Southwestern
COMMUNITY COLLEGE

2015-2016 Catalog

this way Up

Southwestern
C O M M U N I T Y   C O L L E G E

EXPLORE   YOUR   PATH   TO   SUCCESS

447 College Drive • Sylva, N.C. 28779
www.southwesterncc.edu
828.339.4000 • 800.447.4091

Southwestern Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404.679.4500 or see www.sacscoc.org for questions about the accreditation of Southwestern Community College. Inquiries regarding programs and services of Southwestern Community College should be directed to the College; the Commission on Colleges should be contacted only for questions relating to the College's accreditation.

Southwestern Community College issues this catalog to furnish prospective students and other interested people with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded as 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 semester. Throughout the year, course schedules are available on the College's website.

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 addenda to the publication.

Congratulations! The fact that you are exploring Southwestern Community College's academic programs and services tells me a lot about you. For instance, I know you have made a decision to make postsecondary education a part of your life. This in turn will better your future and grow your intellectual and employability skills. We are honored that you are considering or have chosen SCC as your postsecondary educational provider.

You may be considering an associate degree, diploma, certificate, or just choosing to get your feet wet by taking a course or two. Whatever your goal at this stage in your life, we are ready to walk the path of success with you.

No matter how busy your schedule may be or whatever your interests, we are committed to you and your educational pursuits and have a class for you here at SCC. Flexibility is a high value for us, as evidenced by our variety of online classes and programs. SCC has many course offerings at our different locations in Jackson, Macon and Swain counties and the Qualla Boundary. We truly believe in the "College Your Way" philosophy of giving you as many choices as possible for your education.

As an SCC student, you can select from a variety of degree, diploma and certificate programs. We offer 42 associate degree credentials, 14 diploma credentials, and 35 certificate credentials in 46 programs of study that can provide you with the education and skills needed to enter the workforce immediately upon graduation. Or you can enroll in our associate in arts degree program, which parallels the first two years of a bachelor's degree and then transfer your credits to a four-year university. Our articulation agreements with numerous colleges and universities will help to ease the transfer process and save you time and money on the cost of your bachelor's degree.

If you need to enhance your career skills, we've got the program for you, offered in conjunction with the North Carolina JobLink Career Centers located in Jackson, Macon and Swain counties and the Qualla Boundary. We provide one-on-one individualized assistance to evaluate and enhance your workforce readiness skills or retrain you for a new career, while giving you the opportunity to earn valuable college credits. From basic skills such as how to search for a job, write your resume or dress for interviews to completing your high school diploma, we are able to help you in obtaining a career. We can also prepare you for your Workforce Readiness Certification, which enables new and existing employers to identify you as a potential employee with valuable skills.

Postsecondary education is not easy, nor should it be. As citizens of this great region and state, you are a leader of tomorrow. You may be a leader of today. Leadership and citizenship are the cornerstones of our great country, and we are all faced with living in an increasingly complex and complicated technological world. The challenges to our globe are significant and call for our very best thinking and problem-solving capabilities.

At SCC we are committed to providing a curriculum, be it a course, program, or degree that will challenge you intellectually and cultivate your problem-solving skills. We want you to learn how to investigate problems and reach viable solutions. This process calls for hard work and commitment. We are committed to modeling these attributes as we work with you. We are confident that you will challenge yourself, grow in substantial ways and become all that you can be.

Thank you for trusting us to be a part of your significant and successful life journey.

Sincerely,

Don Tomas, Ed.D.
President

2015 FALL SEMESTER

Fall Kick-Off .... Wednesday, August 12
Faculty Work Day .... Thursday, August 13
Orientation/Final Registration .... Friday, August 14
Classes Begin, Full and First Sessions .... Monday, August 17
Schedule Adjustment – First Session .... Monday & Tuesday, August 17 & 18
Schedule Adjustment – Full Session .... Monday – Friday, August 17 - 21
Professional Development Day .... Friday, August 28
Labor Day Holiday – College Closed .... Monday, September 7
Citizenship/Constitution Day .... Thursday, September 17
Last Day to Withdraw, First Session .... Tuesday, September 22
End of First Session Classes .... Monday, October 12
Fall Break – No Classes .... Wednesday – Sunday, October 14 – 18
Second Session Classes Begin .... Monday, October 19
Schedule Adjustment – Second Session .... Monday & Tuesday, October 19 & 20
Last Day for Student-Initiated Withdrawal, Full Session .... Thursday, October 29
Commencement Applications Due .... Friday, October 30
Registration Begins for Spring 2016 .... Monday, November 9
Last Day for Student-Initiated Withdrawal, Second Session .... Tuesday, November 24
Last Day for Faculty-Initiated Withdrawal.. Tuesday, November 24
Thanksgiving Break – No Classes .... Wednesday, November 25
Thanksgiving Holiday – College Closed .. Thursday – Sunday, November 26 – November 29
Fall Semester Ends, Full and Second Sessions (last day of classes) .... Tuesday, December 15
Grades Due/Commencement .... Wednesday, December 16
Holiday Break - College Closed ...... Monday, December 21, 2015 – Sunday, January 3, 2016

2016 SPRING SEMESTER

College Reopens .... Monday, January 4
Final Registration Day/Faculty return .... Thursday, January 7
Faculty Work Day / Schedule Adjustment .... Friday January 8
Classes Begin, Full and First Sessions .... Monday, January 11
Schedule Adjustment – First Session .... Monday & Tuesday, January 11 & 12
Schedule Adjustment – Full Session .... Monday - Friday, January 11 – 15
Martin Luther King, Jr. Day – College Closed .... Monday, January 18
Professional Development Day .... Friday, January 29
Last Day for Student-Initiated Withdrawal, First Session .... Tuesday, February 16
End of First Session Classes .... Monday, March 7
Second Session Classes Begin .... Tuesday, March 8
Schedule Adjustment – Second Session .... Tuesday & Wednesday, March 8 & 9
Spring Break – No Classes .... Monday – Sunday, March 21 – 27
Easter Break – College Closed .... Friday – Sunday, March 25 – 27
Commencement Applications Due .... Tuesday, March 29
Last Day for Student-Initiated Withdrawal, Full Session .... Tuesday, March 29
Registration Begins for Summer/Fall 2016 .... Monday, April 11
Last Day for Student-Initiated Withdrawal, Second Session .... Tuesday, April 19
Last Day for Faculty-Initiated Withdrawal...Wednesday, April 20
Spring Semester Ends, Full and Second Sessions (last day of classes) .... Monday, May 9
Grades Due/Commencements .... Tuesday, May 10

2016 SUMMER SEMESTER

10-Week Session Classes Begin .... Thursday, May 19
Schedule Adjustment 10-Week Session .... Thursday & Friday, May 19 & 20
Memorial Day – College Closed .... Friday - Monday, May 27 - 30
Final Registration Day .... Friday, June 3
8-Week Session Begins .... Monday, June 6
Schedule Adjustment – 8-Week Session .... Monday & Tuesday, June 6 & 7
Commencement Applications Due .... Friday, June 17
Independence Day Holiday - College Closed .... Monday, July 4
Last Day for Student-Initiated Withdrawal from 10-Week Session .... Wednesday, July 6
Last Day for Student-Initiated Withdrawal from 8-Week Session .... Tuesday, July 12
Last Day for Faculty-Initiated Withdrawal from 10-Week Session................Thursday, July 14
Last Day for Faculty-Initiated Withdrawal from 8-Week Session....................Monday, July 18
Summer Semester Ends, All Sessions (last day of classes) .... Friday, July 29
10-Week and 8-Week Session Grades Due .... Monday, August 1

STAFF HOLIDAY CALENDAR

Labor Day .... Monday, September 7, 2015
Thanksgiving Holiday .... Thursday & Friday, November 26 & 27, 2015
Holiday Break .... Monday, December 21, 2015 - Sunday, January 3, 2016
Martin Luther King Holiday .... Monday, January 18, 2016
Easter Break .... Friday, March 25, 2016
Memorial Day .... Friday & Monday, May 27 & 30, 2016
Independence Day Holiday .... Monday, July 4, 2016

ABOUT SCC

- College Vision
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COLLEGE VISION
Southwestern Community College will be an educational gateway for enriching lives and strengthening our community.

MISSION STATEMENT
Southwestern Community College is a learning and teaching institution offering high-quality, innovative instruction and support, which promotes student achievement, academic excellence and economic development.

INSTITUTIONAL GOALS
The College will...
1. Provide excellence in learning and teaching for transfer and career education, literacy development, business and industry training and lifelong learning in an accessible format (including face to face, blended, and distance learning).
2. Maintain a nurturing learning environment by providing comprehensive support and intervention services for every individual.
3. Identify, acquire and maintain college resources to support the vision, mission and goals of the college.
4. Attract and retain quality employees and provide for their professional development.
5. Foster cooperative community-based relationships which contribute to the cultural, economic, and educational advancement of the region.
6. Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles.
7. Prepare citizens to live, learn and work in a diverse global village.
8. Increase community awareness of college programs and services.

INSTITUTIONAL PROFILE
Southwestern Community College was established in Sylva on Dec. 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 and the Qualla Boundary.

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. An additional 60 were enrolled in full-day classes.

Currently, including all diploma, certificate and associate's degree curricula as well as concentrations, instruction is provided in a wide range of programs. In addition to the Jackson Campus, the College opened a Macon Campus in 2007 and also operates centers in Bryson City and Franklin. More than 2,600 students enroll annually in credit courses, and more than 5,500 (unduplicated) 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 Jackson Campus consists of eight build-

ings, totaling 232,728 square feet, including a library. Centrally located to serve southwestern North Carolina, the College is 50 miles southwest of Asheville, NC, and 90 miles southeast of Knoxville, TN.

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 78,000. The area is noted for the beautiful Great Smoky Mountains and the variety of recreational opportunities available.

COMPLIANCE

It is the policy of Southwestern Community College that no qualified person shall be excluded from participation in, declined the benefits of, or subjected to discrimination under any college program or activity on the basis of race, color, national origin, sex, age or disability.

Southwestern Community College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

GOVERNANCE

Southwestern Community College is one of 58 institutions operating in the North Carolina Community College System, a statewide organization of public, two-year, post-secondary educational institutions. The college is governed by a local Board of Trustees within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. The board consists of 13 trustees – five appointed by the county commissioners, four appointed by the Board of Education, four appointed by the Governor of North Carolina – and one ex-officio student trustee selected by the Student Club Council.

The objective of the Board of Trustees is to assure that Southwestern Community College achieves its mission within the guidelines established by the State Board of Community Colleges and the State of North Carolina.

SERVICE EXCELLENCE

Service is how we relate to people we interact with every day. At Southwestern Community College, the needs of our students will remain our highest priority. We serve an internal and external clientele including current and prospective students, employees, and community members. Our student-centered service philosophy forms the very basis for how we do our jobs.
- Greet people with courtesy.
- Demonstrate professionalism.
- Communicate with accurate information.
- Demonstrate a welcoming and helpful manner.
- Respect the needs of others.
- Take positive action on behalf of others.

SOUTHWESTERN COMMUNITY COLLEGE FOUNDATION, INC.

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.

ACCREDITATION AND APPROVAL

Southwestern Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. SCC is one of 58 colleges operating in the North Carolina Community College System, a statewide organization of public, two-year, postsecondary educational institutions.

SPECIALIZED PROGRAMMATIC ACCREDITING AND APPROVAL AGENCIES
• American Occupational Therapy Association (AOTA)
• Commission on Accreditation of Allied Health Education Programs (CAAHEP) Advanced Level Respiratory Therapy Program
• Com. on Accreditation for Health Informatics and Info. Management Ed. (CAHIIM)
• Commission on Accreditation for Respiratory Care (COARC)
• Commission on Accreditation in Physical Therapy Education (CAPTE)
• Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
• Joint Review Committee on Education in Radiologic Technology (JRCERT)
• National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
• National Automotive Technicians Education Foundation (NATEF)
• North Carolina Bar Board of Paralegal Certification
• North Carolina Board of Cosmetic Arts
• North Carolina Board of Massage and Bodywork Therapy
• North Carolina Board of Nursing
• North Carolina Criminal Justice Standards and Training Commission
• North Carolina Department of Health and Human Services, Division of Facility Services, Office of Emergency Medical Science
• North Carolina Real Estate Commission
• North Carolina Sheriff's Standards and Training Commission
• North Carolina State Approving Agency for Veterans & Military Education Programs
• United States Department of the Interior National Park Service

JACKSON CAMPUS MAP

BALSAM CENTER
Admissions Office (1st Floor)
Auditorium (1st Floor)
Business Office (1st Floor)
Career Counseling (1st Floor)
College Access (1st Floor)
Financial Aid (1st Floor)
Health Sciences Division (2nd Floor)
Human Resources (1st Floor)
Registrar (1st Floor)
Technology Services (3rd Floor)
Student Services (1st Floor)

BURRELL BUILDING
Bookstore (1st Floor)
Conference Center (1st Floor)
Classrooms (2nd & 3rd Floor)
Faculty Offices (2nd Floor)
Institutional Research & Planning (1st Floor)
President's Office (1st Floor)
Slagle Board Room (1st Floor)
Institutional Development (1st Floor)
SCC Foundation (1st Floor)
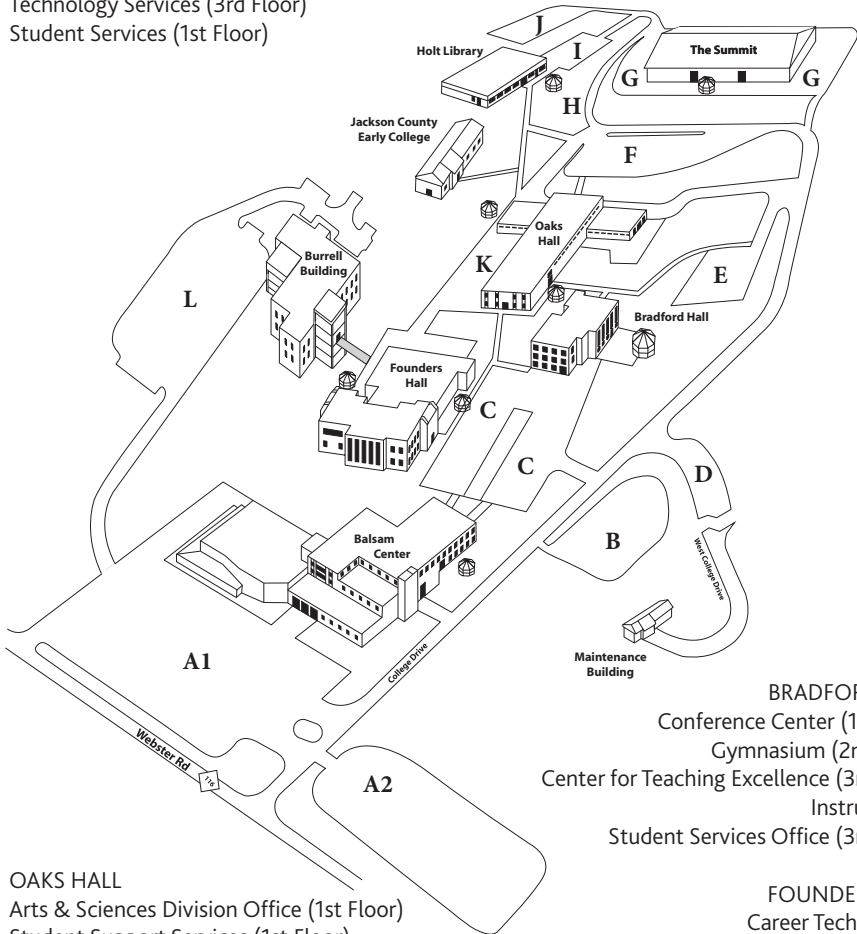
BRADFORD HALL
Conference Center (1st Floor)
Gymnasium (2nd Floor)
Center for Teaching Excellence (3rd Floor)
Instruction &
Student Services Office (3rd Floor)

FOUNDERS HALL
Career Technologies
Division Office (2nd Floor)
Continuing Education (1st Floor)
Cosmetology (1st Floor)

THE SUMMIT
Classrooms

OAKS HALL
Arts & Sciences Division Office (1st Floor)
Student Support Services (1st Floor)
Disability Services Office (1st Floor)
Educational Opportunities (2nd Floor)
Learning Assistance Center (2nd Floor)
New Century Scholars Office (1st Floor)
University Transfer Advising Center (2nd Floor)

HOLT LIBRARY (The Pines)
PR/Public Information Office

JACKSON COUNTY EARLY COLLEGE

MACON CAMPUS

The Macon Campus is on a 20-acre site at 44 Siler Farm Road in Franklin. The Groves Center Building is the beginning of a resource-rich campus, which houses administration, computer laboratories, interactive classrooms, a Learning Assistance Center, a college bookstore, a one-stop Student Services department, and a University Transfer Advising Center. In addition, students have borrower privileges at the Holt Library on the Jackson Campus and the adjacent Macon County Public Library. The Macon Early College program is also located on the Macon Campus, housed in the Ledford Building. The campus is home to evening classes for adult basic skills, high school equivalency, English as a Second Language, and continuing education/workforce development.

