 225 Integrated Software (1-2-2) This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases, and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies. Prerequisites: CIS 120, CIS 152, and OST 136.

CIS 226 Trends in Technology (1-2-2) This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CIS 228 Project Manager (1-2-2) This course introduces computerized project management software. Topics include identifying critical paths, cost management, time management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately. Prerequisites: CIS 130.

CIS 245 Operating System - Multi-User (2-3-3) This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.

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.

CIS 260 Business Graphics Apps (2-2-3) This course utilizes graphics software in a variety of business applications. Topics include terminology, design and evaluation, graphics formats and conversion, practical applications of graphics software, and integration of peripherals. Upon completion, students should be able to create and incorporate graphic designs to enhance business communications. Prerequisites: CIS 110 or CIS 111

CIS 267 Multimedia Applications (2-2-3) This course combines audio, video, text, and graphics technologies to create multimedia applications. Emphasis is placed on digitizing audio; compressing and digitizing video; and using animation, special effects, and technical media to enhance communication. Upon completion, students should be able to produce effective multimedia presentations for a variety of settings, including business, education, and training. Prerequisites: CIS 260.

CIS 286 Systems Analysis & Design (3-0-3) 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. Corequisites: CIS 115.

CIS 288 Systems Project (1-4-3) 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. Prerequisites: CIS 286.

CJC 100 Basic Law Enforcement Training (9-27-18) This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111 Introduction 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.

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.

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.

CJC 114 Investigative Photography (1-2-2) This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 120 Interviews/Interrogations (1-2-2) This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations (3-0-3) This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 122 Community Policing (3-0-3) This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law (3-0-3) This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence (3-0-3) 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.

CJC 212 Ethics & Comm 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.

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 215 Organization & Administration (3-0-3) This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles (3-2-4) 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 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.

CJC 241 Community-Based Corrections (3-0-3) This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 293 Selected Topics in Criminal Justice (3-0-3) This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

COE 111 Co-op Work Experience I (0-0-10-1) This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, andskills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services class.

COE 112 Co-op Work Experience I (0-0-20-2) This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 114 Co-op Work Experience I (0-0-40-4) This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I (1-0-0-1) 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.

COE 121 Co-op Work Experience II (0-0-10-1) 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.

COE 125 Work Experience Seminar II (1-0-0-1) 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

COE 131 Co-op Work Experience III (0-0-10-1) This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 232 Co-op Work Experience VI (0-0-20-2) This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COM 231 Public Speaking (3-0-3) This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COS 111 Cosmetology Concepts I (4-0-4) or COS 111A Cosmetology Concepts I A (2-0-2)
COS 111B Cosmetology Concepts I B (2-0-2) This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. Corequisites: COS 112.

COS 112 Salon I (0-24-8) or COS 112A Salon I A (0-12-4)
COS 112B Salon I B (0-12-4) This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. Corequisites: COS 111.

COS 113 Cosmetology Concepts II (4-0-4) or COS 113A Cosmetology Concepts II A (2-0-2)
COS 113B Cosmetology Concepts II B (2-0-2) This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. Corequisites: COS 114.

COS 114 Salon II (0-24-8) or COS 114A Salon II A (0-12-4)
COS 114B Salon II B (0-12-4) This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. Corequisites: COS 113.

COS 115 Cosmetology Concepts III (4-0-4) or COS 115A Cosmetology Concepts III A (2-0-2)
COS 115B Cosmetology Concepts III B (2-0-2) This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. Corequisites: COS 116.

COS 116 Salon III (0-12-4) or COS 116A Salon III A (0-6-2)
COS 116B Salon III B (0-6-2) This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. Corequisites: COS 115.

COS 117 Cosmetology Concepts IV (2-0-2) This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. Corequisites: COS 118.

COS 118 Salon IV (0-21-7) or COS 118A Salon IV A (0-12-4)
COS 118B Salon IV B (0-9-3) This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. Prerequisites: COS 114 and COS 116. Corequisites: COS 117.

COS 120 Esthetics (1-3-2) This course covers the concepts and techniques of esthetics. Topics include safety, skin care, makeup, aromatherapy, massage, and superfluous hair removal. Upon completion, students should be able to perform professional skin care and makeup services.

COS 121 Manicure/Nail Technology I (4-6-6) This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122 Manicure/Nail Technology II (4-6-6) This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 123 Contemporary Hair Coloring (1-3-2) This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. Prerequisites: COS 111 and COS 112.

COS 140 Contemporary Design (1-3-2) This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design. Prerequisites: COS 111 and COS 112.

COS 150 Computerized Salon Ops (1-0-1) This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 251 Manicure Instructor Concepts (8-0-8) This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instructor Practicum (0-15-5) This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements. Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon. Corequisites: COS 251.

COS 271 Instructor Concepts I (5-0-5) This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist. Corequisites: COS 272.

COS 272 Instructor Practicum I (0-21-7) This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist. Corequisites: COS 271

COS 273 Instructor Concepts II (5-0-5) This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. Prerequisites: COS 271 and COS 272. Corequisites: COS 274

COS 274 Instructor Practicum II (0-21-7) This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. Prerequisites: COS 271 and COS 272. Corequisites: COS 273. *This is a certificate-level course.*

CSC 131 Assembly Programming (2-3-3) This course introduces assembly language programming with emphasis on program efficiency. Topics include registers, instruction, data types, memory layout, I/O, bit manipulation, debugging, and code considerations. Upon completion, students should be able to create and modify program modules written in an assembly language.

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.

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.

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, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

CSC 239 Advanced Visual BASIC (2-3-3) 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, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Prerequisites: CSC 139.

CSC 248 Advanced Internet Programming (2-3-3) This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language. Prerequisites: CSC 134 or CSC 141.

CUL 110 Sanitation & Safety (2-0-2) This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

CUL 110A Sanitation & Safety Lab (0-2-1) This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry. Corequisites: CUL 110.

CUL 120 Purchasing (2-0-2) This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 130 Menu Design (2-0-2) This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CUL 135 Food & Beverage Service (2-0-2) This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUL 135A Food & Beverage Serv Lab (0-2-1) This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages. Corequisites: CUL 135.

CUL 140 Basic Culinary Skills (2-6-5) This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 160 Baking I (1-4-3) This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CUL 180 International & America Reg Cuisine (1-8-5) This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus. Prerequisites: CUL 140.

CUL 220 Food Service for Special Operations (1-8-5) This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and takeout venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CUL 240 Advanced Culinary Skills (1-8-5) This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. Prerequisites: CUL 140.

DFT 117 Technical Drafting (1-2-2) This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts. CAD will be introduced with emphasis placed on orthographic and isometric drawing.

ECO 151 Survey of Economics (3-0-3) This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDT 110 Neuroscience/Pathology Cond (4-0-0-4) This course covers the anatomy and physiology of the nervous system as well as those disease processes which affect nervous system components. Topics include anatomy, physiology, and pathology of the neuron, brain, spinal cord, peripheral nerves, and the special senses. Upon completion, students should be able to understand the structure and function of the nervous system and how this structure/function is affected by specific diseases. Prerequisites: Enrollment in the Electroneurodiagnostics Technology program.