Current curriculum-based programs offered at the Macon Campus include:
• College Transfer - Associate of Arts Degree
• Pharmacy Technician - Certificate

Additional course offerings (not full degree programs) include:
• Health Information Technology - 1st year General Education and Medical Terminology
• Nurse Aide
• Pre-Health Science

Macon Early College

The Macon Campus is also home to the Macon Early College high school program. This high school is housed in the Ledford Building on the SCC Macon Campus and is designed for students who seek an enriching high school experience that allows them to earn college and high school credit simultaneously. Students have the potential to graduate in five years with both a high school diploma and associate degree. For additional information about the program, please contact the MEC office at 828.306.7006 or 828.306.7016.

VIRTUAL CAMPUS TOURS

Videos of SCC campuses, centers and programs are available on the College's YouTube channel at www.youtube.com/user/1sccnc

IMPORTANT NUMBERS—JACKSON CAMPUS

800.447.4091 • 828.339.4000

Arts & Sciences - Oaks Hall, 1st Floor .... Ext. 4300
    Barbara Putman, Dean of Arts & Sciences
    Jelane Douglas, Administrative Assistant

Career Technologies - Founders Hall, 2nd Floor .... Ext. 4204
    William Brothers, Dean of Career Technologies
    Claudia Buchanan, Administrative Assistant

College Access - Balsam Center, 1st Floor
    Delphia Birchfield, College Access Coordinator .... Ext. 4291
    Matthew C. Kirby, College Liaison .... Ext. 4433

Educational Opportunities - Oaks Hall, G5, 2nd Floor .... Ext. 4361
    Educational Opportunities Director
    Crystal Snover, Administrative Assistant

Health Sciences - Balsam Center, 2nd Floor .... Ext. 4305
    Mitch Fischer, Dean of Health Sciences
    Amanda Allen, Administrative Assistant

Holt Library
    Dianne Lindgren, Director .... Ext. 4269
    Tracy Musick, Librarian .... Ext. 4268

Instruction & Student Services - Bradford Hall, 3rd Floor .... Ext. 4377
    Thom Brooks, Executive Vice President for Instruction and Student Services
    Betsy Clayton, Administrative Assistant

Learning Assistance Center - Oaks Hall, 2nd Floor .... Ext. 4325
    Toni Knott, Coordinator

Student Services - Balsam Center, 1st Floor
    Cheryl Contino-Conner, Dean of Students .... Ext. 4245
    Jody Woodring, Administrative Assistant: Admissions .... Ext. 4253
    Lena Woods, Administrative Assistant: Enrollment Services .... Ext. 4352
    Martin Aucoin, Director of Enrollment Management .... Ext. 4217
    Patty Kirkley, Career Planning & Placement Coordinator .... Ext. 4212
    Christy Deaver, Director of Student Records/Registrar .... Ext. 4406
    Beth Kabinoff, Records Technician .... Ext. 4219
    Jay Sain, Testing Coordinator/Enrollment Counselor .... Ext. 4332
    Melody Lawrence, Financial Aid Director .... Ext. 4224
    Sayward Cabe, Financial Aid Counselor .... Ex.t 4315
    Clyanne Hyde, Financial Aid Counselor .... Ex.t 4207
    Cathy Setser, Financial Aid Technician .... Ext. 4338
    Brittany McConnell, Administrative Assistant - Financial Aid .... Ext. 4438
    Suzanne Vincent, College Readiness Coordinator (Swain Center) 366.2001
    Jennie Ashlock, Administrative Assistant - Enrollment Services (Swain Center) 366.2000
    Peter Buck, Student Disability/Academic Engagement Coordinator & Counselor .Ext. 4243

Student Support Services - Oaks Hall, 1st Floor
    Mark Ellison, Director .... Ext. 4229
    Laurie Butler, Advisor/Tutor Program Coordinator .... Ext. 4231
    Susan Bradshaw, Administrative Assistant .... Ext. 4420
    Mary Lockey, Advisor/Intake Coordinator .... Ext. 4198

Workforce Innovations - Founders Hall, 1st Floor .... Ext. 4426
    Sonja Haynes, Dean of Workforce Innovations and Economic Development
    Latresa Downs, Administrative Assistant

Business Services
    Toni Holland, Cashier/Accountant .... Ext. 4290

IMPORTANT NUMBERS— MACON CAMPUS

800.447.4091 • 828.306.7001

Macon Campus Administration
Cheryl Davids, Dean of Macon Campus.. Ext. 7018
Polly Russell, Administrative Assistant .... Ext. 7001
Steve Bush, Evening Administrative Assistant .... Ext. 7001

Business Services
Doreen Castle, Coordinator .... Ext. 7013

Early College
Angie Noland, College Liaison... Ext. 7016

Educational Opportunities
Rita Gregory, Coordinator ....Ext. 7020

Faculty
Sandy Gladden ....Ext. 7023
David Jons .... Ext. 7024
Elaine Merritt... Ext. 7022

Learning Assistance Center
Art Buesch, Coordinator ....Ext. 7028

Student Services
Fairley Pollock, Coordinator.. Ext. 7017

IMPORTANT NUMBERS— PUBLIC SAFETY TRAINING CENTER

800.447.4091 • 828.306.7041

Public Safety Center Administration
Curtis Dowdle, Dean of Public Safety Training .... Ext. 7040
Administrative Assistant..Ext. 7041 or 7042

Emergency Medical Science Program
Todd Doster, EMS Program Director .... Ext. 7044
Jeremy Cabe, Clinical Coordinator ....Ext. 7053

Fire and Rescue Program
Travis Scruggs, Fire/Rescue Program Director ....Ext. 7045
Administrative Assistant ....Ext. 7047

Law Enforcement Program
Mitch Boudrot, LETP Director ....Ext. 7043
Matt Reynolds, LE Program Coordinator ....Ext. 7046
Donald Coleman, LE Instructor..Ext. 7055
David Hensley, Traffic Safety Coordinator...Ext. 7054
Mark Welch, In-Service Coordinator...Ext. 7052

Online Training
Pam Bell, Online Training Specialist..Ext. 7033

CENTERS/CAMPUSES
Jackson Campus
    The Jackson Campus is located in Sylva. This site serves as the main college location. For additional information, call 828.339.4426 or 800.447.4091, ext. 4426, or visit www.south-westerncc.edu/scc-locations/jackson-campus.

Jerry Sutton Public Safety Training Center
    The Jerry Sutton Public Safety Training Center is located in the Macon County Industrial Park in Franklin. The facility is primarily dedicated to coordinating the College's Public Safety Training Programs and has general classrooms, a computer lab, a weight training room, multipurpose room and ITV classroom.
    The Fire and Rescue Training Facility and the driver training range is also located in the Industrial Park. For information about any Public Safety Training program, call 828.306.7041 or visit www.southwesterncc.edu/scc-locations/jerry-sutton-public-safety-training-center.

Macon Campus
    The Macon Campus is located Franklin. The Groves Center Building houses instructional classrooms and laboratories as well as comprehensive services including advising, administration, business services/bookstore, learning support and student services. The Ledford Building houses the Macon Early College high school program. For more information, please contact the Macon Campus at 828.306.7001 or visit our website www.southwesterncc.edu/scc-loca-tions/macon-campus-cecil-l-groves-center.

Swain Center
    Located 5 ½ miles west of Bryson City on Highway 74 in the Luada Community, the Swain Center occupies the old Almond School. This site houses the Nantahala School for the Arts, the Outdoor Leadership program, adult secondary and literacy classes, GED® Prep and Human Resources Development classes, computer labs and general classrooms. Call 828.366.2000 or visit www.southwesterncc.edu/scc-locations/swain-center.

ADMISSIONS/ENROLLMENT

- Admissions/Enrollment
- Steps to Apply and Enroll
- Application to Selective Admissions Health Science Programs
- Testing
- Orientation
- mySCC/Web Mail/Information Technology
- College Access
- Other Enrollment Policies
- Registration
- Other Enrollment Procedures

ADMISSIONS/ENROLLMENT
Policy

Southwestern Community College operates under the Open-Door Policy of the North Carolina Community College System. Students are admitted without regard to race, religion, sex, color, creed, national origin, age or disability.

Admission to the College

Any person who is at least 18 years of age or a high school graduate or its equivalent may be admitted by the College. Verification of high school graduation or equivalency shall be in the form of an official high school transcript or official documentation of high school equivalency scores. Prior to admission to a curriculum program, an applicant must attain designated scores or waivers on one of the approved multiple measure placement indicators: SAT, ACT, high school GPA, the College placement test or approved transferable course work. Students failing to attain the designated scores will be required to successfully complete appropriate developmental course work (see Testing section on page 15). <u>Admission to the College does not imply immediate admission to the curriculum desired by the applicant, and certain Health Science programs generally have additional specific entrance requirements.</u>

High school age students may be admitted into curriculum courses based upon the requirements established in the Career and College Promise (CCP) program adopted by the State of North Carolina and the College. For more information about the CCP program, please see page 18 or contact College Access Coordinator at 339.4291.

Admission to a Program of Study

Admission to a degree, diploma or selected certificate program requires a high school diploma or the equivalent. An official transcript from a valid high school is required. Students who interrupt their course of study for two or more consecutive semesters must reapply. Any interruption in enrollment will result in graduation requirements per the most recent catalog. The Dean of Students coordinates and administers all admission requirements, policies and procedures.

If you have a …	You may be eligible to enroll in…
• A high school diploma	All programs **
• A high school equivalency diploma	All programs **

• No high school diploma or high school equivalency	• Specific courses as Special Credit
	• High school equivalency program
	• Adult High School Diploma Program
	• The following course:
	    • Nursing Assistant I (see program description)
	• The following Certificate programs:
	    • Air Conditioning, Heating, Refrig. Tech.
	    • Automotive Systems Technology
	    • Culinary Arts
	    • Trades - Welding
	• Other certificate programs may be available - contact Admissions at 828.339.4352.

** See selective admission health science programs on the following pages.

How to Contact the Admissions Office

Location: Jackson Campus, Balsam Center, 1st Floor
Telephone: 800.447.4091 • 828.339.4253 or 828.339.4352
Address: 447 College Drive, Sylva, N.C. 28779
Webpage: www.southwesternccc.edu • Email: admissions@southwesternccc.edu

STEPS TO APPLY AND ENROLL
Degree, Diploma, or Selected Certificate Programs are required to:
1. Submit an application for admission in accordance with the admission policy. This can be completed in writing or online at www.southwesterncc.edu. High school age students (enrolled in high school or home school) submit a one-page application through the College Access office.
2. Submit an official transcript from a valid high school or a copy of high school equivalency scores to the Registrar's Office.
    *   High school transcript MUST include the type of diploma awarded and the date awarded. Official transcripts MUST have the official seal of the school and arrive at SCC, unopened, from the issuing schools or agencies.
3. Submit official transcripts from ALL postsecondary institutions attended to the Registrar's Office.
    *   Institutions MUST be accredited by at least one of the "Regional Accrediting Agencies." Official transcripts MUST have the official seal of the institution and arrive at SCC, unopened, from the issuing institutions.
    *   All transcripts from other institutions become the property of Southwestern Community College and cannot be returned or reissued.
4. **ALL transfer students, regardless of whether they are degree seeking, must submit official transcripts to certify eligibility to take courses with prerequisites.** All transcripts from other institutions become the property of Southwestern Community College and cannot be returned or reissued.
5. Meet course placement requirements by submitting appropriate SAT, ACT, high school GPA, transferrable English or math course(s) or SCC placement test scores — Free test prep is available if you are required to take the SCC placement test.
6. Complete a FAFSA (Free Application for Student Aid) to determine funding eligibility to support your education.
7. Log into mySCC and assigned webmail address.
8. Take the SmarterMeasure Assessment.
9. Register for and then attend New Student Orientation—Required of all new students.
10. Meet with an assigned advisor to register for classes.
11. Attend class on the first day.

Admission Refusal
        The college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from another college or educational entity for non-academic disciplinary reasons. The college reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant, other individuals or the community. The Dean of Students administers the admissions process and the appeals procedure.

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

Registered Sex Offenders
        All newly admitted students who are classified as registered sex offenders must identify themselves by meeting with the Dean of Students **PRIOR** to registering for classes.

Use of Social Security Numbers
        The college collects social security numbers from all applicants for admission to ensure accurate records for required federal and state reporting. The college protects and restricts access to this information and assigns an SCC ID# to each applicant for internal tracking, reporting and day-to-day college business functions.

Non-Resident Student Restriction on Enrollment & State Authorization

For a resident of a state other than North Carolina, the College must be authorized to offer classes and/or programs by the state in which an applicant resides. Please note the following restrictions:

- For the Medical Laboratory Technology (MLT) online program with a clinical requirement, the College has clinical agreements in the state of Georgia. Only residents of North Carolina and Georgia may enroll in this program.
- Students living in the following states may not enroll in ANY online course or program because their home state requires pre-authorization. The College does not intend to seek authorization from the following states: Colorado, Minnesota, Missouri, Montana, Nebraska, Nevada, Pennsylvania, Utah, Wisconsin, Wyoming. An updated list is available through the Admissions office.

APPLICATION TO SELECTIVE ADMISSIONS HEALTH SCIENCE PROGRAMS

Applicants to selective Health Science programs are required to:
1. Submit all documents described in the section "Application for Admission to Degree, Diploma, or Selected Certificate Programs."
2. Applicants MUST meet the Placement Test requirements as described in the Testing section and complete all required developmental courses.
3. Applicants MUST meet all of the additional requirements outlined by the deadline indicated in the particular Health Science program description—see the appropriate program listing in this catalog.
4. Additional transcripts are not necessary UNLESS the applicant has taken coursework since the last submission of transcripts.
5. Applicants for more than one selective admission program must notify the Admissions Office by submitting a Change of Program/Application Update form.

Deadlines for Selective Admission Applications:

Health Program	Application Deadline	Beginning	Test Required
Emergency Medical Science	March 31	Fall 2016	TEAS V-AH
Medical Assisting (AAS)	April 1	Fall 2016	TEAS V-AH
Medical Laboratory Technology	January 31	Fall 2016	None
Medical Sonography	March 15	Fall 2016	TEAS V-AH
Nursing Associate Degree(RN)	January 31	Fall 2016	TEAS V-N
Occupational Therapy Assistant	March 15	Fall 2016	TEAS V-AH
Phlebotomy	April 1	Fall 2016	None
Physical Therapist Assistant	Feb 15	Fall 2016	TEAS V-AH
Radiography	March 1	Fall 2016	TEAS V-AH
Respiratory Therapy	March 1	Fall 2016	TEAS V-AH
Therapeutic Massage	April 25	Fall 2016	None
(see program descriptions for details)			(see Testing section)

Applicants should meet with assigned advisor prior to deadline.

TESTING

Applicants to all degree, diploma and selected certificate programs of study are required to demonstrate competence in reading, English, math and computer skills. The following information related to placement testing and TEAS Exam are subject to change. Please verify information via the SCC Testing Center webpage (www.southwesterncc.edu/testing-center) for up-to-date information.

Placement Testing
1. Accuplacer Placement Test
    a. Taking the Test
        •   Free to all SCC applicants.
        •   Free test prep is available for first-time testers by contacting the SCC Educational Opportunities Office.
        •   Placement testing can take up to four hours.
        •   Schedule to take the test by contacting the Testing Center.
        •   A valid photo I.D. is required at the time of testing.
        •   Test Regulations - Cell phones, calculators, notebooks, earphones, dictionaries and textbooks are not allowed in the testing room. The Testing Center will provide scratch paper and a pencil for test takers. Talking to other students is not permitted.
        •   Distance learning students (those who do not live in the Jackson, Macon and Swain County area) may contact the Testing Center for assistance in securing a test site near them.
    b. Subject Areas
        •   Basic Computer Skills: Score of ≥ 50% is required for high school graduates with diplomas awarded more than six years prior to the date of intended enrollment. High school equivalency students and high school graduates with General Prep or Occupational Prep diplomas must also take this test. Students may also be waived from this test if they were high school graduates within six years with College Prep or Tech Prep diplomas awarded. Students with college transfer credit of 100 level computer course with a grade of ≥ C are considered to have met this requirement and be exempt from the test.
        •   NC DAP - Diagnostic Reading & English: The test contains three components - reading comprehension, revising/editing/writing, and an essay. A composite score will place students into Developmental Reading & English (DRE) or curriculum English courses. The composite score of 151 or higher is required to meet developmental educational requirements. Students with college transfer credit of 100 level English course with a grade of ≥ C are considered to have met this requirement and be exempt from the test. SAT or ACT scores may also be submitted to meet this guideline. See number 3 or 4 below. For additional diagnostic assessment guidelines please contact the Testing Center.
        •   NC DAP - Diagnostic Math: Score of ≥ 7 on each of the six math modules is required to meet developmental educational requirements. Students with college transfer credit of 100 level Math course with a grade of ≥ C are considered to have met this requirement and be exempt from the test. SAT or ACT scores may also be submitted to meet this guideline. See number 3 or 4 below. For additional diagnostic assessment guidelines please contact the Testing Center.
    c. Test Results
        •   Score Report: Upon completion of the test, the student will receive a printed score report. The test administrator and your advisor will help you interpret the scores.
        •   Time Limit on Use of Scores: Standard Accuplacer test scores are considered valid for initial placement for a period of three years from the date the assessment was completed. NCDAP - Diagnostic Accuplacer test scores are considered valid for Initial placement for a period of five years from the date the assessment was completed.

- Score Interpretation: For test scores that fall below the established minimums, the College requires developmental education courses to improve basic skills.
  d. Retest Policy:
    - A student may retest no more than one (1) time in a one (1) academic year period.
    - If a student passes four (4) or more of the math diagnostic test sections, a student may retest.
    - Prior to all retests, the student must attend an Accuplacer Study Prep Session.
  e. Other Placement Tests
    - The College accepts ASSET and COMPASS scores. Scores must be sent from the institution administering the test. Test scores are considered valued for initial placement for a period of three years from the date of the assessment.
    - Contact the Testing Center for details.

2. Multiple Measures
   - Placement testing is waived for students who graduated from high school within the last five years with an <u>unweighted GPA ≥ 2.6</u> and have completed <u>four eligible math courses</u>. Student must submit HS transcript to Registrar's Office for review.

3. SAT
   a. Scores: SAT scores of ≥ 500 in Verbal (Critical Reading) OR ≥ 500 in Writing AND ≥ 500 in Math are required for tests taken after April 1, 1995.
   b. For test scores that fall below the established minimums, the College requires developmental education courses to improve basic skills or a student may elect to take the appropriate Diagnostic Accuplacer test.
   c. The College may require additional math testing prior to being permitted to take upper level math courses.

4. ACT
   a. Scores: ACT scores of ≥ 22 in rReading, ≥ 18 in English AND ≥ 22 in Math are required for tests taken after April 1, 1995. (The composite score is not accepted.)
   b. For test scores that fall below the established minimums, the College requires developmental education courses to improve basic skills, or a student may elect to take the appropriate Diagnostic Accuplacer test.

5. College Transfer Credit
   a. Submit official transcripts demonstrating successful completion of college-level math, English and computer courses at a regionally accredited college or university.
   b. Courses must be at the 100 level or higher, must have a grade of "C" or higher, and must have been completed within the past 10 years. There is no time limit for courses taken by a student at an institution where a degree was received.
   c. Courses classified as developmental or remedial will not transfer to SCC but may be used to meet the Placement Test requirements.
   d. Official transcripts must be received from the issuing institutions before transfer credit is awarded.

Health Science Admission Testing
1. TEAS V - Nursing (Test of Essential Academic Skills) Examination
   a. Applicants seeking admission into any selective Nursing program must take the TEAS Examination. (Nursing Associate Degree or RIBN Nursing program)
   b. The TEAS V - Nursing measures a student's ability in reading, mathematics, science and English and language usage. The adjusted individual total score will be used as one component in the highly competitive Nursing program selection process. This score will range from 0% to 100%. Nursing programs use this score differently based on specific program selection criteria. (See Nursing advisor for details.)

      c.   Scores will be considered valid for a term of three years from the date of the exam.

      d.   Applicants may test once per academic year (defined as August 1 through July 31)

      e.   ATI charges a fee ($56) (payable online) for test administration and scoring. (Refer to Other Fees on page 40)

      f.   For exam registration information, please visit www.atittesting.com.

2.   TEAS V - Allied Health (Test of Essential Academic Skills) Examination

      a.   Applicants seeking admission into the following Selective Admission Health Science programs must take the TEAS V- Allied Health Examination: Emergency Medical Science, Medical Assisting, Medical Sonography, Occupational Therapy Assistant, Physical Therapist Assistant, Radiography and Respiratory Therapy.

      b.   The the TEAS V- Allied Health Examination measures a student's ability in reading, mathematics, science and English and language usage. The adjusted individual total score will be used as one component in the highly competitive health science selection process. This score will range from 0% to 100%. Health Science programs use this score differently based on specific program selection criteria. (See Health Science advisor for details.)

      c.   Scores will be considered valid for a term of three years from the date of the exam.

      d.   Applicants may test once per academic year (defined as August 1 through July 31)

      e.   ATI charges a fee ($56) (payable online) for test administration and scoring. (Refer to Other Fees on page 40)

      f.   For exam registration information, please visit www.atitesting.com.

Proctoring Services

1.   The SCC Testing Center is pleased to offer test proctoring for surrounding county students who are taking non-SCC distance education and/or online classes. Online classes often require students to take exams which are administered in person by an approved proctor.

      a.   A proctored testing appointment must be scheduled at least two weeks in advance. Ability to schedule proctored tests is determined by the availability of Testing Center staff.

      b.   Student is responsible to ensure testing materials must arrive no later than 48 hours before the scheduled test.

      c.   Students taking a test proctored by SCC must present a paid receipt for proctoring fees ($25 for non-SCC students or $10 for SCC alumni or former students), valid photo identification and must provide any allowable equipment and materials required for the test.

      d.   All testing guidelines provided to the testing proctor by the requesting institution will be followed. A proctor will monitor the student at all times. Information about this service is provided on our Testing Center webpage.

How to Contact the Testing Center

     Location: Jackson Campus, Balsam Center • Hours: By Appointment

     Telephone: 800.447.4091 • 828.339.4332 or 4352 • Address: 447 College Drive, Sylva, N.C. 28779 • Webpage: www.southwesternccc.edu/testing-center

ORIENTATION

     All students enrolling for the first time at Southwestern Community College <u>are required to participate in an orientation program</u>. The program is designed to acquaint new students with the important polices, resources and services available at SCC and provide valuable information needed to facilitate student academic success.

     Prior to the start of fall and spring semesters, live orientation sessions are conducted at the Jackson and Macon campuses. Students are not permitted to register for the next semester of study until they have completed the orientation program.

mySCC/WEB MAIL/INFORMATION TECHNOLOGY

All students accepted into a curriculum program are automatically assigned an SCC account that will allow them to access mySCC, email and WebAdvisor. In addition, students will use their accounts to access Blackboard and other services once classes have started.

The SCC account will be the student's official email account when contacting anyone at the College and will be used by the College and instructors to correspond with students.

Students experiencing account problems need to contact the helpdesk at workorder@southwesterncc.edu or call 828.339.4409 or 800.447.4091, ext. 4409.

COLLEGE ACCESS

College Access, a partnership between SCC and area public schools, supports a collection of programs, services and resources designed to enhance education and improve access to college for area young people. College Access is comprised of integrated initiatives that together present a continuum of services responsive to the community's needs.

Career & College Promise

Career & College Promise allows qualified juniors and seniors to begin their two- or four-year college work, tuition-free, while they are in high school. These pathways allow highly motivated students to get a head start on their workplace and college preparation. For more information about these opportunities, please visit www.southwesterncc.edu or contact the College Access Coordinator at 828.339.4291.

College Tech Prep (Articulated Credit from High School to Community College)

The College Tech Prep program allows students, upon graduation from high school, to receive advanced placement or college credit for successfully completing selected high school courses. To earn articulated credit, students must score a minimum of 93% on the standardized CTE post assessment; have a minimum grade of "B" in the high school course; and enroll in SCC within two years of high school graduation.

Early College High School

An Early College High School is a small, autonomous high school usually located on community college campus. Early College High Schools are a part of the NC New Schools project and provide students, who enroll in the ninth grade, the opportunity to earn both their high school diploma and an associate degree (or two years of college credit) within their five years of enrollment in Early College. The Early College High School provides a safe, caring school where each child is well-known, intellectually challenged and celebrated by every adult in the building. It is an innovative educational environment accepting students of diverse ability levels through an application process conducted each spring. For more information regarding early college opportunities, please contact your nearest early college directly: Blue Ridge Early College 828.743.2646; Jackson County Early College 828.339.4499; or Macon Early College 828.306.7006.

New Century Scholars

New Century Scholars is a locally funded initiative providing students with guaranteed last-dollar tuition assistance at Southwestern Community College. Students from Jackson, Macon and Swain counties and the Qualla Boundary are selected in the seventh grade and must meet expectations in academics, behavior and service learning to continue to participation in this college preparatory program. Attending workshops and enrichment opportunities throughout middle school and high school furthers student success in post-secondary education. Scholars who choose to attend SCC after high school graduation are given additional support during their transition from high school and throughout their college experience.

Upward Bound

Upward Bound is a free college preparatory program that helps first-generation and income-eligible high school students in Swain, Macon and Jackson counties and the Qualla Boundary develop the skills needed to succeed in high school and college. Students take part in weekly tutoring, academic advising, college tours, service learning opportunities, monthly campus experiences, leadership development, cultural enrichment activities and a summer institute experience.

For more information about these programs/services for high school students, visit www.southwesterncc.edu.

OTHER ENROLLMENT POLICIES
Gainful Employment Compliance Information

Some of SCC's certificate and diploma programs are eligible for financial aid. For information regarding costs, completion time, jobs, etc., please visit our website, then click on the specific program's webpage for the latest information.

Home Schooled Students

Students home schooled will be considered for admission on the same basis as N.C. public school students provided that:
1.   Evidence that the Home School is registered with the appropriate state agency.
2.   A transcript is provided that includes:
       Name of the Home School and address • Name of the principal • Name of the student • Student's social security number and birth date • Curriculum and courses taken each year with grades and a grade-point average • Cumulative grade-point average for total progress • Standardized performance test scores • Diploma awarded with graduation date

Seriously Under-Prepared Students

Any student placing below the tenth percentile on college placement assessments in reading, writing or math will be referred to the Director of Educational Opportunities for advising. The director will assist the student in selecting a college, basic skills, or occupational education program that is appropriate for the student's educational and career goals.

Residency for Tuition Determination

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 North Carolina resident or out-of-state military assignment should be brought to the attention of the Registrar.

Regulations concerning classification for tuition purposes are set forth in "The State Residence Classification Manual." A copy of the manual is available for review in the Registrar's Office.

Application for residency must be submitted prior to registration and payment of fees of the semester in which the student wishes to have residency status changed to in-state. If the application is received after the registration day for the semester, the application, if approved, will be effective for the next semester.

If a student's residency classification changes, it is his obligation to apply for reclassification with the Registrar. 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 Students. After review by the Dean, the student may appeal to the Executive Vice President for Instruction and Student Services. After review by the VP, the student may file notice of appeal to the State Residency Committee through the Dean of Students.

International Students

Southwestern Community College is authorized under federal law to enroll nonimmigrant alien students with F-1 visas. Students on F-1 visa status must pay out-of-state tuition and cannot be considered residents of the state. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States.

Holders of F-1 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. Alien Registration Card holders are admitted in the same manner as U.S. citizens.

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. International students must be enrolled full time for each semester.

An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants, at the student's expense, except those from countries where English is the native language or unless the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 173 for the computer-based test and 61 for the Internet-based test. 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 and evaluation by an approved outside source is required at the student's expense. A record of certain immunizations may also be required. Application packets for international student enrollment are available in the Registrar's Office.

Undocumented Alien Students

Undocumented aliens are eligible for admission. Special rules apply. Contact the Admissions Office for the most up-to-date information regarding admission.

Transcript Evaluations

Official transcripts from valid high schools will be processed by the Registrar's Office and evaluated if the student has AP scores and VoCATS scores along with corresponding coursework. The information will be noted in the student's SCC record. Transcripts from postsecondary institutions will be processed and evaluated by the Registrar's Office. See the section "Transfer of Earned Credit."

Readmission

A student who has NOT been enrolled at the College for the previous two semesters must complete an 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 Executive Vice President for Instruction and Student Services. The college reserves the right to refuse readmission to a former student who has unpaid financial obligations at the College or who has not complied with previous disciplinary requirements.

REGISTRATION
Priority Registration
Priority registration dates are published in the academic calendar and procedures are printed in the student handbook. All currently enrolled students are strongly encouraged to register during priority registration to get the courses they need to progress in their programs.

Final Registration Day
Final registration is held each semester on the day published in the academic calendar. Students not enrolled for two or more consecutive semesters must reapply by completing an Application for Admission before meeting with their assigned academic advisors to initiate the registration process.

Schedule Adjustment
The add/drop period is defined in the academic calendar. Schedule changes are permitted during this time without grade penalty and are made on the "Add/Drop/Withdrawal Form."

Late registration occurs during the five-day drop/add period that begins with the first day of classes for the semester or term. Registrations and drops or adds after the end of the late registration and drop/add period must be approved by the appropriate dean.

A $5 late registration fee will be charged to returning students enrolled in full-time curriculum programs who register after registration day, except those students who are enrolled in open laboratory programs.

Transfer of Earned Credit
Applicants to degree, diploma or certificate programs who want credit for coursework completed at other post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the Registrar's Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this college and were earned at a regionally accredited college, university, community college or technical institute.

Credits transferred to Southwestern Community College from another institution will be recognized as hours toward the appropriate degree, diploma or certificate but will not be calculated toward the cumulative grade point average (GPA) for that program. All official transcripts submitted to the Registrar's Office prior to a student's enrollment will be evaluated for transfer credit before registration, if possible, and no later than the end of the first semester of enrollment. All transcripts from other institutions become the property of Southwestern Community College and cannot be returned or reissued.

Transfer of "Credit by Exam" will not exceed more than one-half of degree requirements and must be approved by the dean or coordinator of the appropriate program.

Previously Earned Credit
Coursework completed in technical areas more than six years prior to beginning of a degree, diploma, or certificate may be credited only with the approval of the respective dean. General education credit ten years old or older may be subject to dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test. The age of course work is reviewed for both previously earned credit at SCC and course work being transferred into the College.

How to Contact the Registrar's Office
Location: Jackson Campus, Balsam Center
Telephone: 800.447.4091 • 828.339.4219
Address: 447 College Drive, Sylva, N.C. 28779
Webpage: www.southwesternncc.edu/registrar

OTHER ENROLLMENT PROCEDURES
Change of Curriculum
Students who wish to change to a different academic program or add a second major should discuss the proposed change with their academic advisors and submit a "Change of Program & Application Update" form to the Registrar's Office.

Change of Name/Address
If a student's name or address changes while enrolled, the student should complete a "Change of Name/Address Form," available in Student Services, and return it to the Admissions Office. The student must provide a Social Security Card as proof of the name change.