EDT 111 Laboratory Management (1-0-0-1) This course provides the skills and knowledge necessary to effectively manage and/or function as a team player in an electroneurodiagnostics department. Topics include the role of an effective manager, the role of a team player, techniques for scheduling, record keeping/storage, and creation/implementation of department policies. Upon completion, students should be able to understand those skills necessary to manage an electroneurodiagnostics department, both independently and as a team worker. Prerequisites: Successful completion of all required first semester EDT courses.

EDT 112 Instrument/Record Methods (3-0-0-3) This course covers theories of electrode placement, various instrumentation components used in neurological testing, and optimal recording techniques based on patient status. Topics include the International 10-20 System of electrode placement, electrode types/applications, electronics applicable to neurological testing, instrument controls, montages, and polarity/localization. Upon completion, students should be able to understand the theories underlying optimal utilization of electrodes and instrumentation for neurological testing. Prerequisites: Successful completion of all required first semester EDT courses.

EDT 113 Clinical Correlates (2-0-0-2) This course covers normal and abnormal neurological test findings associated with the anatomy/physiology/pathology covered in EDT 100. Topics include normal and abnormal neurological test results, artifacts, and activation procedures utilizing teaching records from affiliated laboratories. Upon completion, students should be able to identify patterns and artifacts on neurological tests in order that optimal recording strategies may be utilized. Prerequisites: Successful completion of all required first semester EDT courses.

EDT 114 Special Procedures (2-0-0-2) This course provides a basic understanding of special testing procedures used in neurological diagnosis. Topics include foundations of evoked potentials, nerve conduction studies, operating room monitoring, ambulatory EEGs, long-term video monitoring, polysomnography, and various radiological procedures. Upon completion, students should be able to demonstrate an understanding of the principles of various special procedures used in neurological diagnosis. Prerequisites: Successful completion of all required first semester EDT courses.

EDT 115 EDT Laboratory Practice (0-12-0-4) This course provides a practical application of theories covered in previous EDT courses. Emphasis is placed on practical skill development in neurological testing, appropriate patient rapport, infection control, and electrical safety guidelines, using mock situations. Upon completion, students should be able to conduct optimal neurological testing in mock situations. Prerequisites: Successful completion of all required first semester EDT courses.

EDT 116 EDT Clinical Experience (0-0-24-8) This course provides clinical experience in a hospital neurology department under the supervision of a qualified technologist. Emphasis is placed on qualified interaction between patients/families and hospital personnel and optimal skill level development in neurological testing. Upon completion, students should be able to conduct themselves professionally in a hospital setting and conduct optimal neurological studies as ordered by physicians. Prerequisites: Successful completion of all required second semester EDT courses.

EDU 111 Early Childhood Cred I (2-0-2) This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Cred II (2-0-2) This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 131 Child, Family, & Community (3-0-3) This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I (3-0-3) This course covers the theories of child development and the developmental sequences of children from conception through the preschool years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II (3-0-3) This course covers theories of child development and developmental sequences of children from preschool through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. Prerequisites: EDU 144.

EDU 146 Child Guidance (3-0-3) This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities (3-0-3) This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153 Health, Safety, & Nutrition (3-0-3) This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

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 175 Introduction to Trade & Industrial Education (3-0-3) This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emergy trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education.

EDU 176 Occupation Analysis & Course Development (3-0-3) This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods.

EDU 177 Instructional Methods (2-2-3) This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods.

EDU 178 Facilities Org & Planning (2-2-3) This course is a study of the problems related to educational facilities planning, layout, and management. Emphasis is placed on applying basic principles to actual projects relating to specific occupational areas. Upon completion, students should be able to lay out an educational facility for an occupational area and develop a plan for the facilities use.

EDU 221 Children with Special Needs (3-0-3) This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies. Prerequisites: EDU 144 and EDU 145.

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 259 Curriculum Planning (3-0-3) 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. Prerequisites: EDU 112.

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.

EDU 271 Media Tech for Teachers (2-2-3) This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.

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 288 Advanced Issues/Early Child Education (2-0-2) This course covers advanced topics and issues in early childhood. 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 advanced current topics and issues in early childhood education.

EGR 285 Design Project (0-4-2) This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELC 111 Introduction to Electricity (2-2-3) This course introduces the fundamental concepts of electricity and test equipment to nonelectrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 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) 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. Prerequisites: ELC 113.

ELC 117 Motors and Controls (2-6-4) This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. Prerequisites: ELC 112 or ELC 131.

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. Students will use a PC to PLC interfact to control industrial devices with a PLC.

ELC 131 DC/AC Circuit Analysis (4-3-5) This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. Laboratory sessions will stress component level breadboarding and require demonstration of competence with a dual trace oscilloscope. Corequisites: MAT 121.

ELN 131 Electronic Devices (3-3-4) This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, 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. Students will be expected to use semiconductor manuals and interpret manufacturer's data to apply technical specifications to real world problems. Prerequisites: ELC 131.

ELN 132 Linear IC Applications (3-3-4) 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 circuits using linear integrated circuits, appropriate techniques and test equipment. Students will be expected to demonstrate use of a semiconductor cross reference manual and appropriate interpretation of manufacturer's technical data. Prerequisites: ELN 131.

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, ADC/DAC 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. The course will conclude with instruction and laboratory activities using PLD's. Prerequisites: ELC 131.

ELN 152 Fabrication Techniques (1-3-2) This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 229 Industrial Electronics (2-4-4) This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. Specific emphasis will be placed on typical circuitry and process control applications. Prerequisites: ELC 131.

ELN 231 Industrial Controls (2-3-3) 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. Sensors, transducers and measurement techniques and associated circuitry will be studied, PLC's and 3 phase theory will be introduced. Prerequisites: ELC 131.

ELN 232 Introduction to Microprocessors (3-3-4) This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. The course will highlight the interfacing of the microprocessor with PC's Bios Chip Set and operating systems. Prerequisites: ELN 133.

ELN 233 Microprocessor Systems (3-3-4) This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment. Students will design a Microprocessor based controller and interface an EPROM. Prerequisites: ELN 232.

ELN 234 Communication Systems (3-3-4) This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment. Techniques of modulation/demodulation of carriers and side band suppression will be emphasized along with wave propagation and fundamental antenna theory. Prerequisites: ELN 132.

ELN 235 Data Communication System (3-3-4) This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. The course will conclude with a LAN design, (communication project), using Microsoft NT OS and NOVELL OS with different communication protocols. Prerequisites: ELN 133.

ELN 257 Telecom Software (2-3-3) This course covers technical programming to solve telecommunication problems using, C, UNIX, or other application software. Emphasis is placed on modeling and analyzing selected communication circuits. Upon completion, students should be able to program, simulate, and emulate communication circuits.

ELN 258 FCC Commercial License Preparation (3-0-3) This course provides a review of communications technology and federal regulation covered on the FCC General Class Commercial License examination. Topics include transmitters, receivers, modulation types, antennas, transmission lines, wave propagation, troubleshooting, and FCC regulations. Upon completion, students should be able to demonstrate knowledge of the materials covered and be prepared for the FCC General Class Commercial License examination. Information about private certification exams will also be provided. Prerequisites: ELN 234.