Transfer Agreements
Southwestern Community College has established transfer articulation agreements with numerous colleges and universities creating a seamless transition for earning a bachelor's degree. Many of the agreements are for associate of applied science degree programs. These agreements are designed to identify the maximum number of transferable credits that can be completed at SCC, as well as the courses remaining upon transfer. Each agreement includes contact information for advisors who can assist you in the transfer process. For a complete list of agreements go to www.southwesternncc.edu/transfer.

Coursework in the College Transfer Associate in Arts curriculum will satisfy general education and liberal arts requirements at all N.C. community colleges, N.C. public universities and most N.C. private universities and colleges. The North Carolina Comprehensive Articulation Agreement among the postsecondary institutions lists all courses designated for transfer. For a complete list, go to the Associate in Arts – College Transfer section of this catalog. All courses in this section are approved for transfer under the agreement. The course descriptions in the rear of the catalog carry the transfer designation.

Veterans
Recipients of veterans' benefits must submit official transcripts of all postsecondary coursework attempted before they can receive VA benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. **Veterans are not eligible to receive VA benefits until all postsecondary transcripts are submitted.** A VA application must be submitted by the student before a student can be certified for benefits by the VA Certifying Official. For more details, contact the VA Certifying Official located in Student Services, Balsam Center or call 828.339.4438.

Credit for AP & CLEP

Southwestern Community College awards Advanced Placement credit as follows:

AP EXAMINATION	SCORE REQUIRED	HOURS GRANTED	SCC COURSE(S) SATISFIED
Art History	3	3	ART 114
	4 or 5	6	ART 114, 115
Biology	3	4	BIO 111
	4 or 5	8	BIO 111, 112
Calculus AB	3	4	MAT 271
Calculus BC	3	8	MAT 271, 272
Chemistry	3	4	CHM 151
	4 or 5	8	CHM 151, 152
Computer Science A	3	3	CIS 115
Computer Science AB	3	3	CIS 115
English Language and Composition or English Literature and Composition	3	3	ENG 111
	4 or 5	6	ENG 111, 112
Environmental Science	3	4	BIO 140, 140A
European History	3	3	HIS 121
	4 or 5	6	HIS 121, 122
French Language or French Literature	3	6	FRE 111, 112
	4 or 5	6	FRE 211, 212
German Language or German Literature	3	6	GER 111, 112
	4 or 5	6	GER 211, 212
Human Geography	3	3	GEO 111
US Government & Politics	3	3	POL 120
Comparative Government & Politics	3	3	POL 230
Macroeconomics	3	3	ECO 252
Microeconomics	3	3	ECO 251
Music Theory	3	3	MUS 110
Physics B	3	8	PHY 151, 152
Physics C: Mechanics	3	4	PHY 251
Physics C: Electricity and Magnetism	4 or 5	8	PHY 251, 252
Psychology	3	3	PSY 150
Spanish Language or Spanish Literature	3	6	SPA 111, 112
	4 or 5	6	SPA 211, 212
Statistics	3	3	MAT 152
	4 or 5	4	MAT 155
Studio Art: Drawing	3	3	ART 131
US History	3	3	HIS 131
	4 or 5	6	HIS 131, 132
World History	3	3	HIS 111
	4 or 5	6	HIS 111, 112

This list of Advanced Placement credit will be amended periodically as new courses are added to the Southwestern Community College curriculum and as new Advanced Placement examinations are developed.

College Level Examination Program credit will be awarded as follows:

CLEP EXAMINATION	SCORE REQUIRED	HOURS GRANTED	SCC COURSE(S) SATISFIED
American Government	50	3	POL 120
American Literature	50	3	ENG 231
	58	6	ENG 231, 232
Analyzing and Interpreting Literature	50	3	ENG 131
Biology	50	4	BIO 111
	57	8	BIO 111, 112
Calculus	50	4	MAT 271
	64	8	MAT 271, 272
Chemistry	50	4	CHM 151
	65	8	CHM 151, 152
College Algebra	50	3	MAT 161
College Composition or College Composition Modular	50	3	ENG 111
	59	6	ENG 111, 112
College Math	50	3	MAT 143
English Literature	50	3	ENG 241
	62	6	ENG 241, 242
Financial Accounting	50	4	ACC 120
	65	8	ACC 120, 121
French Language I	64	3	FRE 111
French Language II	69	6	FRE 111, 112
German Language I	59	3	GER 111
German Language II	67	6	GER 111, 112
History of the United States I	50	3	HIS 131
History of the United States II	50	3	HIS 132
Human Growth and Development	50	3	PSY 241
Humanities	50	3	HUM 211
	56	6	HUM 211, 212
Information Systems and Computer Applications	50	3	CIS 110
	59	6	CIS 110, 115
Introductory Business Law	50	3	BUS 115
Introductory Psychology	50	3	PSY 150
Introductory Sociology	50	3	SOC 210
Pre-calculus	50	3	MAT 175
Principles of Macroeconomics	50	3	ECO 252
Principles of Management	50	3	BUS 137
Principles of Marketing	50	3	MKT 120
Principles of Microeconomics	50	3	ECO 251
Spanish Language	56	3	SPA 111
	68	6	SPA 111, 112
Western Civilization I	50	3	HIS 121
Western Civilization II	50	3	HIS 122

The list of College Level Examination Program credit will be amended periodically as new courses are added to the Southwestern Community College curriculum and as College Level Examination Program examinations are developed or revised.

ACADEMIC INFORMATION

- Academic Advising
- Withdrawal Procedures
- Attendance Requirements and Administrative Withdrawal
- Graduation Application and Commencement Ceremony
- Degrees
- E-Learning
- Grades
- Honors/Academic Organizations
- Licensing of Graduates
- Policies/Procedures
- Weather Policy

ACADEMIC ADVISING

Career Technologies and Health Sciences majors will be assigned an academic advisor as part of the application process. College Transfer majors will visit the University Transfer Advising Center (UTAC) for advising needs. Advisors are staff and faculty members who guide students in making wise selections of course offerings with careful attention to institution policies, procedures and degree requirements.

In addition, academic advisors offer students opportunities to enhance their education by making them aware of the various internal and external resources available to them throughout the College and community.

Academic advisors also play an important role in the educational progress of their advisees by continually monitoring and evaluating their progression, as well as helping them to clarify their educational goals and values.

Academic advising at SCC follows the developmental education success model. Advisors are committed to student success and so academic advising for many students may begin at the developmental level. In cases where students score below the tenth percentile on the College placement test in reading, writing or arithmetic, an intensive ABE academic foundation program will be advised before developmental or curriculum classes will be assigned.

Regardless of class placement, students are encouraged to have frequent contacts with their advisor while they attend SCC.

WITHDRAWAL PROCEDURES

To withdraw from a course(s) or the College, a student should contact his advisor and initiate the "Add/Drop/Withdrawal Form." This form must be signed (paper or electronically) by the advisor and the appropriate instructor(s) and returned to the Registrar's Office. If a student withdraws by the official withdrawal date for the semester (published in the academic calendar), the grade received will be a "W."

If a student seeks to withdraw from a course(s) after the official withdrawal date, this may be granted under extenuating circumstances such as serious illness or job transfer and will be considered on an individual basis by the instructor. It is the student's responsibility to provide compelling documentation for this request and to attach the documentation to the withdrawal form. The withdrawal form requires the signature of the advisor, appropriate instructor(s), and the dean and then is processed in the Registrar's Office.

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 Office before withdrawing from a course.

It is the responsibility of the student to initiate the withdrawal process. If a student stops attending class for more than two consecutive weeks and does not complete an official withdrawal, the instructor may submit an Administrative Withdrawal to the Registrar's Office. Please refer to the Administrative Withdrawal policy.

ATTENDANCE REQUIREMENTS AND ADMINISTRATIVE WITHDRAWAL

Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements. At the discretion of instructors, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.

Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the 10-percent date of the class will be reported by the instructor as "never attended." A student who has never attended a class by the 10-percent date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.

Under extenuating circumstances, a student who has never attended may follow the late-registration procedure to petition for reinstatement in the class and earn course credit. The student should notify the instructor of the extenuating circumstances prior to the 10-percent date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered when the absence was due to unforeseeable and uncontrollable circumstances. Students reported as never attended may request to have their status changed to "audit."

Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course.

A student in an online or hybrid course will be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance (for hybrid), and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance.

A grade of "WF" will be assigned for any course from which the student is administratively withdrawn. Administrative withdrawals will be allowed up to the published Administrative Withdrawal deadline date each semester (approximately the 85% point of the semester). Thereafter, the earned grade will be posted. Tuition refunds or credits will not result from an administrative withdrawal.

A student may have two excused absences each academic year for religious observances. To qualify for this observance, the student must make a written request to the instructor five (5) days prior to the absence. Any test or other work missed due to an excused absence for religious observance may be made up without penalty.

GRADUATION APPLICATION AND COMMENCEMENT CEREMONY

At the end of fall and spring academic terms, a commencement ceremony is held for students to celebrate their achievement of completing degree, diploma, or certificate requirements for programs approved by the North Carolina State Board of Community Colleges. Students should apply for graduation between the first and 50th class day of the semester in which they expect to complete their program (published in the Academic Calendar). Applications received after the announced deadline will be reviewed for special consideration in the commencement program.

All applicants must have completed all course requirements by the end of the semester in which they plan to participate in commencement. If the student is qualified, the Registrar's Office will order credentials and mail to the student at the address indicated on the graduation application. Students who apply and do not qualify must reapply after deficiencies are completed. Credentials will not be ordered and held for students to complete requirements in a subsequent semester.

A student must maintain a cumulative program GPA of 2.00 or higher to graduate. Some health science programs have additional graduation requirements as defined by those programs.

In order to be awarded a degree, diploma and/or certificate, the Registrar's Office must receive an Application for Graduation. This is the only way our office is notified that you are ready to complete your program. Students Application steps are as follows:

1. **Apply:**
    Meet with your advisor to complete the Application for Graduation. Submit the application to the Registrar's Office for final approval by the announced deadline. Check the Academic Calendar for term deadlines.

2.   **Clear Debts:**
   a.   Students must pay all debts owed to the College at the Business Office or Library.
   b.   Complete Financial Aid Exit Counseling for student loans at www.studentloans. gov and click on Exit Counseling under Tools and Resources. Contact the Financial Aid Office at financialaid@southwesterncc.edu for further information. If you plan to re-enroll, please notify the financial aid office so they can notify the Registrar's Office to release your diploma hold.
3.   **Order:**
   If you plan to participate in the commencement ceremony, you will need to place an order online with the Herff-Jones website (herffjones.com/college/southwesterncc) to order your cap, gown & tassel.
   You do not pay for the kit online, only place your order. Herff-Jones will ship your order to the bookstore, where you may pick up and pay after the announced date. Students will receive an email a few months into the term with website activation details. It does not remain active at all times.
   This is the only fee associated with graduation (approximately $32). From this website you may also order announcements and class rings (at an additional cost). If you have any questions, please contact the bookstore at 828.339.4222.
   If you do not plan to participate in the ceremony, you may visit the Registrar's Office during the week of graduation to pick up a diploma cover.
4.   **Celebrate:**
   Attend the commencement ceremony in the Norman K. Myers Auditorium of the Balsam Center. This building is located on the Jackson Campus in Sylva. Information about the ceremony dos and don'ts are found at www.southwesterncc.edu/ content/commencement-faqs. The graduate rehearsal is always held the preceding business day before the ceremony in the auditorium at 3 p.m., with a reception to follow. Refer to the Academic Calendar for dates and times, as well as informational emails sent by the Registrar's Office.
5.   **Wait—Be Patient:**
   Diplomas will be mailed within 6-8 weeks following graduation. The Registrar's Office will email student accounts, and will post an announcement on our website once they have been mailed. Refer to the website for the status of diplomas.

Should you need proof of graduation for an employer or another school before you receive your diploma, we must receive a written transcript request. Transcript release forms are located in the Registrar's Office or at www.southwesterncc.edu/registrar. These can be submitted at any time for the end of term, or after graduation.

Need Special Assistance?
Graduation is a physical activity. Due to injuries or disabilities sometimes it is a challenge. If you will be needing special assistance to walk into the auditorium, climb the stairs to the stage, walk across the stage, descend the stairs, hear or see the ceremony, or any other activity related to graduation—please contact the Disability Services Coordinator at 828.339.4243.

DEGREES

Associate Degree

Academic programs for which an Associate of Applied Science degree is awarded require the successful completion of 60-76 semester hour credits and are designed to provide entry-level employment training. The Associate of Arts and the Associate of Science degrees require the successful completion of 60 semester hour credits. The Associate of Fine Arts degree requires the successful completion of 65 semester hour credits. These degrees are designed to facilitate transfer to one of the 16 public universities in North Carolina.

Diploma

A diploma is awarded after successful completion of 36-48 semester hours credits in an approved diploma-granting program. For a full-time student, it generally takes three semesters to finish a typical diploma program.

Certificate

A certificate is awarded after successful completion of 12-8 semester hour credits in a particular certificate-granting program. Certificate programs are designed for specific skill development.

Minimum Course Work Requirements (Credit in Residence)

In order for an associate degree to be awarded, a minimum of 25 percent of required major courses in the degree program must be completed 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 Executive Vice President for Instruction and Student Services.

Multiple Degrees/Diplomas/Certificates

A student may pursue multiple degrees, diplomas and certificates concurrently or consecutively. Courses which apply appropriately to more than one degree, diploma or certificate may be counted toward the completion of each credential, but the specific requirements of each must be met.

E-LEARNING

E-learning is most commonly characterized as teaching and learning that takes place between students and teachers through the use of technology. Southwestern Community College offers e-learning courses in several formats, including hybrid, online, and Interactive Television (ITV). Students' tuition and fees, access to student support services, and academic receive credit is the same regardless of course location or mode of delivery. E-learning students are expected to adhere to the College's rules and regulations. E-learning students are expected to be actively engaged in the learning environment and show participation on a consistent basis in alignment with SCC's attendance policy.

Successful learners are highly motivated, self-disciplined individuals, who are confident in their academic abilities, and e-learning students are no exception. They should have consistent access to the Internet. Students may access the Internet from their home, from SCC Computer labs on campus, or from local libraries or businesses. E-learners should be comfortable with technologies such as email, word processing, and browsers. While e-learning students are not expected to be computer experts, they should feel comfortable working with technology. Students needing to improve their computer skills

should consider enrolling in an introductory computer course prior to selecting an online or hybrid course.

SCC uses Blackboard as its learning management system (LMS). Students are offered a number of opportunities to become familiar with the LMS. The college hosts hands-on training sessions at the Jackson and Macon campuses, during spring and fall semesters. In addition students have access to a self-paced online training course available in Blackboard throughout their enrollment at SCC.

Online / Web-centered
- Instruction will be delivered exclusively online.
- Access to a computer with Internet connectivity is required for successful completion.
- Online / Web-centered courses do not require on-campus attendance.

Hybrid
- Instruction will be delivered combining traditional classroom instruction and online or other electronic media.
- Hybrid courses allow students at the discretion of the instructor to complete a substantial amount of the course requirements electronically.
- Access to a computer with Internet connectivity is strongly suggested, but not required for successful completion.
- Hybrid courses require some on-campus attendance on designated dates and times, as communicated by the instructor.

Web-enhanced
- Instruction will be delivered primarily using traditional classroom instruction but will be enhanced through the use of online or other electronic media.
- Web-enhanced courses allow students at the discretion of the instructor to complete a smaller amount of the course requirements electronically.
- Access to a computer with Internet connectivity is suggested, but not required for successful completion.
- Web-enhanced courses require on-campus attendance on designated dates and times, as communicated by the instructor.

Traditional
- Instruction will be delivered in a traditional classroom setting.
- Access to a computer with Internet connectivity is not required for successful completion.
- Active student participation is required for satisfactory course completion.
- Traditional courses require on-campus attendance on all scheduled dates.

Community Link – Interactive Television (ITV)
Community Link – Interactive Television (ITV) is an interactive television network that virtually connects properly equipped educational sites in western North Carolina through fiber-optic cable.
- Instruction will be delivered in a traditional classroom setting.
- Access to a computer with Internet connectivity is not required for successful completion.
- Active student participation is required for satisfactory course completion.
- ITV courses require on-campus attendance on all scheduled dates.