ELN 264 Advanced Communication (4-3-5) This course provides an in-depth study of high-frequency RF circuits. Topics include RF, microwave circuits, transmission media, radar and antenna systems, and energy sources. Upon completion, students should be able to explain operating units; safely test, adjust, and troubleshoot systems; and demonstrate and design a simple system. Emphasis will be on microwave and fiber optic communication theory. Prerequisites: ELN 234.

ELN 275 Troubleshooting (1-2-2) 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. Electrical safety and component identification/replacement and substitution will be stressed. Corequisites: ELN 133.

ENG 060 Speaking English Well (2-0-2) This course is designed to improve conversational skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 080 Writing Foundations (3-2-4) 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. Prerequisites: Satisfactory Placement Test scores. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 090 Composition Strategies (3-0-3) 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. Prerequisites: ENG 080. *This course satisfies the developmental reading and writing prerequisite for ENG 111 and ENG 111A.*

ENG 090A Comp Strategies Lab (0-2-1) This writing lab is designed to practice the skills introduced in ENG 090. 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. Prerequisites: ENG 080. Corequisites: ENG 090.

ENG 111 Expository Writing (3-0-3) 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. Prerequisites: ENG 090 and RED 090. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 Literature-Based Research (3-0-3) 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. Prerequisites: ENG 111. This *course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Professional Research & Reporting (3-0-3) This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. Prerequisites: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 115 Oral Communication (3-0-3) This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings. Students will apply the principles of analysis, rhetoric, research and standard usage to workplace communications.

ENG 131 Introduction to Literature (3-0-3) 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. Prerequisites: ENG 111. Corequisites: ENG 112. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 American Literature I (3-0-3) 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. Prerequisites: ENG 113 or ENG 114. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II (3-0-3) 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. Prerequisites: ENG 113 or ENG 114. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers (3-0-3) This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. Prerequisites: ENG 113 or ENG 114. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I (3-0-3) This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Prerequisites: ENG 113 or ENG 114. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II (3-0-3) This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Prerequisites: ENG 113 or ENG 114. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 251 Western World Literature I (3-0-3) This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. Prerequisites: ENG 113 or ENG 114. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 111 Elementary French I (3-0-3) This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II (3-0-3) This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211 Intermediate French I (3-0-3) This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Prerequisites: FRE 112. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212 Intermediate French II (3-0-3) This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Prerequisites: FRE 211. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEO 112 Cultural Geography (3-0-3) This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GRA 121 Graphic Arts I (2-4-4) This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

GRA 220 Industry Survey (1-2-2) This course explores various graphic arts businesses and trade associations through tours, guest speakers, and research. Emphasis is placed on presenting a broad industry overview through research of a variety of industry activities and relationships. Upon completion, students should be able to describe local graphic arts businesses and local and national trade and professional associations.

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 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) 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. Prerequisites: GRD 121.

GRD 131 Illustration I (1-3-2) 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. Prerequisites: GRD 121.

GRD 132 Illustration II (1-3-2) 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. Emphasis is placed on exposure to, and developing proficiency with, a variety of illustration media and techniques. Prerequisites: GRD 131.

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 projects.

GRD 142 Graphic Design II (2-4-4) 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. Maximum individual attention is provided and students are encouraged to undertake actual graphic design / advertising assignments for clients. Prerequisites: GRD 141.

GRD 145 Design Applications I (0-3-1) This course introduces visual problem solving. Emphasis is placed on application of design principles. Upon completion, students should be able to produce projects utilizing basic design concepts. Corequisites: GRD 141.

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) This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. Prerequisites: GRD 151.

GRD 153 Computer Design Tech II (1-4-3) This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale. Prerequisites: GRD 152

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 230 Technical Illustration (1-3-2) This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques. Prerequisites: GRD 121.

GRD 241 Graphic Design III (2-4-4) 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. Prerequisites: GRD 142.

GRD 242 Graphic Design IV (2-4-4) 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. Prerequisites: GRD 241.

GRD 280 Portfolio Design (2-4-4) 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 resume 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. Prerequisites: GRD 142 and GRD 152.

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 285 Client/Media Relations (1-2-2) 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. Prerequisites: GRD 142 and GRA 121 or GRD 152.

GRO 120 Gerontology (3-0-0-3) This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. Prerequisites: PSY 150.

HEA 110 Personal Health/Wellness (3-0-3) This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

HIS 111 World Civilizations I (3-0-3) 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) This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I (3-0-3) 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) 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.*

HIT 110 Health Information Orientation (2-0-0-2) This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends. Prerequisites: Enrollment in the Health Information Technology program.

HIT 112 Health Law & Ethics (3-0-0-3) This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information. Prerequisites: Enrollment in the Health Information Technology program.

HIT 114 Record Systems/Standards (2-3-0-3) This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control. Prerequisites: Enrollment in the Health Information Technology program.

HIT 122 Directed Practice I (0-0-3-1) This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices. Prerequisites: Enrollment in the Health Information Technology program.

HIT 124 Directed Practice II (1-0-3-2) This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices. Prerequisites: Enrollment in the Health Information Technology program.

HIT 210 Health Care Statistics (3-2-0-4) This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data. Prerequisites: MAT 110 or MAT 140

HIT 212 Coding/Classification I (3-3-0-4) This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rates, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval, quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM. Prerequisites: Enrollment in Health Information Technology program.

HIT 214 Coding/Classification II (3-3-0-4) This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement. Prerequisites: HIT 212.

HIT 216 Quality Management (2-2-0-3) This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities. Prerequisites: Enrollment in Health Information Technology program.

HIT 218 Management (3-0-0-3) This course covers management and supervision principles as applied to health care settings. Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health care settings.

HIT 222 Directed Practice III (0-0-6-2) This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices. Prerequisites: Enrollment in the Health Information Technology program.

HIT 224 Directed Practice IV (1-0-6-3) This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices. Prerequisites: Enrollment in the Health Information Technology program.

HIT 226 Principles of Disease (3-0-0-3) This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management. Prerequisites: BIO 169.

HIT 280 Professional Issues (2-0-0-2) This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains, tasks, and subtasks for health information technologies.

HRM 110 Introduction to Hospitality (2-0-2) This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 115 Housekeeping (3-0-3) This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

HRM 125 Hospitality Etiquette (1-0-1) This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.

HRM 135 Facilities Management (2-0-2) This course introduces the basic elements of planning and designing hospitality facilities, including their maintenance and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, and maintenance of hospitality physical plants and equipment.

HRM 140 Hospitality Tourism Law (3-0-3) This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

HRM 145 Hospitality Supervision (3-0-3) This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry.

HRM 220 Food & Beverage Controls (3-0-3) This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems. Prerequisites: MAT 110.

HRM 240 Hospitality Marketing (3-0-3) This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 280 Hospitality Mgmt Problems (3-0-3) This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers. Prerequisites: HRM 220.

HSC 110 Orientation to Health Careers (1-0-0-1) This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HSC 120 CPR (0-2-0-1) This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

HSE 110 Introduction to Human Services (2-2-0-3) 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 (1-2-0-2) 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. Prerequisites: Enrollment in the HSE program.