Auditing Courses

Students who wish to audit a course 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 grade point average 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 no later than the first week of the course. An "AU" will be entered as the student's grade for that course. A student may not switch from a credit to an audit status, or from an audit to a credit status after the add/drop period. However, in consultation with the student, an instructor may switch student status from a credit to an audit through the withdrawal period. This is done utilizing add/drop procedures.

Course Credit by Examination

Students may earn course credit by examination in selected courses identified by program coordinators or department chairs. The applicable testing fee will apply and successful completion of the exam will result in an S grade for the course. Credit by examination may be earned prior to enrolling in a course or up to the 10% point if a student is enrolled in the course.

Grades in Developmental Courses

Grades in all courses below the 100 level should be one of the following: P, R, or W and will not count as hours attempted or hours earned for the purpose of calculating a Grade Point Average (GPA).

Exception: Courses below the 100 level are counted as hours attempted for financial aid purposes.

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 dean. If not resolved;
3. (Final Step) Student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The decision of the vice president is final.

Work-Based Learning

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. Work-based Learning is an educational program of practical, supervised, paid work experience that is directly related to the student's curriculum. The 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 their program advisor. Students are expected to have accident/medical insurance.

GRADES
Grading System

Official grades are available online at the end of each semester. The College does not mail grades to students. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. Instructors inform students about their specific grading scales. The College does not have a uniform grading scale.

The GPA is determined by dividing the total number of grade points by the number of credit hours attempted. A 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 an "F." An "I" does not count as hours attempted or as hours earned.	0
R	Repeat: Indicates that a student must repeat his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
P	Passing: Awarded upon mastery of developmental coursework and certain continuing education courses. Eighty percent attendance is required in continuing education courses.	0 0
NA	Never Attended: Indicates the student registered but never attended.	0
AU	Audit: This grade does not count as hours attempted or as hours earned.	0
W	Withdraw: Indicates the student withdrew before the published withdrawal date that can be found in the College calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
S	Credit by Exam: The student received credit for the course through a 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, a diploma, or a certificate may be earned through "Credit by Exam" unless otherwise approved by the Executive Vice President for Instruction and Student Services.	0
AP	Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.	0
SP	Secondary Placement: This symbol counts as credit hours earned for certain eligible high school courses but does not count for purposes of calculating GPA.	0
WF	Withdraw failing: Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. This symbol does not count as hours attempted for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	

The asterisk (*) symbol immediately following the letter grade prior to fall 2007 indicates the course is not included in the GPA.

The pound (#) symbol immediately following the letter grade after summer 2007 indicates the course was academically forgiven and is not included in the GPA.

HONORS/ACADEMIC ORGANIZATIONS

President's List
1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a minimum 3.85 grade point average (GPA) to qualify for the semester under consideration.
3. Unresolved "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.
4. Developmental courses do not count toward the 12 hours or the GPA.

Dean's List
1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a 3.500 - 3.849 GPA to qualify for the semester under consideration.
3. Unresolved "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.
4. Developmental courses do not count toward the 12 hours or the GPA.

Annual Academic Awards Ceremony
Students 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 minimum of 30 semester hours credit within the last four (4) years by the end of fall semester before the ceremony. The minimum hours must have been earned at SCC.
2. The student must be enrolled during the term in which the ceremony is held.
3. The student must have a cumulative average of 3.5 or above.
4. All eligible students will be honored at the Awards Ceremony during the spring semester. Students who maintain a perfect 4.0 cumulative shall receive "high honors" recognition.

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 GPA from the previous semesters of work. Each program GPA will be rounded to two decimal places.
2. Each candidate with a program GPA from 3.90 to 4.00 will graduate summa cum laude.
3. Each candidate with a program GPA from 3.70 to 3.89 will graduate magna cum laude.
4. Each candidate with a program GPA from 3.50 to 3.69 will graduate cum laude.
5. When the selections have been determined by the Registrar, the instructors of those selected will be contacted to determine whether 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.

SCC Honors Program
The Honors Program at Southwestern Community College is designed to:
- Challenge high achieving and highly motivated students to purposefully engage in Honors coursework. Honors coursework is designed to enrich and expand the expectations of the traditional college course.
- Intentionally focus on academic excellence including critical thinking, communication skills, and academic inquiry. Honors coursework generally will be more writing, research and/or project intensive.
- Engage students and faculty across all disciplines.
- Encourage and support honors students in leadership and service to the College and the community.

Honors Program Eligibility – Must meet one of the following criteria:
- A 3.5 or higher cumulative GPA with at least 12 semester hours of college coursework
- A high school weighted GPA of 4.00 or higher
- A high school class rank in the top 10 percent
- An SAT of 1875 or an ACT of 30 or higher

Benefits to Honors Students
- Honors designation on the degree/diploma.
- Transferability of SCC honor credit to many North Carolina senior institutions.
- Recognition at graduation as an "Honors Program" graduate after the successful completion of 12 credit hours worth of honors work.

Honors Credit Appeal
      In the event a student wishes to appeal an unsatisfactory honors project outcome, the student must appeal the decision to the chair of the honors program within three weeks of learning the honors project was not awarded credit. Upon notification to the honors program chair, the honors appeals committee will convene to review the appeal.

To participate, contact Bethany Emory at 828.339.4261 or via email at b_emory@southwesterncc.edu.

Alpha Beta Gamma International Business Honor Society – Alpha Omega Chapter
Advisor: Thom Brooks, Executive Vice President for Instruction & Student Services, and William Brothers, Dean of Career Technologies
      Alpha Beta Gamma International Business Honor Society is the sole business honor society for accredited junior, community and technical two-year colleges. The society exists to recognize and reward academic excellence among business honor students and to recognize the contribution to learning and business of professionals in the local communities. Members of Alpha Beta Gamma are challenged to subscribe to the society's high ideals of scholarship, leadership and cooperation.
To be considered for membership, students must:
- Be currently enrolled as a full or part-time student in a qualifying business-related associate in applied science program
- Have completed at least 15 hours of college-level academic credit during the previous three semesters
- Have a program GPA of 3.0 or higher
- Demonstrate the ideals of scholarship, leadership, and cooperation
- Be nominated by program faculty.

LICENSING OF GRADUATES

Southwestern Community College is an educational institution, which 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.

POLICIES/PROCEDURES

Academic Forgiveness Procedure

Any student who meets the following criteria may submit, in writing to the Office of the Executive Vice President for Instruction and Student Services, a request for academic forgiveness.

- The student should have experienced a lapse in enrollment at SCC for a minimum of 24 months or two academic years.
- Upon returning, at least 12 semester hours of curriculum courses should have been completed with a GPA of 3.00 or greater.
- The request for forgiveness is recommended to be submitted during the subsequent semester (excluding summer) after the 12 semester hours have been completed. If the request is approved, all grades of D and F within the requested review period/consecutive terms will be forgiven and will not be used for GPA (grade point average) computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree or diploma must be retaken. All grades will remain on the student's transcript.

If you have questions about how a Request for Academic Forgiveness may impact your financial aid, please contact the Financial Aid Office. If approved, a notation indicating academic forgiveness will appear on the official transcript. Students may submit only one academic grade forgiveness request.

Academic Probation

Level 1 Probation (Warning): Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. Students will also be "perced" in the student record and are required to have a conversation with the student engagement coordinator prior to registering for any future semester. (A "Warning" does not appear on the student's transcript.)

Level 2 Probation: Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for the two most recently enrolled terms within the past three years will be required to review and modify their academic plans with their advisor and to meet with the Student Success Coordinator. Additionally, they may be required to limit their semester course load and will be advised to register for ACA 118 if they have not already done so. Students will also be "perced" in the student record and are required to have a conversation with the student engagement coordinator prior to registering for any future semester. (A "Probation" notation appears on the student's transcript.)

Academic Suspension

Probationary students who have not attained a 2.0 grade point average for the three most recently enrolled terms within the last three years and have a cumulative GPA below 2.0 will be suspended for one semester. (A "Suspension" notation appears on the student's transcript.)

Disciplinary Suspension

Students who are suspended from the College for violating the Student Code of Conduct (see Student Handbook) will have this suspension noted on the transcript.

Course Substitution

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 curricula 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 Dean of Arts and Sciences. The advisor must notify the Registrar in writing of all applicable course substitutions on an individual student basis.

Curriculum Course Prerequisites

Students may not take a course until a course prerequisite has been met. There are occasions when exceptions may be deemed desirable and appropriate. The instructor and/or program coordinator and the dean/director must approve such exceptions. The documentation will be maintained on file in the dean's office. ACA 111 College Student Success (or its equivalent) is required for all new degree-seeking students. Students who transfer in 12 or more hours of college credit are exempt form this requirement.

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 appropriate academic dean. When courses are repeated, the grade and hours of the best course will be computed in the cumulative grade point average. The first course (grade and hours) is shown on the transcript but is not included in the cumulative grade point calculations. If a student receives three "F" grades for the same course, the student must wait at least two academic terms before repeating the course. Exceptions may be made by the instructor or dean.

Student Records

Student records are maintained in accordance with the Family Educational Rights of Privacy Act (FERPA) of 1974 and the College's "Student Record" Policy found in the SCC *Student Handbook*. Questions concerning student records and requests for record inspection should be directed to the Registrar. Current or former students may secure a transcript of their grades by completing a "Transcript Release Form" and submitting it to the Registrar's Office along with a photo ID. In compliance with the Privacy Act, student transcripts will not be released to a third party without the signature of the student. Information deemed public or directory information may be released without student consent. Directory information is defined in the College's Student Records Policy. SCC complies with the USA Patriot Act of 2001.

Students have the right to give or restrict access to their student records. To exercise this right, students should read the "Student Records" policy (found in the *Student Handbook*) and make a written request to the Registrar's Office.

WEATHER POLICY

The following procedure will be observed for adverse/inclement weather; however, regardless of college announcements, commuters should exercise personal judgment concerning highway road conditions, particularly those from other counties or remote areas. If the College is open, no announcement will be made.

Announcements concerning college operation will be made by 6:30 a.m. on the local TV and radio stations listed on the next page. However, if weather conditions worsen after the 6:30 a.m. announcement, an additional announcement closing the College for the day

will be made no later than 8:30 a.m. Announcements concerning evening classes will be made no later than 3 p.m. The following types of announcements may be made:

1. **Delayed Start:** If the College is on delayed start, the campus will open at 10 a.m. Students should report to the class/lab/clinic they would be in at 10 a.m. on a regular day. All instructional time missed in a delayed start will be made up.
2. **Classes Canceled:** This indicates that the College remains open and staff should report to work at 10 a.m. and use extreme caution.
3. **College Closed:** This means there are extremely hazardous conditions and no one should report to work or class.
4. **Early Dismissal:** Early Dismissal will be announced when weather conditions dictate the early dismissal of day or evening classes. This type of announcement will be made by telephone to a designee in each building on campus, who will communicate the early dismissal information to the occupants of the building.

Radio Stations:
    99.9 FM - WKSF, Asheville
    95.3 FM - WCQS, Asheville
    104.5 FM - WHLC, Highlands
    1590 AM - WBHN, Bryson City
    1320 AM - WKRK, Murphy
    1370 AM - WGHC, Clayton, GA
    95.9 FM - WCVP, Robbinsville
    104.1 FM - WRBN, Clayton, GA
    680 AM - WRGC, Sylva
    1050 AM - WFSC, Franklin
    104.9 FM - WQNS, Waynesville

Television Stations:
    ABC - WLOS, Asheville
    NBC - WYFF, Greenville, SC
    CBS - WSPA, Spartanburg, SC
    Fox - WHNS, Greenville, SC

SCC Web Page:
    www.southwesterncc.edu

Social Media:
Facebook
Twitter—Sign up for SCC Twitter notification and text alerts through the SCC webpage

FINANCIAL INFORMATION

- Expenses
- Tuition and Fees
- Other Fees
- Payment of Tuition and Fees
- Refund Policy
- Financial Aid

EXPENSES

Student tuition and fees are set by the North Carolina Legislature and the SCC Board of Trustees and are subject to change.

Some programs require additional expenses for uniforms, equipment, medical and other miscellaneous expenses. Contact the program advisor for more information. No fee is charged to verify student identity.

TUITION AND FEES*
*Tuition for 2014-15. Tuition for 2015-16 will be available after July 1, 2015

Per Semester
Full-Time, 16 hours or more $1152.00
Non-Resident Full-Time, 16 hours or more $4224.00
Part-Time Student (per credit hour) $72.00
Non-Resident Part-Time Student (per credit hour) $264.00

OTHER FEES*
*Tuition for 2014-15. Tuition for 2015-16 will be available after July 1, 2015
Activity Fee (per semester) ....$2 per credit hour.
> Maximum $32 per semester. Collected fall and spring only.

Computer Use and Technology Fee (per semester) .... $1 per credit hour.
> Maximum $16 per semester.

Exception: Curriculum students at Job Corps sites will not be assessed Student Activity or Computer Use and Technology Fees.
Course Credit by Exam...$25
Student ID/Library Card.. $1
Replacement Student ID Card (Lost or Stolen)..$5
Automobile Registration ....N/C
Accident Insurance (per year - optional, subject to change) $15
TEAS Exam (if applicable) $56
Health Science Clinical Readiness Check...................................... $125-$175
Proctor Fee
> Non-SCC Student $25
> SCC Alumni/Former Student...$10

Malpractice Insurance (subject to change) Required for following programs - per year
> Cosmetology...$17
> Emergency Medical Services (per semester) $35.50
> Health Information Technology..$17
> Human Services Technology...$17
> Human Services Technology Substance Abuse...$17
> Medical Laboratory Technology...$17
> Nursing Assistant $17
> Nursing (Associate Degree) $17
> Physical Therapist Assistant..$17
> Phlebotomy...$17
> Practical Nursing..$17
> Radiography $17
> Respiratory Therapy...$17
> Therapeutic Massage..$17

Late Registration Fee $5
> (Full-time returning students registering after registration day)

Commencement Fee (Cap & Gown - subject to change) Pay at the Bookstore. $30-$45
Textbooks/Supplies.................. Cost varies depending on the student's curriculum.
> Check with the College Bookstore for prices.

PAYMENT OF TUITION AND FEES

Tuition and fees are due and payable at the time of registration. To complete the registration process, tuition and fees must be paid during the registration period. The college does not provide for installment payments of fees, tuition, books, etc.

Methods of Payment:
1. Tuition Payment Plan at www.myCollegePaymentPlan.com/swesterncc
2. Pay online with Mastercard, Visa, Discover or American Express using mySCC access
3. Cash or Personal Check
4. Students receiving third-party sponsor funding for their tuition (WIA, BIA, Vocational Rehabilitation, etc.) must provide a sponsor authorization letter for billing from the sponsor before the registration period ends. If this authorization letter is not provided by this time, the student forfeits sponsorship funding, and the sponsor will not be billed on his/her behalf. It is the responsibility of the student to verify that the sponsor authorization letter has been received by the business office.
5. Financial Aid—As long as you do not decline your financial aid award, you acknowledge that you plan to attend the upcoming semester and authorize the payment of tuition and fees from your financial aid. SCC will credit your award to your account to apply to tuition and fees, and books charged at the SCC Bookstore.

Students must clear any unpaid balance due on account from any previous semester in order to register for a new semester or receive an official transcript.

How to Contact Business Services and Cashier's Office

Location: Jackson Campus, Balsam Center
Telephone: 828.339.4290 • 800.447.4091, ext. 4290
Address: 447 College Drive, Sylva, N.C. 28779
Webpage: www.southwesterncc.edu

REFUND POLICY

If a student withdraws from class(es) prior to the 10% point of the semester, SCC will calculate the student's refund amount using the state refund policy as stated below.
1. A refund shall not be made except under the following circumstances:
    a. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the College calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
    b. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.
    c. For classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.
    d. A 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the College cancels the class. A 75% refund shall be made if the student officially withdraws from a contact-hour class on or before the 10th calendar day of the class.

2. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a semester or term, dies during the semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester or term may be refunded to the estate of the deceased.

State Refund Policy

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

Non-Title IV Recipients

The refund policy for <u>students not receiving Title IV financial aid</u> is the same as the State Refund Policy statement above.