HSE 123 Interviewing Techniques (2-2-0-3) 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 (2-2-0-3) 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. Prerequisites: PSY 150.

HSE 155 Community Resources Management (2-0-0-2) This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.

HSE 210 Human Services Issues (2-0-0-2) 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. Prerequisites: Successful completion of 12 SHC in the HSE program.

HSE 212 Group Process II (1-2-0-2) This course is a continuation of the study of 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 demonstrate their ability to communicate with others and facilitate communications between others. Prerequisites: HSE 112.

HSE 220 Case Management (2-2-0-3) 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 manage the care of the whole person from initial contact through termination of services. Prerequisites: HSE 110.

HSE 225 Crisis Intervention (3-0-0-3) 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 (3-0-0-3) 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 240 Issues in Client Services (3-0-0-3) This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

HSE 242 Family Systems (3-0-0-3) This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure. Prerequisites: PSY 150 or SOC 210.

HSE 250 Financial Services (2-0-0-2) This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.

HSE 255 Health Problems & Prevent (2-2-0-3) This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HUM 115 Critical Thinking (3-0-3) This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. Prerequisites: ENG 111. *This course may meet the SACS humanities requirement for AAS degree programs.*

HUM 120 Cultural Studies (3-0-3) 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 study 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) 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 (3-0-3) This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

LEX 110 Introduction to Paralegal Study (2-0-2) This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

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.

LEX 121 Legal Research/Writing II (2-2-3) 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. Prerequisites: LEX 120.

LEX 130 Civil Injuries (2-0-2) 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.

LEX 140 Civil Litigation I (3-0-3) This course introduces the structure of the legal system and the rules governing civil litigation. Emphasis is placed on jurisdiction and the state and federal rules of civil procedure and rules of evidence. Upon completion, students should be able to assist an attorney in the preparation of a civil case.

LEX 141 Civil Litigation II (2-2-3) This course covers the paralegal's role in the civil litigation process. Topics include investigation, interviewing, pleadings, motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation. Prerequisites: LEX 140.

LEX 150 Commercial Law (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 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, pretrial 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) 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. Corequisites: LEX 120.

LEX 210 Real Property I (2-0-2) 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.

LEX 211 Real Property II (1-4-3) 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. Prerequisites: LEX 210.

LEX 240 Family Law (2-0-2) 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.

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 (2-0-2) 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 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 role of a professional paralegal and identify authority that can properly be delegated by an attorney.

MAS 110 Masonry I (4-18-10) 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 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.

MAT 050 Basic Math Skills (3-2-4) This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics (3-2-4) 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. Prerequisites: MAT 050.

MAT 070 Introductory Algebra (3-2-4) 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. Prerequisites: MAT 060. Corequisites: RED 080.

MAT 080 Intermediate Algebra (3-2-4) 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. Prerequisites: MAT 070. Corequisites: RED 080.

MAT 110 Mathematical Measurement (2-2-3) 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. Prerequisites: MAT 070 or satisfactory placement test scores.

MAT 115 Mathematical Models (2-2-3) This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. Prerequisites: MAT 070 or satisfactory placement test scores.

MAT 121 Algebra/Trigonometry I (2-2-3) This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. Prerequisites: MAT 070 or satisfactory placement test scores.

MAT 122 Algebra/Trigonometry II (2-2-3) This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results. Prerequisites: MAT 121.

MAT 140 Survey of Mathematics (3-0-3) This course provides an introduction in a nontechnical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Prerequisites: MAT 070 or satisfactory placement test scores.. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151 Statistics I (3-0-3) 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. Prerequisites: MAT 080 or satisfactory placement test scores. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151A Statistics I Lab (0-2-1) 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. Prerequisites: MAT 080. Corequisites: MAT 151.

MAT 161 College Algebra (3-0-3) This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. Prerequisites: MAT 080 or satisfactory placement test scores. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162 College Trigonometry (3-0-3) This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, 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. Prerequisites: MAT 161. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175 Precalculus (4-0-4) This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Prerequisites: High School Algebra III/Trigonometry. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 Calculus I (3-2-4) This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. Prerequisites: MAT 175. *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) 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. Prerequisites: MAT 271. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MED 121 Medical Terminology I (3-0-0-3) This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II (3-0-0-3) 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. Prerequisites: MED 121.

MED 134 Medical Transcription (2-2-0-3) This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription. Prerequisites: MED 121.

MED 182 CPR First Aid & Emergency (1-2-0-2) This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

MKT 110 Principles of Fashion (3-0-3) This course introduces the terminology and components of the fashion industry. Topics include the roles and responsibilities of designers, manufacturers, and retailers and an exploration of careers in the fashion industry. Upon completion, students should be able to identify economic, sociological, and psychological factors which influence fashion demands.

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.

MKT 122 Visual Merchandising (3-0-3) This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 123 Fundamentals of Selling (3-0-3) This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotion (3-0-3) This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225 Marketing Research (3-0-3) This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. Prerequisites: MKT 120. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 226 Retail Applications (3-0-3) This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MLT 110 Introduction to MLT (2-3-0-3) This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 111 Urinalysis & Body Fluids (1-3-0-2) This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 116 Anatomy & Med Terminology (5-0-0-5) This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 118 Medical Lab Chemistry (3-0-0-3) This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 120 Hematology/Hemostasis I (3-3-0-4) This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 126 Immunology and Serology (1-2-0-2) This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 127 Transfusion Medicine (2-3-0-3) This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 130 Clinical Chemistry I (3-3-0-4) This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 140 Introduction to Microbiology (2-3-0-3) This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 215 Professional Issues (1-0-0-1) This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 220 Hematology/Hemostasis II (2-3-0-3) This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 240 Special Clin Microbiology (2-3-0-3) This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures. Prerequisites: MLT 140.

MLT 251 MLT Practicum I (0-0-3-1) This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 252 MLT Practicum I (0-0-6-2) This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 253 MLT Practicum I (0-0-9-3) This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 254 MLT Practicum I (0-0-12-4) This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 263 MLT Practicum II (0-0-9-3) This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 273 MLT Practicum III (0-0-9-3) This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MLT 280 Special Practice Lab (0-3-0-1) This course provides additional medical laboratory experience. Emphasis is placed on laboratory skills and techniques. Upon completion, students should be able to demonstrate proficiency in laboratory skills and techniques. Prerequisites: Enrollment in the Medical Laboratory Technology program.

MUS 110 Music Appreciation (3-0-3) This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NET 110 Data Communication/Networking (2-2-3) This course introduce 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.

NUR 115 Fundamentals of Nursing (2-3-6-5) This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Students will apply theoretical knowledge and basic skills in on-campus laboratory and Long Term Care facilities. Prerequisites: Admission to the Associate Degree Nursing program.

NUR 117 Pharmacology (1-3-0-2) This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125 Maternal-Child Nursing (5-3-6-8) This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families. Students will apply theoretical knowledge and skills in a variety of community settings. Prerequisites: NUR 115.

NUR 133 Nursing Assessment (2-3-0-3) This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135 Adult Nursing I (5-3-9-9) This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health. Students will apply theoretical knowledge and skills in a variety of settings. Prerequisites: NUR 115.