FINANCIAL AID
Purpose

The purpose of the financial aid programs at SCC is to provide financial assistance, based on need, to students who normally could not attend college without aid. Financial aid is awarded without regard to age, race, creed, sex or disability. The programs are based on the guiding principle that the student or family of the student has the primary responsibility for educational costs, and the purpose of the financial aid programs is to supplement the student or family contributions. For further information about Expected Family Contribution, see "Financial Need" section below.

Prospective students are encouraged to gather information about the current costs to attend their program of interest. In addition to tuition, fees and books, some programs require special equipment, supplies, or clothing. Students should also discuss all options for paying for education costs with their family.

Students applying for financial aid should apply as soon as possible but well in advance of the semester they plan to attend. Students should adhere to the deadlines and follow the steps outlined in the "How to Apply for Financial Aid" instructions found later in this section.

Eligibility Requirements

To receive aid from any of the federal and state student aid programs at SCC, students must meet all of the following general criteria:
- Have financial need, except for some loans (Financial need is documented through the submission of a Free Application for Federal Student Aid [FAFSA] and the receipt of a valid Student Aid Report [SAR])
- Have a high school/adult high school diploma or a GED certificate
- Be accepted for enrollment in an eligible program at SCC
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number
- Meet Satisfactory Academic Progress standards set by SCC
- Certify that he is not in default on a federal student loan and does not owe money on a federal student grant
- Register with the Selective Service, if required
- Meet federal eligibility requirements regarding drug-related convictions.

Financial Need

Aid from most of the financial aid programs is awarded on the basis of financial need. When applying for federal student aid, the information reported on the application is used to calculate each student's Expected Family Contribution (EFC). The formula used to calculate the EFC is established by federal law and is used to measure the financial strength of a student's family on the basis of the family's income and assets. The EFC is used to determine a student's eligibility for student aid. The EFC is used in the following equation to determine a student's financial need:

Cost of Attendance - Expected Family Contribution = Financial Need

The Financial Aid Office at SCC will calculate all students' cost of attendance and subtract each student's EFC. If there is any amount remaining, that student is considered to have financial need. The Financial Aid Office will work with students toward meeting their need. Because funds are limited, the amount awarded to an individual student will likely fall short of meeting his total need.

Financial Aid Programs at SCC

In general, there are four types of financial aid. **Grants** and **scholarships** are gift money that does not need to be repaid. **Work-study** is money that is earned by working, and **student loans** are borrowed funds that must be repaid.

The following need-based **grants** are available to eligible students at SCC:

- The <u>Federal Pell Grant</u> is generally awarded to undergraduate students with financial need who have not earned a bachelor's degree. Pell Grants for the 2015- 2016 school year are expected to range from $626 to $5,775 per year. A student's EFC will determine whether or not he is eligible and how much he will receive. If a student is eligible, he will be notified of the full-time award amount, but the amount actually paid will depend on whether he is enrolled full-time or part-time, and whether he attends for a full academic year or less.
- The <u>Federal Supplemental Educational Opportunity Grant (FSEOG)</u> is a smaller grant that is awarded to students with the greatest financial need (lowest EFC). Limited funds are provided by the Federal Government and are awarded by the SCC Financial Aid Office to both full-time and part-time students.
- The <u>North Carolina Community College Grant</u> is a program established by the North Carolina General Assembly to help meet the educational costs of attending a community college. To be considered for this grant, a student must be a North Carolina resident for tuition purposes and enrolled at least half-time (6 credit hours per semester). A student's EFC will determine whether or not he is eligible and how much he will receive.
- The <u>North Carolina Education Lottery Scholarship (ELS)</u> is a need-based scholarship, and the student's EFC will determine whether or not he is eligible and how much he will receive. The student must be a North Carolina resident for tuition purposes, and be enrolled at least half-time (6 credit hours per semester). Filing the FAFSA will submit the student's name for consideration for this scholarship.

Each grant above has several specific eligibility criteria which must be met. Please contact the SCC Financial Aid Office for additional details.

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. Most of the jobs are on campus and clerical in nature, but the program also encourages jobs in community service and literacy support.

Student Loans are borrowed money that must be repaid with interest. Both need-based and non need-based loans are available. SCC currently offers Federal Direct Loans to students and PLUS loans to parents. Students must be enrolled at least half-time to receive a student loan. The amount a student may borrow will be determined by a number of factors, including whether he is a first-year or second-year student, whether he is a dependent or independent student, and the amount of other educational assistance.

Scholarships are funds that do not have to be repaid and may be awarded based on financial need or some type of merit (such as academic) or a combination of the two. Students are encouraged to pursue scholarship opportunities throughout their communities such as civic organizations, employers and churches, and to research other national scholarships through reputable organizations and web sites. A number of scholarships are offered through the SCC Foundation and other private donors each year. The most current list of scholarships administered through SCC and the filing instructions and deadlines can be found in the Financial Aid Office or by going to the Scholarship page of the SCC website.

Other Programs

SCC works with governmental agencies that provide educational benefits to students who are eligible for their programs. Information and applications are available upon request from the individual agency. Students receiving third-party sponsor funding for their tuition must provide a sponsor authorization letter for billing from the sponsor before the registration period ends. If this authorization letter is not provided by this time, the student forfeits their sponsorship funding, and the sponsor will not be billed on their behalf. It is the responsibility of the student to verify that the sponsor authorization letter has been received by the business office.

- The Workforce Investment Act (WIA) of 1998 provides financial assistance to income-eligible persons enrolled in an approved curriculum. The program is usually administered through the North Carolina Job Link Career Centers in the student's county of residence.
- The North Carolina Division of Vocational Rehabilitation provides services to persons with disabilities in order to help them obtain employment. SCC is approved to provide training and education for individuals who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation, Department of Health and Human Services.
- The Cherokee Education and Training Adult Education Program administers educational assistance programs for the Eastern Band of Cherokee Indians and the Bureau of Indian Affairs.
- The U.S. Department of Veterans Affairs provides educational benefits to eligible veterans and to eligible dependents and survivors of certain veterans. Students who believe they are eligible for veterans' benefits should contact the VA Certifying Official in the SCC Enrollment Center to receive an application for benefits and a list of requirements that they must meet.

How to Apply for Financial Aid

In order to receive federal grants, state grants, loans, work-study, and most scholarships, you have to file the FAFSA. You only need to submit the FAFSA once per academic year.

1.   File the FAFSA
- Complete a FAFSA at www.fafsa.ed.gov and be sure to use the IRS Data Retrieval, if eligible, to import tax data.
- Be sure you've submitted the FAFSA with SCC's federal School Code, 008466.

FAFSA Deadlines:
Our priority deadline is May 1 of each year for students starting in the following Fall semester. However, FAFSAs received after this date will still be processed. It can take up to 4-6 weeks for SCC to complete processing of your financial aid, so apply as early as you can after January 1 (non-tax filers) or February 1 (tax filers) of each year. Students starting in the Spring or Summer semester should file their FAFSA at least 3 months in advance of the start of the semester.

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2.   Apply to an eligible program at SCC
- The Financial Aid Office cannot view your Student Aid Report (SAR) until an admissions application to the College is on file.
- SCC Admissions Office will send you an acceptance letter with your SCC student ID number.

- Be sure you have selected a program of study that is eligible for financial aid. Each program's eligibility for aid is identified on the SCC website.
3. **Review your Student Aid Report (SAR)**
- Read emails from the Department of Education, and follow link to view SAR. Read all comments at the end of the SAR.
- Check information on SAR for accuracy.
- If you are eligible but did not use the IRS Data Retrieval, please go back and correct your FAFSA using the IRS Data Retrieval.
4. **Send Requested Documents to the SCC Financial Aid Office**
- Read SCC emails from SCC Financial Aid Office, or go to MySCC/Web Advisor to see requested documents.
- Download any requested Financial Aid Forms, complete, and submit to SCC Financial Aid Office.

Satisfactory Academic Progress

To receive financial aid, the Federal Government requires students to make Satisfactory Academic Progress toward completing a degree or approved program. Progress will be monitored at the end of each semester at SCC. Results are measured cumulatively, so if a student has attended SCC in the past, his transcript will be evaluated for Satisfactory Academic Progress if he returns to SCC and applies for financial aid, even if he has not received aid in the past.

Satisfactory Academic Progress is measured in two ways:
1. Students must earn a 2.0 cumulative grade point average, which is consistent with the requirements for graduation or completion of a program.
2. Students are limited to the number of credit hours they may attempt before finishing a program of study. That limit is measured as 150% of the credit hours required for the student's current program. Therefore, in order to be on track to complete a program before financial aid ends, SCC requires students to complete 67% of the courses they have attempted on a cumulative basis.

If a student is not making Satisfactory Academic Progress, he will be notified and placed on Financial Aid Warning for the next semester he is in attendance so that he will have an opportunity to regain Satisfactory Academic Progress. He will receive any financial aid for which he is eligible during this one Financial Aid Warning term. At the conclusion of the Financial Aid Warning term, if he is not making Satisfactory Academic Progress, all federal and state aid will be suspended, until he has completed enough additional courses without financial aid to reach the required standards.

Students have the right to file an appeal if it is determined that they are not making Satisfactory Academic Progress. The appeal must be made in writing and the appeal form is available from the SCC Financial Aid Office. Appeals should be based on circumstances such as a serious illness or Injury, a serious illness or death of an immediate family member, or other special circumstances that prevented the student from attending or being successful in his classes. Students may also file an appeal due to a change of academic program. Additional details of the Satisfactory Academic Progress policy are available in a publication from the SCC Financial Aid Office.

Withdrawals

If a student completely withdraws from all classes or stops attending all classes and has received a Pell Grant, a Federal Supplemental Educational Opportunity Grant, a Federal Direct Loan or a North Carolina Community College Grant or North Carolina Education Lottery Scholarship for that semester, the Financial Aid Office must determine if those

funds were earned. Students earn their state aid once they have attended beyond the 35% date of the semester, and their federal aid once they have attended beyond the 60% date of the semester. If more funds were disbursed than earned, the student must repay a portion of the difference. The SCC Financial Aid Office will determine the amount the student must repay the US Department of Education (DOE) and the amount SCC must repay the DOE or the state of North Carolina. If SCC is required to repay funds because of a student's full withdrawal, the student will be expected to repay SCC. The student will receive written notification from the SCC Financial Aid Office of any funds owed due to a full withdrawal.

Students are encouraged to visit the Financial Aid Office prior to withdrawing to obtain an estimate of the amount that may be owed. If a student owes funds to the DOE, he will be given 45 days to repay the funds or make satisfactory repayment arrangements with the DOE. After that time, the student will lose federal financial aid eligibility. In addition, if the student owes funds to SCC, he will not be permitted to reenroll at SCC or request a transcript until those funds have been repaid.

If a student stops attending classes, but does not Initiate the withdrawal procedure, he may be administratively withdrawn from class by his instructor, according to the college's attendance policy for students.

Special Circumstances

The formulas used to determine eligibility for federal student aid are applied consistently to all applicants. Students should contact the SCC Financial Aid Office if they feel they have special circumstances that might affect their dependency status or the amount they and their family are expected to contribute. These circumstances could include a family's unusual medical expenses, or recent unemployment of either the student, a spouse, or either parent (if applicable). There must be very good reasons to make any adjustment, and students will have to provide adequate documentation to support this request. The Financial Aid Director's decision is final and cannot be appealed to the U.S. Department of Education.

How to Contact the Financial Aid Office
Location: Jackson Campus, Balsam Center
Telephone: 828.339.4438 • 800.447.4091
Fax: 828.339.4613 • Attn: Financial Aid
Address: 447 College Drive, Sylva, N.C. 28779
Webpage: www.southwesterncc.edu/financial-aid
Email: financialaid@southwesterncc.edu

STUDENT LIFE

- Ambassadors
- Bookstore
- Career Center
- Clubs and Organizations
- Conduct Standards
- Holt Library
- Learning Assistance Center
- Student Identifications/Library Cards
- Student Life
- Student Information
- Student Policies and Procedures
- Student Right-to-Know Information
- Student Support Services
- Support Services for Students with Disabilities
- Tobacco Use
- Tutoring

AMBASSADORS

This prestigious student program was established to serve the SCC Foundation, President's Office and the College in an exciting way as student hosts and representatives of SCC at social, alumni and recruitment events. Members help in student recruitment through activities on and off campus; meet and greet campus and community leaders at college events; and hone leadership skills. Members go through an application and inter-view process. Membership drive begins early in spring semester.

BOOKSTORE

New and used textbooks and school supplies are available in the College Bookstore located on the first floor of the Burrell Building.

SCC maintains a contract with Follett Higher Education Group to operate the book-store. Hours of operation typically are 8 a.m. until 4 p.m., Monday through Thursday and 8 a.m. until noon on Friday.

CAREER CENTER

Your Key to the Real World…

The mission of the Career Center is to provide students and alumni guidance and resources to accomplish lifelong career development and achieve career-related goals.

The Career Center offers a broad array of resources. With so many career possibilities available and a lifetime of work ahead, the Career Center encourages students to invest time in planning and preparing to achieve academic and career success. Students are encouraged to take advantage of the Career Center early in their college careers so they are prepared for job searches and/or transferring to another college.

Services include:
- Career Assessment and Counseling
- Career Coach
- Guidance to Research and Explore Careers
- Workshops and Seminars
- Mock Interviews
- Interviewing Software
- Job Search and Placement Services

How to Contact the Career Center

Location: Balsam Center, 1st Floor
Telephone: 828.339.4212
Webpage: www.southwesterncc.edu/career-center

CLUBS AND ORGANIZATIONS

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

The Club Council, under the direction of the Student Life Committee and the Dean of Student Services, has established requirements for forming and operating student clubs and organizations. These regulations are outlined in the Student Handbook. Student organizations must have official college recognition to use SCC's facilities or to conduct activities on campus. Active clubs at the time of this catalog's printing include:

- Alpha Beta Gamma International Business Honor Society
- Car Club
- Clay Club
- Culinary Arts Club
- Electronics Club
- Epsilon Sigma Pi EMS Professional Society
- Health Information Technology Club
- Human Services Club
- Indigenous Peoples Society
- Latent Image
- Medical Assisting Club
- National Society of Leadership and Success
- National Technical Honor Society
- Nursing Club
- Nursing Assistant Club
- Outdoor Leadership Club
- Paralegal Club
- PTA Club
- Phi Theta Kappa Honor Society
- Respiratory Therapy Technology Club
- Rotaract
- Sonography Club
- Macon Campus Spanish Club
- Jackson Campus Spanish Club
- SCC Cares
- Sports & Gaming Club

CONDUCT STANDARDS

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 behavior, 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 SCC *Student Handbook* and are available in Student Services.

HOLT LIBRARY

Holt Library, located on the Jackson Campus, offers 24 computer workstations with Internet access, the Microsoft Office suite, and free printing from computer workstations. The Library also offers an instruction/conference room, two study rooms, a snack vending room, and a chess table. Seating areas are designated into Group-study, Quiet-study, and Silent-study sections.

- Online Access: The "My SCC" portal (Library tab) gives 24/7 access, instruction, and information about Holt Library services and resources for students, staff and faculty. Community users access this information on SCC's Library webpage.

- Circulating Collection: 30,000 books, 140 hard-copy periodicals, and audiovisual col-lection directly support academic programs.
- Reserve Materials: Items are placed on Reserve by faculty members, and students may request access at the Information desk.
- Reference Collection includes specialized research sources in print, literary criticism, subject encyclopedias, legal research.
- Special Collections: North Carolina, Children's, Fiction, DVD movies, and Small Busi-ness Resource Center.
- CCLINC Library Catalog: Search for available library books by title, author, subject, se-ries, or keyword. Catalog includes 2 million volumes owned by SCC and other North Carolina community college libraries.
- NC-LIVE Electronic Resources: Research-oriented academic sources for college as-signments are available online in NC-LIVE, which provides indexing to full-text ar-ticles in over 16,000 print publications: academic journals, magazines & newspapers, e-books, streaming video, and academic reference sources. Over 120 information resources, indices, and databases are available.
- Interlibrary Loan: Students may borrow books from other NC community college libraries by placing a hold in the CCLINC online catalog. Students and faculty can also borrow books from libraries nationwide by contacting Holt Library staff.
- Bibliographic Instruction: Our Librarian creates workshops to teach information litera-cy and library research skills, including demonstration of NC-LIVE resources. Research assistance for individuals is also available in person, by phone, or by email.
- Returning Materials: All library materials must be returned by the end of each semes-ter, and accounts cleared, before students are allowed to register, graduate, or receive a transcript.
- Library Hours: Monday – Thursday (8 a.m. until 8 p.m.) and Friday (8 a.m. until 3 p.m.). The College is closed Saturday and Sunday.
- Gaming Events: A popular spring and fall program is held in the Library. Students and guests bring in video games and consoles as well as traditional board games. The SCC Gaming Club organizes this student event and provides free food.
- E-Learners: Holt Library services, instruction, and information resources are available online via "My SCC." Students receive personalized assistance by contacting library staff.
- Macon Campus: The Librarian teaches bibliographic instruction workshops for Macon Campus classes, and the SCC courier delivers Holt Library materials to and from Ma-con Campus.