NUR 185 Mental Health Nursing (3-0-6-5) This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs. Clinical experience emphasizes observation and communication within acute care facilities and mental health agencies. Prerequisites: NUR 115.

NUR 188 Nursing in the Community (1-0-6-3) This course to introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurse's roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care. Prerequisites: NUR 115.

NUR 233 Leadership in Nursing (2-0-0-2) This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings. Prerequisites: NUR 135.

NUR 235 Adult Nursing II (4-3-15-10) This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. The student is provided an opportunity to develop leadership skills through planning, directing and evaluation total patient care. Prerequisites: NUR 135.

NUR 244 Issues and Trends (2-0-0-2) This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

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 to food preparation and selection.

OST 080 Keyboarding Literacy (1-2-2) This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 090 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 122 Office Computations (1-2-2) This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

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 134 Text Entry & Formatting (3-2-4) 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. Prerequisites: OST 131.

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.

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.

OST 223 Machine Transcription I (1-2-2) This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy. Prerequisites: OST 134, OST 136, and OST 164.

OST 233 Office Publications Design (2-2-3) This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications. Prerequisites: OST 136.

OST 236 Advanced Word/Information Proc (2-2-3) 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. Prerequisites: OST 136.

OST 286 Professional Development (2-0-2) This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health life-styles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Systems Management (2-2-3) This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. Prerequisites: OST 134, OST 136, and OST 164.

OTA 110 Fundamentals of OT (2-3-0-3) This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference. Prerequisites: Enrollment in the Occupational Therapy Assistant program. Corequisites: BIO 168.

OTA 120 OT Media I (1-3-0-2) This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations. Prerequisites: Enrollment in the Occupational Therapy Assistant program. Corequisites: OTA 110.

OTA 130 Assessment Skills (2-3-0-3) This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills. Prerequisites: Enrollment in the Occupational Therapy Assistant program. Corequisites: OTA 110.

OTA 140 Professional Skills I (0-3-0-1) This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling. Prerequisites: Enrollment in the Occupational Therapy Assistant program. Corequisites: OTA 110.

OTA 150 Life Span Skills I (2-3-0-3) This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings. Prerequisites: Enrollment in the Occupational Therapy Assistant program. Corequisites: PSY 241 and OTA 170.

OTA 161 Fieldwork I-Placement 1 (0-0-3-1) This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. Prerequisites: OTA 120 and OTA 140. Corequisites: OTA 130.

OTA 162 Fieldwork I-Placement 2 (0-0-3-1) This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. Prerequisites: OTA 120 and OTA 140. Corequisites: OTA 130.

OTA 163 Fieldwork I-Placement 3 (0-0-3-1) This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. Prerequisites: OTA 120 and OTA 140. Corequisites: OTA 130.

OTA 170 Physical Dysfunction (2-3-0-3) This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. Corequisites: OTA 130.

OTA 180 Psychosocial Dysfunction (2-3-0-3) This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts. Prerequisites: PSY 281. Corequisites: OTA 130.

OTA 220 OT Media II (1-6-0-3) This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes. Prerequisites: OTA 120 and OTA 130.

OTA 225 OT Media III (1-3-0-2) This course provides additional training in recognizing the therapeutic value of and using a wide variety of craft and work activities. Emphasis is placed on intensive exposure to crafts and work activities as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform a variety of work and craft-related activities with therapeutic value. Crafts and culture of the Appalachian region and the eastern band of the Cherokee nation are studied. Prerequisites: OTA 120.

OTA 240 Professional Skills II (0-3-0-1) This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks. Prerequisites: OTA 140.

OTA 245 Professional Skills III (1-3-0-2) This course provides preparation for Fieldwork II experiences using skills/knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, resume production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to independently complete employment-seeking activities and provide in-service training. Prerequisites: OTA 240.

OTA 250 Life Span Skills II (2-3-0-3) This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings. Prerequisites: Enrollment in the Occupational Therapy Assistant program. Corequisites: PSY 241, OTA 170, and OTA 180.

OTA 260 Fieldwork II-Placement 1 (0-0-18-6) This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. Prerequisites: Successful completion of all required OTA curriculum courses except OTA 261 and OTA 280. Corequisites: This course must be completed within 18 months of the completion of all other OTA course work.

OTA 261 Fieldwork II-Placement 2 (0-0-18-6) This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. Prerequisites: Successful completion of all required OTA curriculum courses except OTA 260 and OTA 280. Corequisites: This course must be completed within 18 months of the completion of all other OTA course work.

OTA 280 Professional Transitions (0-2-0-1) This course provides closure to the educational program following Fieldwork II placements. Emphasis is placed on portfolio development and presentation, program evaluation, Fieldwork II experience analysis and synthesis, and final preparation for the certification examination. Upon completion, students should be able to enter the OT work force with supportive documentation demonstrating progress toward meeting critical competencies set forth by the curriculum. Prerequisites: OTA 260 or OTA 261. Corequisites: Enrollment in either OTA 260 or OTA 261.

PBT 100 Phlebotomy Technology (5-2-0-6) This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. Prerequisites: Enrollment in the Phlebotomy Technology program. Corequisites: PBT 101. *This is a certificate-level course.*

PBT 101 Phlebotomy Practicum (0-0-9-3) This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. Prerequisites: Enrollment in the Phlebotomy Technology program. Corequisites: PBT 100. *This is a certificate-level course.*

PED 110 Fit and Well for Life (1-2-2) This course is designed to inveigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 111 Physical Fitness I (0-3-1) This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 117 Weight Training I (0-3-1) This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

PED 118 Weight Training II (0-3-1) This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Prerequisites: PED 117.

PED 128 Golf-Beginning (0-2-1) This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 130 Tennis-Beginning (0-2-1) This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 137 Badminton (0-2-1) This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

PED 139 Bowling-Beginning (0-2-1) This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

PED 143 Volleyball-Beginning (0-2-1) This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 145 Basketball-Beginning (0-2-1) This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

PED 171 Nature Hiking (0-2-1) This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PHI 210 History of Philosophy (3-0-3) This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. Prerequisites: ENG 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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 sciences/mathematics.*

PHY 110A Conceptual Physics Lab (0-2-1) 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. Corequisites: PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 131 Physics-Mechanics (3-2-4) This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. Prerequisites: MAT 121.

PLU 110 Modern Plumbing (4-15-9) This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 120 Plumbing Applications (4-15-9) This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

POL 110 Introduction Political Science (3-0-3) This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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.

PSY 118 Interpersonal Psychology (3-0-3) This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology (3-0-3) This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psychology (3-0-3) 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. Prerequisites: PSY 150 *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 281 Abnormal Psychology (3-0-3) 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. Prerequisites: PSY 150. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PTA 110 Introduction to Physical Therapy (2-3-0-3) This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care. Prerequisites: Enrollment in the Physical Therapist Assistant program.

PTA 120 Functional Anatomy (1-6-0-3) This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy. Prerequisites: Enrollment in the Physical Therapist Assistant program. Corequisites: PTA 140.

PTA 130 Physical Therapy Procedure I (1-6-0-3) This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures. Prerequisites: Enrollment in the Physical Therapist Assistant program. Corequisites: PTA 110.