LEARNING ASSISTANCE CENTER
Jackson Campus LAC

The Jackson Learning Assistance Center (LAC) is a professionally staffed facility offer-ing skills-based tutoring and monitored exam proctoring. Students are encouraged to take advantage of almost 45 hours per week of tutoring from learning consultants. The LAC also provides a modern facility for the College's nationally certified tutoring program.

The LAC area features a 16-station computer lab, four enclosed study carrels with computers for individual study and tutoring which feature Zoom Text, Jaws, and Read & Write Gold software, a Testing Room with 20 computers (one features Zoom Text and Jaws) that also is a certified Pearson VUE testing center, a Tutoring Room, and a lounge.

LAC services are available free of charge to all SCC students and instructors as well as community members. Most services are provided on a drop-in basis to ensure that visitors are able to obtain the help they need at the times that are most convenient for them. At the same time, appointments may be made by calling the LAC coordinator at 339.4325. A Writing Consultant always is on duty during operating hours; an Advanced Math Consultant is on duty during the majority of those hours as well. An assistance-by-subject schedule is posted on campus bulletin boards and to the LAC web page at the beginning of each semester and the summer session. Tours of the LAC are available on a drop-in basis for individuals. Learning consultants present on the LAC and the online tutoring service in classrooms; instructors may call 339.4325 a week ahead to set an appointment or simply respond to emails from consultants. Instructors are invited to use the LAC's exam-proctoring service for the occasional makeup exam; the proctoring service fully supports online and hybrid classes.

The LAC is open from 8 a.m. until 6 p.m., Monday through Thursday, and 8 a.m. until noon on Friday during regular semesters. It is closed during fall and spring breaks, as well as for holidays. Any unusual closings are posted at the LAC entrance and to the LAC webpage. Summer hours vary according to enrollment and staffing. For additional information, contact the LAC Coordinator at 339.4325, stop by Oaks Hall 101, or explore the LAC webpage (www.southwesterncc.edu/lac-learning-assistance-center).

Free online tutoring is available through Blackboard. For more information, contact the online tutoring coordinator at 339.4325 or visit the webpage (www.southwesterncc.edu/learning-assistance-center/online-tutoring).

Macon Campus LAC

The Cecil L. Groves Center houses the Macon Campus LAC. Located on the upper level in room 230, the Macon LAC is centered around a 12-station computer lab with additional laptops to checkout for use in the LAC. Adjacent classrooms are also utilized by the LAC when classes are not in session, further expanding the space available for students to work and get assistance.

The LAC is normally staffed from 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to noon on Friday for fall and spring semesters, with varying summer hours. Typically the LAC is staffed with at least two learning consultants, one specializing in reading & writing and the other in math & science. These consultants are available for walk-in assistance utilizing a skills-based tutoring approach with the focus on learning the material. Additionally the Macon LAC supports SCC's Tutor Program by providing a space for tutors and students to meet.

The Macon LAC strives to offer comparable services to students and faculty on our growing campus.

For additional information, please contact the Macon LAC Coordinator at 828.306.7028 or stop by room 230.

STUDENT IDENTIFICATION/LIBRARY CARDS

A student identification/library card is available to all students for a $1 charge for new cards and a $5 charge for replacement cards. The ID card displays the student's major and assigned ID number and is used for campus identification and as a library card and may be used for various student life events. The ID card photo is taken and the card issued during orientation programs and during all campus registration periods. The card should be carried at all times while on campus.

STUDENT LIFE

Student Life is coordinated by the College's Student Life Committee. The committee, whose members include students, faculty and staff, is responsible for (1) planning, coordinating and sponsoring campus-wide student activities, educational and cultural events; (2) assisting student clubs and organizations with resources and training; (3) coordinating events and programs of student clubs through the Club Council; and (4) allocating the student activity fee funds for programs and services that benefit students and student club activities.

Student Life events include Welcome Back, Constitution Day, Veteran's Day, guest speakers, spelling bee, contests, special events throughout the year and Spring Fling. Student Life sponsored programs and services include (1) support for the campus literary magazine – *Milestone*, (2) diploma covers for graduates, (3) refreshments for student orientation events and career workshops and (4) student club support.

The Student Club Council elects representatives to serve on the Student Life Committee and a chairperson who serves as the student representative to the SCC Board of Trustees. The council coordinates club activities and events and sponsors educational and leadership development workshops for club leaders. Contact Student Services for more information.

STUDENT INFORMATION

Southwestern Community College respects the privacy and confidentiality of student information consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA), which regulates the release of student information. Therefore, the primary communication regarding student information occurs with students. However, the College recognizes and appreciates that family and others have a role in supporting students and may have an interest in a student issue. With the student's permission, academic information may be released to a third party, or a support advocate may be present with the student and participate in a productive conversation related to an issue in question.

STUDENT POLICIES AND PROCEDURES

The following policies and procedures affect all students and are published in the SCC *Student Handbook*. Students are responsible for obtaining a copy of the *Handbook* and becoming familiar with these policies.

POLICY	REFERS TO
Drug-Free Policy	Establishes SCC as a Drug-Free Environment and the penalties for violating the policy.
Student Clubs	Guidelines and requirements governing student clubs.
Student Record and Privacy Policy	Defines the right of access to students' records.
Student Rights, Standards of Conduct, Discipline, Appeal and Grievance Procedures	Defines students' rights and standards of conduct and outlines disciplinary procedures and sanctions. Defines grievance procedures — Academic and Non-Academic.
Traffic Code	Traffic and parking regulations for SCC campuses.

STUDENT RIGHT-TO-KNOW INFORMATION

Southwestern Community College is committed to informing enrolled and pro-spective students about the probabilities of success in each program 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 SCC is available from the Registrar. The Career Center can provide current job market information and job-placement data for each academic program. Human Resources can provide campus crime statistics. All information is available at www.southwesterncc.edu.

STUDENT SUPPORT SERVICES

SCC is funded with a Title IV education grant which provides over $1 million to pro-mote graduation and transfer rates among eligible participants. This grant assists students in need of academic support so they may achieve their academic goal of graduation and/or transfer. To qualify for Student Support Services, students must:
1. Have a need for academic support and a willingness to use program services;
2. Be a first-generation college student OR meet income guidelines OR have a docu-mented ADA disability;
3. Be a first time post-secondary student;
4. Place at the 25% or higher on the English, reading and arithmetic portions of the Col-lege placement test.

Program services include: academic co-advising, financial literacy/scholarship informa-tion, tutoring, supplemental grant aid support, career counseling, academic and personal counseling, volunteer enrichment, referral to community services and cultural enrichment programs. The program also includes an initiative to assist students who want to transfer to a four-year institution.

Also available to students is a large resource area equipped with four Internet-connect-ed computers and a wide variety of course ready, job ready and resource ready materials in video, text and software mediums.

Students wishing to participate in the Student Support Services program must com-plete an SSS application and have an intake interview. For additional information visit www.southwesterncc.edu/sss; contact the Student Support Services office at 828.339.4229 or 800.447.4091, ext. 4229; or stop by Student Support Services located on the lower level of Oaks Hall.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Southwestern Community College is committed to providing full and equal access for all qualified students. The Disability Services Coordinator offers appropriate supports to reduce physical, situational, and attitudinal barriers while promoting independence and self-advocacy for students with disabilities.

Services are designed to level the playing field, promote retention, and support aca-demic success. Accommodations are provided when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis through an Educational Support Plan (or ESP). An ESP is a comprehensive plan which specifies appropriate classroom accommodations and may include: alternative testing arrangements (such as extended time or reduced distraction testing room, or oral exams); note-taker; reader; scribe; recorders;

magnifier screens; ergonomic chairs/tools; video captioning; room relocation; sign-language interpreters; or assistive technology.

It all begins with a conversation. The student must self-identify to the Disability Services Coordinator, participate in an intake interview, and work collaboratively with the Coordinator to create the ESP. Additional support documentation may be requested to augment understanding of the disability, functional limitations, and requested accommodations. Information obtained through this process is regarded in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

Accommodations can be requested at any time in the semester. However, some accommodations may take up to six weeks to put in place, so early contact is important.

How to Contact the Disability Services Office
Location: G-15, Oaks Hall (lower level)
Phone: 828.339.4243 • 800.447.4091 ext. 4243
Webpage: www.southwesterncc.edu/disability_services

TOBACCO USE

All campuses are tobacco-free environments. The use of tobacco-related products is strictly prohibited in any college buildings, facilities, vehicles or property owned, leased or operated by Southwestern Community College, including all outside areas.

Tobacco-related products include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless tobacco, and simulated tobacco products such as e-cigarettes. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This policy applies to all college and early college employees, students, vendors, contractors, and visitors.

TUTORING

The Tutor Program at SCC is an academic support system designed to help curriculum students achieve success by providing high quality tutorial assistance to meet their academic needs. Tutoring is available at no cost to students and is provided in one-on-one or small group sessions. Highly qualified and trained tutors assist students with course content, provide a safe, engaging environment, and promote student achievement and academic excellence. SCC's Tutor Program is certified at Levels I and II through the College Reading and Learning Association's International Tutor Training Program Certification (ITTPC).

College and Perkins Eligible Tutoring

Provides tutoring for students enrolled in curriculum courses at Southwestern Community College. Tutoring sessions are usually in small groups, but can also be individual. SCC students may receive up to four hours of tutoring each week.

Student Support Services Tutoring

Tutoring is available for students who are currently enrolled in the Student Support Services Program (SSS) through funds provided by the Title IV Grant. The goal is to provide one-on-one or small group assistance. SSS students may receive up to five hours of tutoring each week.

Applications to request a tutor are available in the Student Support Services office in Oaks Hall, the Macon Campus LAC, or online at www.southwesterncc.edu/tutor-program. For additional information about the Tutor Program or how to become a tutor, contact SCC's Tutor Program Coordinator at 828.339.4231.

EDUCATIONAL OPPORTUNITIES

- General Information
- Admission Eligibility
- Cost
- Course Repetition
- Adult Basic Skills, High School Equivalency (HSE), (GED® Adult High School)
- English as a Second Language (ESL)
- General Education Development (GED®) Testing
- Human Resources Development

GENERAL INFORMATION

The purpose of Educational Opportunities programs is to assist adults in obtaining the knowledge and skills necessary for work, further education, family self-sufficiency and community involvement.

Classes are flexible and are offered in a variety of formats to meet the needs of varying levels of ability, schedules and work habits. Instructional methods and materials appropriate for adults are used to help promote more meaningful learning experiences. Individualized instruction, small classes, multiple class locations and times make these classes student friendly. Classes are offered throughout the year at most college locations.

Specialized classes are offered at various locations in the service area. There is no fee for registration or for instructional materials. To enroll, call 800.447.4091, ext. 4272 or for class information in Swain County and Cherokee call 828.366.2002, for Jackson County call 828.339.4262, and for Macon County call 828.306.7020.

ADMISSION ELIGIBILITY

Admission is open to individuals who are 18 years or older and who are not enrolled in public school. Students who are 16 or 17 years old and no longer enrolled in the public school system are eligible after the completion of an Underage Release Form. This form may be obtained from www.southwesterncc.edu/educational-opportunities/college-and-career-readiness.

COST

There is no registration fee for classes in the following program areas: Adult Basic Education (ABE), High School Equivalency (HSE) including Adult High School (AHS) and General Education Development (GED®) preparation, English as a Second Language (ESL) and Compensatory Education (CED). The Human Resources Development (HRD) classes are offered at no cost to unemployed or underemployed students and community members.

COURSE REPETITION

Students may enroll in most Educational Opportunities courses as many times as necessary to accomplish their individual educational/training goals, provided they continue to show progress, do not prohibit others from participation, and do not violate policies of the North Carolina Community College System.

ADULT BASIC SKILLS, HIGH SCHOOL EQUIVALENCY (GED® and ADULT HIGH SCHOOL)

Classes are offered on all levels from beginning reading and mathematics to preparation for high school equivalency tests including the GED® and the college placement tests. Adult Basic Education (ABE) classes are for adults who need instruction or tutoring in basic reading, writing, language, and/or math skills. The High School Equivalency (HSE) classes are for adults who are preparing for tests such as the GED® or are completing high school credits to earn an Adult High School Diploma from Southwestern Community College.

The Adult Basic Education (ABE) program also has specialized instruction for adults with intellectual disabilities or with low entry reading levels. Instruction is offered in math, language, health, community living, consumer education and vocational education.

The Pathways to Success program allows eligible High School Equivalency (GED® and Adult High School) students to concurrently enroll in selected curriculum or continuing education classes. Pathways to Success is designed to provide students with tools and resources necessary to persist and succeed in earning not only a high school credential but also in developing academic and employability skills as they transition to career or college.

Students eligible for this program receive a tuition waiver for selected courses from the Career Technologies or Continuing Education Programs.

The Pathways to Employment program provides training in the skills, attitudes, and knowledge necessary for obtaining employment. Pathways to Employment consists of the following three integrated components: Basic Skills or Developmental Studies, Occupational or Career Technology courses, and Human Resources Development (job-seeking/job-keeping skills). The goal of the program is to provide training that leads to employment.

The Project SEARCH program provides young adults with disabilities an opportunity to have three internships during a school year in a host business. The interns receive classroom instruction in employability skills and independent living skills and then on-the-job experience daily. Each intern receives intensive job coaching which continues for a period of time upon job placement after the internship portion of the program. The goal is for each intern to be placed in permanent employment at the end of the program.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL instruction classes are designed for individuals from foreign countries to learn how to speak, read, and write English. The program's focus is for adults who want to learn English language skills to function effectively in an English speaking environment. Civics related curricula enable students to be more successful in their work and their daily lives, as parents and citizens of our community.

Citizenship classes are available to any adult who is eligible to be naturalized. Classes are small, individual instruction is provided, language-learning software is available, and students work at their own pace. Classes are offered throughout the service area.

GENERAL EDUCATION DEVELOPMENT (GED®) TESTING

Southwestern Community College is an official Pearson Vue Testing Center offering the new GED® test. The new assessment will continue to provide adults the opportunity to earn a high school credential, but it goes further by measuring career-and college-readiness skills that are the focus of today's curriculum and tomorrow's success. Four content areas—literacy, mathematics, science, and social studies—will measure a foundational core of knowledge and skills that are essential for career and college readiness. The cost of the GED® Test is $20 per section.

Individuals receiving a total passing score of 150 on each test are awarded a GED® High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate may be accepted as an equivalent to a high school diploma when being considered for employment, seeking a job promotion or applying for admission into a college or university.

Preparation: An individual wishing to prepare for the GED® Examination should come to SCC for an initial orientation. Depending on the level of preparation necessary, a student may choose to enroll in Adult Basic Education, High School Equivalency, or Developmental Studies. In the event that any single test score is unsatisfactory, a retest may be taken after further study.

Test Sites: Test Sites are located in Swain, Jackson and Macon counties. For additional information call 828.339.4272 or 800.447.4091, ext. 4272, or visit www.southwesterncc.edu.

HUMAN RESOURCES DEVELOPMENT

SCC is committed to increasing employment within our community. The purpose of the Human Resources Development (HRD) program is to educate and train people in transition and in the emerging workforce for success in the workplace. HRD provides assessment services, employability training, and career development counseling. HRD not only provides instruction, but also provides the much needed support for unemployed and dislocated workers within the college service area. HRD Core Services are available in HRD Employability Labs. Participants may enroll at
any time.