PTA 140 Therapeutic Exercise (2-6-0-4) This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner. Prerequisites: Enrollment in the Physical Therapist Assistant program. Corequisites: PTA 120.

PTA 150 Physical Therapy Procedure II (1-6-0-3) This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved. Prerequisites: PTA 130.

PTA 160 Physical Therapy Proc III (2-3-0-3) This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength; and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities. Prerequisites: PTA 150.

PTA 170 Pathophysiology (3-0-0-3) This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis. Prerequisites: Enrollment in the Physical Therapist Assistant program.

PTA 180 PTA Clinical Education Introduction (0-0-9-3) This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. Prerequisites: Enrollment in the Physical Therapist Assistant program.

PTA 212 Health Care/Resources (2-0-0-2) This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery. Prerequisites: Enrollment in the Physical Therapist Assistant program.

PTA 222 Professional Interactions (2-0-0-2) This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers. Prerequisites: Enrollment in the Physical Therapist Assistant program.

PTA 240 Physical Therapy Procedure IV (3-6-0-5) This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations. Prerequisites: PTA 160.

PTA 250 Advanced Massage for PTA (0-3-0-1) This course is a survey of advanced massage techniques. Topics include lymphatic drainage and selected soft tissue techniques. Upon completion, students should be able to demonstrate safe and correct application of selected advanced massage techniques. Prerequisites: Enrollment in the Physical Therapist Assistant program.

PTA 252 Geriatrics for the PTA (2-0-0-2) This course is designed to provide more in-depth knowledge of physical therapy care for the geriatric individual. Topics include health promotion, wellness programs, and medical problems specific to the elderly. Upon completion, students should be able to discuss and describe special problems and programs for the elderly. Prerequisites: Successful completion of two semesters of the Physical Therapist Assistant program.

PTA 254 Pediatrics for the PTA (0-3-0-1) This course provides an in-depth study of pediatric dysfunction and rehabilitation techniques. Topics include severe and profound attention deficit disorder, sensory integration, and rehabilitation in the school setting. Upon completion, students should be able to discuss selected pediatric dysfunctions and demonstrate specialized rehabilitation techniques. Prerequisites: Successful completion of two semesters of the Physical Therapist Assistant program.

PTA 260 Advanced PTA Clinical Education (0-0-30-10) This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team. Prerequisites: PTA 180.

PTA 270 PTA Topics (1-0-0-1) This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competence examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam. Prerequisites: Successful completion of two semesters of the Physical Therapist Assistant program.

PTA 280 PTA Issues I (1-0-0-1) This course consists of reports, discussions, and guest lectures on the latest physical therapy techniques, equipment, and health sciences specialties. Topics include reports on extra-departmental experiences, case studies, and literature reviews. Upon completion, students should be able to discuss specialized physical therapy equipment and/or related fields and display competent writing skills. Prerequisites: Successful completion of two semesters of the Physical Therapist Assistant program.

PTA 282 PTA Issues II (0-3-0-1) This course introduces the concept of extremity joint mobilization techniques and encourages attainment of basic competence. Topics include joint mobilization grades and techniques for all peripheral joints and general understanding of basic skill competencies. Upon completion, students should be able to perform safe and effective mobilization techniques. Prerequisites: Successful completion of two semesters of the Physical Therapist Assistant program.

RAD 110 Radiography Introduction & Patient Care (2-3-0-3) 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. Prerequisites: Enrollment in Radiography program. Corequisites: RAD 111 and RAD 151.

RAD 111 RAD Procedures I (3-3-0-4) 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. Prerequisites: Enrollment in the Radiography program. Corequisites: RAD 110 and RAD 151.

RAD 112 RAD Procedures II (3-3-0-4) This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. Prerequisites: RAD 110, RAD 111, and RAD 151. Corequisites: RAD 121 and RAD 161.

RAD 121 Radiographic Imaging I (2-3-0-3) 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. Additional topics include: film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality. Prerequisites: RAD 110, RAD 111, and RAD 151. Corequisites: RAD 112 and RAD 161.

RAD 122 Radiographic Imaging II (1-3-0-2) This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Additional topics include: density, contrast, recorded detail, distortion, and quality assurance. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images. Prerequisites: RAD 112, RAD 121, and RAD 161. Corequisites: RAD 131 and RAD 171.

RAD 131 Radiographic Physics I (1-3-0-2) 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. Prerequisites: RAD 112, RAD 121, and RAD 161. Corequisites: RAD 122 and RAD 171.

RAD 151 RAD Clinical Education I (0-0-6-2) 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. Prerequisites: Enrollment in the Radiography program. Corequisites: RAD 110 and RAD 111.

RAD 161 RAD Clinical Education II (0-0-15-5) This course provides additional experience in patient management and in 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. Prerequisites: RAD 110, RAD 111, and RAD 151. Corequisites: RAD 112 and RAD 121.

RAD 171 RAD Clinical Education III (0-0-12-4) This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. Prerequisites: RAD 112, RAD 121, and RAD 161. Corequisites: RAD 122 and RAD 131.

RAD 211 RAD Procedures III (2-3-0-3) This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas. Prerequisites: RAD 122. Corequisites: RAD 231, RAD 241, and RAD 251.

RAD 231 Radiographic Physics II (1-3-0-2) This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production. Prerequisites: RAD 171. Corequisites: RAD 211, RAD 241, and RAD 251.

RAD 241 Radiation Protection (2-0-0-2) This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology. Prerequisites: RAD 112, RAD 131, and RAD 171. Corequisites: RAD 211, RAD 231, and RAD 251.

RAD 245 Radiographic Analysis (2-3-0-3) This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images. Prerequisites: RAD 251. Corequisites: RAD 261.

RAD 251 RAD Clinical Education IV (0-0-21-7) This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. Prerequisites: RAD 122, RAD 131, and RAD 171. Corequisites: RAD 211, RAD 231, and RAD 241.

RAD 261 RAD Clinical Education V (0-0-21-7) This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. Prerequisites: RAD 251. Corequisites: RAD 245.

RCP 110 Introduction to Respiratory Care (3-3-0-4) This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Prerequisites: Enrollment in the Respiratory Care program.

RCP 111 Therapeutics/Diagnostics (4-3-0-5) This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Prerequisites: RCP 110.

RCP 112 Patient Management (3-3-0-4) This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Prerequisites: RCP 111.

RCP 114 C-P Anatomy & Physiology (3-0-0-3) This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation. Prerequisites: BIO 163.

RCP 115 C-P Pathophysiology (2-0-0-2) This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations. Prerequisites: BIO 163.

RCP 136 RCP Clinical Practice I (0-0-18-6) This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Prerequisites: Enrollment in the Respiratory Care program. Corequisites: RCP 110.

RCP 146 RCP Clinical Practice II (0-0-18-6) This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Prerequisites: RCP 110. Corequisites: RCP 111.

RCP 210 Critical Care Concepts (3-3-0-4) This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Prerequisites: Successful completion of three semesters of the Respiratory Care program.

RCP 211 Advanced Monitoring/Procedures (3-3-0-4) This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations. Prerequisites: RCP 210.

RCP 214 Neonatal/Ped's RC (1-3-0-2) This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations. Prerequisites: RCP 111.

RCP 215 Career Prep-Adv Level (0-3-0-1) This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment. Prerequisites: Enrollment in the Respiratory Care program.

RCP 237 RCP Clinical Practice IV (0-0-21-7) This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Prerequisites: RCP 111. Corequisites: RCP 210.

RCP 246 RCP Clinical Practice V (0-0-18-6) This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Prerequisites: RCP 210. Corequisites: RCP 211.

RED 080 Introduction to College Reading (3-2-4) This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. Prerequisites: Satisfactory Placement Test scores. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090 Improved College Reading (3-2-4) 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. Prerequisites: RED 080 or ENG 085. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

REL 110 World Religions (3-0-3) This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

RLS 112 Real Estate Fundamentals (4-0-4) This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS 113 Real Estate Mathematics (2-0-2) This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

RLS 114 Real Estate Brokerage (2-0-2) This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest. Prerequisites: RLS 112 or current Real Estate license.

RLS 115 Real Estate Finance (2-0-2) This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers. Prerequisites: RLS 112 or current Real Estate license.

RLS 116 Real Estate Law (2-0-2) This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers. Prerequisites: RLS 112 or current Real Estate license.

SAB 110 Substance Abuse Overview (3-0-0-3) 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 120 Intake and Assessment (3-0-0-3) This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 125 SAB Case Management (2-2-0-3) This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. Prerequisites: SAB 120. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 135 Addictive Process (3-0-0-3) This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. Prerequisites: PSY 150.

SAB 210 Substance Abuse Counseling (2-2-0-3) This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 220 Group Techniques/Therapy (2-2-0-3) This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction. Prerequisites: HSE 112.

SAB 230 Family Therapy (2-2-0-3) This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment. Prerequisites: Successful completion of 12 SHC in the SAB concentration.

SAB 240 SAB Issues in Client Service (3-0-0-3) This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. Prerequisites: Successful completion of 12 SHC in the SAB concentration. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SOC 210 Introduction to Sociology (3-0-3) This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family (3-0-3) This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse life-styles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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.*

SPA 112 Elementary Spanish II (3-0-3) 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. Prerequisites: SPA 111. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 211 Intermediate Spanish I (3-0-3) This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Prerequisites: SPA 112. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

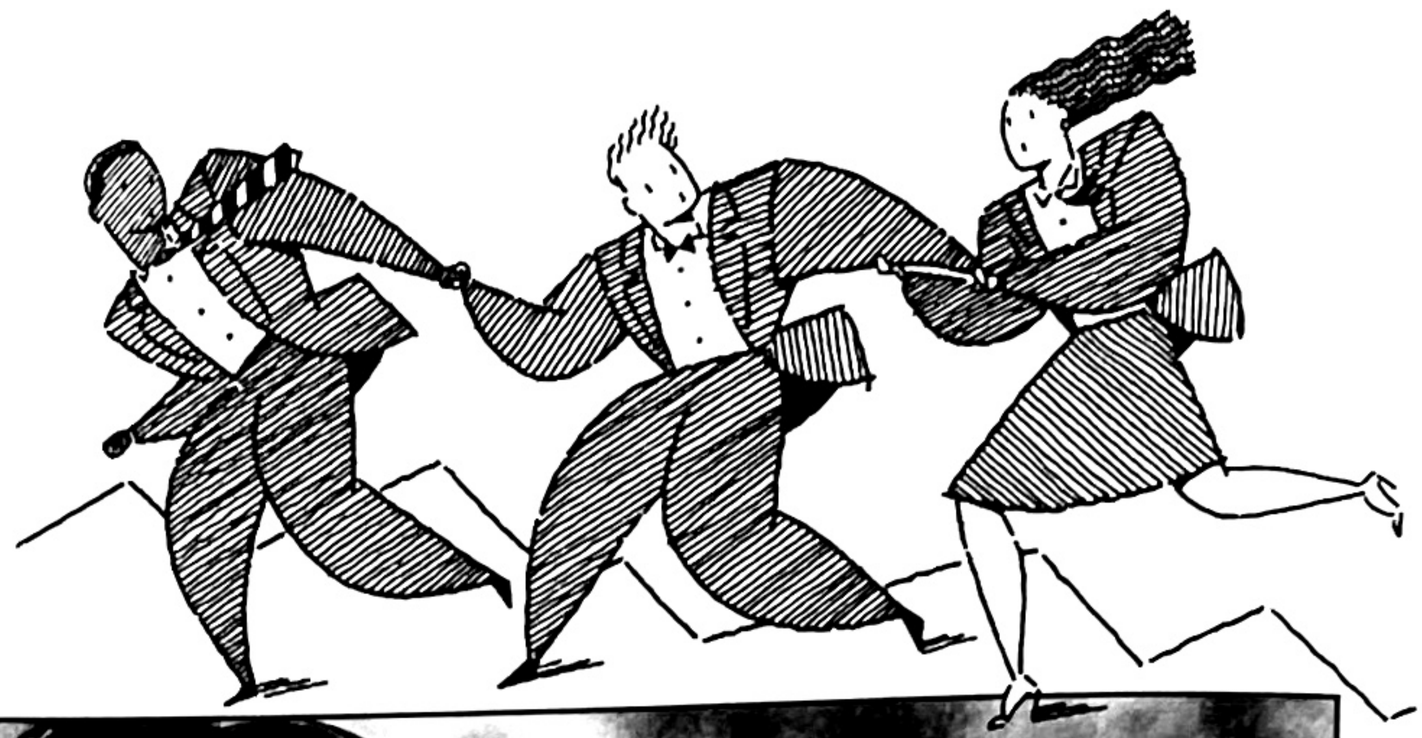
SPA 212 Intermediate Spanish II (3-0-3) This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Prerequisites: SPA 211. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

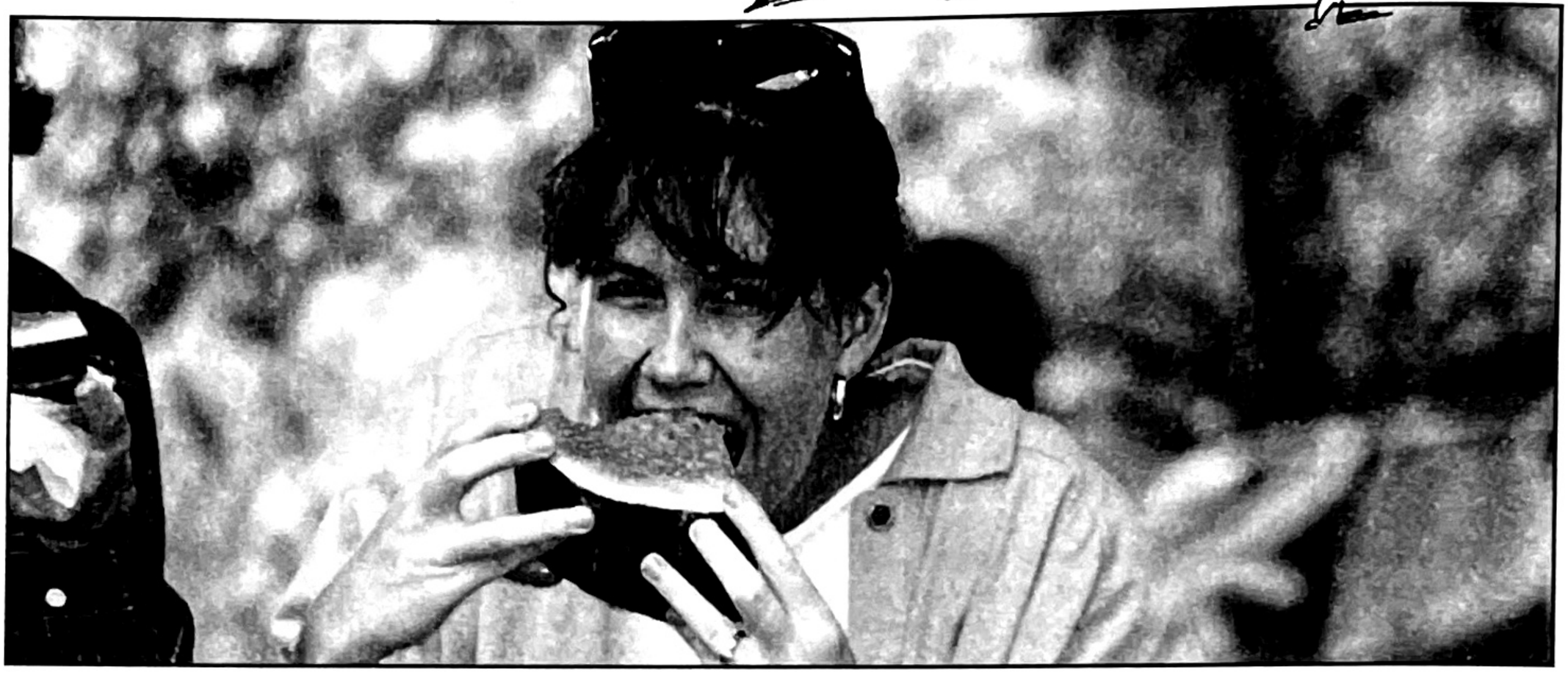
WLD 110 Cutting Processes (1-3-2) This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 115 SMAW (Stick) Plate (2-9-5) 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 121 GMAW (MIG) FCAW/Plate (2-6-4) This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate (2-6-4) This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.





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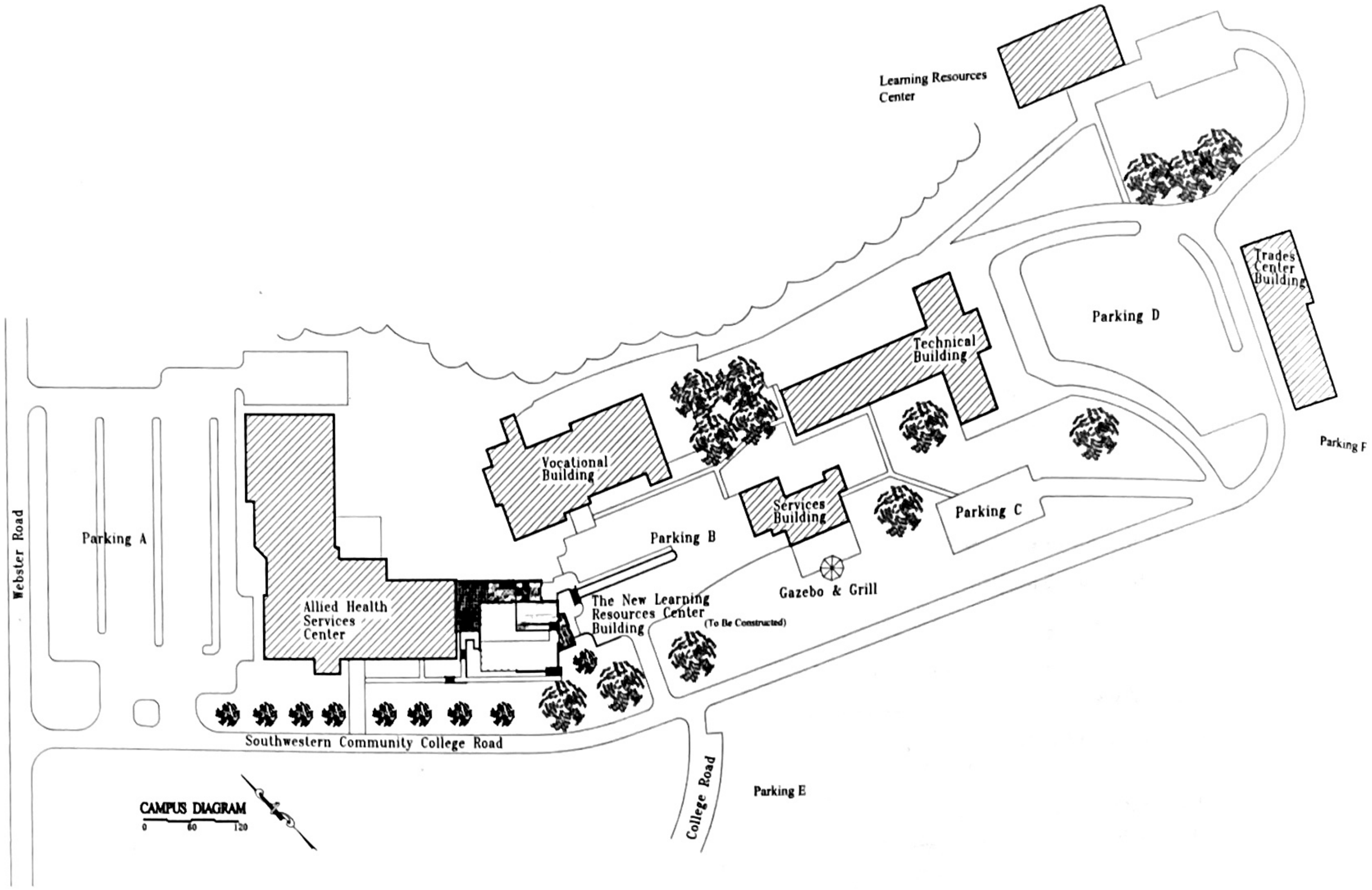
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CAMPUS MAP



ALLIED HEALTH BUILDING

Admissions Office (1st Floor)
Auditorium (1st Floor)
Bookstore (3rd Floor)
Career Planning & Placement (1st Floor)
Financial Aid (1st Floor)
ITV Classroom (3rd Floor)
President's Office (1st Floor)
Public Information (1st Floor)
Registrar (1st Floor)
Resource & Community Development (1st Floor)

VOCATIONAL BUILDING

Computer Labs (1st Floor)
Continuing Education (1st Floor)
Cosmetology (1st Floor)

SERVICES BUILDING

Conference Center (1st Floor)
Dining Room (1st Floor)
Instructional Administration (3rd Floor)
Multi-purpose Room (2nd Floor)

TECHNICAL BUILDING

Business Office (1st Floor)
Student Support Services (2nd Floor)

LEARNING RESOURCES CENTER

Graphics and Printing
Library
Telecommunications and Information Management

TRADES CENTER

Human Resource Development (HRD)