Core Services

Core Services available on an individual and small group basis include: skill assessment, self-assessment, career exploration, resume building, interviewing practice, Career Readiness Certification, job search assistance, and basic computer training for the workplace.

Also available in the Employability Labs are a variety of workshops that focus on improving both personal and professional skills. Topics include: Public Speaking, problem solving, creative thinking, money management, effective communication, self-assessment, conflict resolution, resume and job application.

HRD Fee Waiver Guidelines

Participants may be eligible for tuition and fee waiver if they meet at least one of the following criteria: Unemployed; or Received notification of a pending layoff; or Working and eligible for the Federal Earned Income Tax Credit (FEIT); or Working and earning wages at or below two hundred percent (200%) of the federal poverty guideline.

North Carolina Career Readiness Certification

The HRD program offers preparation classes for the North Carolina Career Readiness Certification examination. The CRC is designed to meet the needs of both employers and job seekers in this transitioning economy. For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy and problem solving skills to be "job ready." The CRC is based upon WorkKeys, a nationally recognized, skills assessment tool developed by ACT Inc.

For more information on this program and how to get started contact: Rita Gregory, Educational Opportunities Coordinator, 828.306.7020.

WORKFORCE INNOVATIONS & CONTINUING EDUCATION

- General Information
- Admission Eligibility
- Cost
- Course Repetition
- Computer Training
- Customized Training
- Healthcare Professions Training
- Heritage Arts
- Occupational Training
- Online Programs
- Personal Enrichment
- Pre-Registration/Enrollment
- Professional Licensure and Certification
- Refund Policy
- Small Business Center

GENERAL INFORMATION

Workforce Innovations 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 educational background.

Occupational courses offered through Workforce Innovations are designed to prepare students for entry into an occupation, to upgrade the occupational competency of current employees or to work toward self-improvement.

Extension courses offered through Workforce Innovations 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 may or may not earn academic credits that are recognized in a degree or diploma program; however, a certificate may be awarded upon successful completion of a course or series of courses. For some courses, Continuing Education Units (CEUs) are awarded. One CEU may be given for each ten contact hours of participation in an organized Continuing Education class.

ADMISSION ELIGIBILITY

Admission is open to individuals who are at least 18 years old and who are not enrolled in public school. Sixteen- to 18-year-olds may enroll in some courses, when space is available and pending proper permission. Students under 18 years of age may enroll in summer classes designed specifically for the younger student. Only individuals officially enrolled may attend class.

COST

The registration fee for continuing education classes is based on the length of the course. Fees are as follows:

0-24 hours...$70
25-50 hours...$125
Over 51 hours......................................$180

Some classes are contracted on a self-supporting basis and fees are based on the cost of the course.

Other Fees: Computer Use and Technology Fee (per Occupational computer class) $5 per class.

CUSTOMIZED TRAINING

As part our commitment to economic development, Southwestern Community College provides education and training to eligible new and existing industries through the NCWorks Customized Training Program. Training offered through this program is designed to help these businesses remain productive and profitable.

HEALTHCARE PROFESSIONS TRAINING

The College provides training for Nurse Aide I, Nurse Aide II, Nurse Aide I Refresher and for Medication Aide. Upon successful completion of the Nurse Aide I program, graduates are eligible to sit for the State Competency exams. Upon successfully passing the exam, they can work under the direction of a licensed RN performing basic nursing techniques for clients who are sick or who have chronic health problems.

The Medication Aide program covers the six rights of medication administration of non-licensed personnel. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Students entering this program must be on the Nurse Aide Registry and have a current CPR certification.

Additionally, courses are offered for continuing education credits toward license renewal for a myriad of healthcare disciplines.

HERITAGE ARTS

The Heritage Arts program allows students to experience firsthand the rich legacy of art and craft of Appalachia: Native, folk, and contemporary arts and crafts from the region. Through a combination of studio education, visiting artists, generational instructors, craft business, and experiential learning, students are exposed to a variety of art forms and techniques they can apply to develop their own entrepreneurial crafts practice. The Heritage Arts Program was created in collaboration with the Swain County Blue Ridge National Heritage Committee. Heritage Arts classes and certificate programs, including the Master Potter certificate, are available at the Swain Center.

OCCUPATIONAL TRAINING

Occupational Training programs are specifically designed to prepare individuals for current in-demand jobs in our service area. These programs allow the student to explore their individual interests and train for the job you want. Programs offered include: Table Gaming, Bartending, Auto Dealer, Pharmacy Technician, Advanced Manufacturing, Professional Office Management, and more.

Please check the continuing education schedule for a list of classes currently being offered at www.southwesterncc.edu/workforce-innovations/occupational-training.

ONLINE PROGRAMS

Over 300 online continuing education courses are offered monthly. These include internet, webpage design, web graphics and multi-media, web and computer programming, basic computer literacy, computer applications, graphic design, computer troubleshooting and networking, database management, languages, writing and publishing, grant writing and non-profit management, start your own business, sales and marketing, accounting, business administration, and much more. For additional information or to register for a class, visit the website at www.ed2go.com/scc or visit www.southwesterncc.edu.

PERSONAL ENRICHMENT

Through this program, SCC conducts single courses that focus on an individual's personal or leisure needs rather than occupational or professional employment. Topics for these non-credit courses include arts and crafts, communication and languages, computing, digital photography, fitness, journalism, and self-help, plus many more. Many courses are developed based on requests from the community.

PRE-REGISTRATION/ENROLLMENT

Online registration is encouraged for all continuing education courses. The steps for registering using a credit or debit card for payment are as follows:

1. Go to the website: www.southwesterncc.edu
2. Look under the Workforce Innovations block in green on the right side of the page
3. Click Online Registration
4. Do not type in the blanks, or you might limit your search and not find what you are looking for
5. Click Submit (this will present you with a list of classes to peruse)
6. Check the box(es) next to the class(es) you want
7. Scroll to the bottom of the page and click Submit
8. Answer questions and click Submit
9. Follow steps through payment options

If you need to pay with a check or cash, please visit one of our campus locations no later than three business days prior to the start of class date to register and pay.

For more information, call the Workforce Innovations & Continuing Education department at 828.339.4426.

PROFESSIONAL LICENSURE AND CERTIFICATION

Training offered in this area serves individuals preparing to take state licensing exams and professionals seeking to renew their current North Carolina license or certification. Groups served by this training include Real Estate Brokers, Electrical Contractors, Cosmetologists, Independent Auto Dealers, NC Auto Safety and OBD Inspection Mechanics, Notary Public and a myriad of Health and Mental Health Care Providers.

REFUND POLICY

Registration fee refunds are granted only under the following circumstances:

- For classes that are scheduled to meet four times or less, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the first day of class(es).
- For classes that are scheduled to meet five or more times, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the class(es).

Requests for refunds will not be considered after the 10 percent point. For contact hour classes, refunds must be requested within 10 calendar days from the first day of class. Self-supporting classes are not eligible for refunds.

SMALL BUSINESS CENTER

Southwestern Community College's Small Business Center (SBC) is part of a statewide network designed to support the development and growth of small businesses. Millions of Americans choose to pursue the dream of being their own boss. But turning the dream of small business ownership into reality is no easy task. It often requires intensive planning and research, creative problem solving, strong determination to succeed, and the savvy to navigate countless regulatory agencies and resource options.

Your Small Business Center can help. Our experienced counselors and trainers can help take the confusion out of what can seem like an endless list of rules, regulations and red tape. We can show you what it takes to start your business, serve as a sounding board for your ideas and assist you as your business grows. The SBC offers a multi-faceted approach to facilitating business development by providing prospective and current small business owners with a central point of contact for information, education and assistance.

Seminars & Workshops

The Small Business Center hosts a steady schedule of seminars designed to have a positive impact on your bottom line. You can take advantage of these free and high-impact seminars at convenient times designed to fit your busy schedule. Expert presenters are brought to the campus to assist in meeting the training needs of small business owners.

PUBLIC SAFETY TRAINING

- Emergency Medical Services Training
- Fire and Rescue Services Training
- Law Enforcement Training

EMERGENCY MEDICAL SERVICES TRAINING

The Public Safety Training EMS Department currently offers classes that introduce new students to the world of emergency medical care through Basic Life Support Education. Completion of the Medical Responder to and including Emergency Medical Technician - Paramedic class will prepare the student for examination by the State of North Carolina and National Registry for official certification. Once certified by the state, students will be prepared to fill the role of a basic medical responder to advanced life support with any agency provide those services.

The EMS Department also offers a wide variety of classes geared to the Advanced Life Support Programs in the area. From initial introduction to Advanced Life Support in an Intermediate EMT or Paramedic class to developing classes for the ever-changing profession of Emergency Medical Science, Southwestern Community College has what you need to enhance your performance in the field.

Classes are offered at various locations and times throughout the year. Please refer to the Public Safety Training webpage for a list of the most currently training being offered and instructions on how to register. Preregistration will ensure your enrollment in training sessions.

FIRE AND RESCUE SERVICES TRAINING

The Public Safety Training Fire/Rescue Department offers various courses in cooperation with individual fire and rescue departments in the service area. Additionally, a Firefighter Academy is offered each year in the Spring, which enables those attending to obtain eligibility for certification as a Firefighter Level II. Specific courses are designed to increase the Firefighter's and Rescuer's technical knowledge and improve his or her skills in fire ground operation. Classes may be offered according to the needs of each department.

In addition, SCC-PSTC offers the nationally-recognized firefighter certification program and the rescue certification program. The training curriculum is based on the most current 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 Public Safety Training Center. This 4,100 square-foot, three-story live burn building is designated for a variety of training exercises. Both live fire and smoke exercises can be conducted in and on the structure and rescue operations can be simulated throughout the building. SCC-PSTC will coordinate training for firefighters and rescue personnel in the region and will be responsible for the scheduling of this facility.

Classes are offered at various locations and times throughout the year. Please refer to the Public Safety Training webpage for a listing of the most current training and instructions on how to register.

LAW ENFORCEMENT TRAINING

The Public Safety Training Law Enforcement Training Department offers both basic and advanced training in all aspect of law enforcement training. SCC-PSTC 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 for certification by the Criminal Justice Commission and/or the Sheriff's Commission.

SCC-PSTC is one of only eleven colleges accredited to deliver a basic training program designed to prepare Seasonal Park Rangers to perform law enforcement in areas administered by the National Park Service. Academies hours match the most current curriculum as

set forth by the National Park Service – Federal Law Enforcement Training Center. Graduates of the program are eligible to receive a type II law enforcement commission as a Seasonal Ranger with the National Park Service at one of the more than 401 units comprised of parks, monuments and other facilities of the Park Service in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, the Virgin Islands and Guam.

Classes are offered at various locations and times throughout the year. Please refer to the Public Safety Training webpage for a listing of the most current training and instructions on how to register.

Additional training/certification offered at SCC-PSTC include:
- CPR and First Aid
- Detention Officer Certification Course (DOCC)
- EMS Simulation Lab
- General Instructor Certification
- Mandated In-Service Training (Traditional and Online)
- Motorcycle Safety Training
- National Incident Management System (NIMS)
- Standardized Field Sobriety Testing (SFST) Certification
- SWAT Basic and Intermediate
- RADAR/LIDAR Operator and Re-Certification
- Rapid Deployment of Active Shooter
- Tactical Combat Casualty Care (TCCC)
- Telecommunicator Certification Course (TCC)
- Use of Force Simulation Lab
- Wildland Firefighter Academy

Various specialized training courses are created and conducted in the area served by SCC-PSTC based on current needs of agencies served. Visit the Public Safety Training webpage for additional information and schedules of training at www.southwesterncc.edu/pstc.

"Learning comes first at Southwestern Community College. Our long history of success is based on our students' engagement in activities that lead to learning and success in college. Those activities include active and collaborative learning, the effort students put into their classes, the level of challenge of the academic work, the interactions between students and instructors, and the support we provide for learners. The quality of those experiences reflects the dedication of our faculty and staff to the pursuit of excellence in teaching and learning.

You will find a unique connection between instructors and students at SCC; they care about your success. So it comes as no surprise that our instructors have described what they value in excellent teaching. These values underscore our commitment to students and serve as reminders of what you can expect in your classes at SCC."

Thom Brooks
SCC Executive Vice President for Instruction and Student Services

Values for Teaching Excellence

- Inspires students to become independent learners

- Promotes the development of critical-thinking skills

- Respects each student as an individual

- Fosters a sense of cooperation and community in and out of the classroom

- Recognizes the use of technology to enhance the teaching-learning process

- Engages students in learning for practical use and personal growth

- Provides an innovative and accessible educational experience

- Demonstrates an excitement about teaching and learning

- Maintains high standards in a caring, supportive environment

"A teacher affects eternity; he can never tell where his influence stops."

Henry Brooks Adams

KEYS FOR CLASSROOM SUCCESS

Students demonstrate engagement in the learning process.
To demonstrate engagement in the learning process, students should:
- Take personal responsibility for and be actively involved in the learning process
- Be present and prepared for class
- Bring appropriate materials to class
- Complete assignments on time
- Be attentive and participate in all class activities
- Engage and collaborate with peers through study groups and the sharing of personal contact information
- Ask questions when appropriate
- Ask for help when needed

Students demonstrate appropriate attendance and punctuality.
To demonstrate appropriate attendance and punctuality, students should:
- Attend all meetings of each class
- Be on time and ready to work
- Remain in class for the duration of the period, except in cases of emergency or approved class breaks
- Know and adhere to instructors' attendance policies

Students demonstrate respect for self and others in the learning environment.
To demonstrate respect for self and others, students should:
- Demonstrate respect for instructors and classmates by talking when appropriate
- Keep discussions relevant to class material
- Demonstrate appropriate classroom etiquette
- Observe college and classroom policies regarding cell phone use, smoking, parking, eating, etc.
- Turn off all personal communication devices, unless appropriate to the class activities or approved by the instructor
- Respect classroom equipment

Students demonstrate responsibility, accountability, and professionalism.
To demonstrate responsibility, accountability, and professionalism, students should:
- Focus on learning
- Demonstrate self-motivation
- Not obsess about grades
- Do their own work
- Keep an open mind
- Meet class deadlines
- Demonstrate ethical behavior
- Treat the classroom like a job
- Know and follow the SCC student code of conduct
- Use good personal hygiene
- Dress appropriately

Students demonstrate effective use of learning resources. To demonstrate effective use of learning resources, students should access the following as needed:
- Class Instructor
- Learning Assistance Center (LAC)
- Smarthinking.com
- Tutoring
- Library
- Workshops
- Advisor
- Peers
- Web Resources

WRITING ACROSS THE CURRICULUM

The Writing Across the Curriculum program is designed to expand and improve student writing skills in all courses, not limited to English courses. Writing Across the Curriculum initiatives include workshops and learning support for students and professional development for faculty. Writing strategies emphasized by the program include: organizing and evaluating materials for research-based projects; paraphrasing, summarizing, and using direct quotations; citing sources using MLA, APA, and Chicago Style formats; plagiarism prevention; grammar and mechanics; editing and proofreading; and many other topics. Faculty members are the heart of the culture of writing at SCC. Each year, the WAC program welcomes a new group of faculty members in a one-day seminar on the effective use of writing in college classes. For more information, visit www.southwesterncc.edu/wac/styleguide.

ACADEMIC PROGRAMS OF STUDY

- Program Titles
- Programs of Study
- Program/Course Key
- Performance Measures and Standards

Accounting - A25100, C25100, C25100CP* ---------------------------------- AAS, Certificate
 C251001, C251002, C251003 -- Certificate
Advertising & Graphic Design - A30100 --- AAS
Air Conditioning, Heating & Refrigeration Technology - C35100, C35100CP* ---- Certificate
 D35100 --- Diploma
Associate in Arts - College Transfer - A10100, A10100EC* -------------------------------- AA
Associate in Arts - Career & College Promise - P1012C ------------------------------ Pathway
Associate in Fine Arts - A10200 --- AFA
Associate in General Education - A10300 -- AGE
Associate in Science - A10400, A10400EC ---AS
Associate in Science - Career & College Promise - P1042C -------------------------- Pathway
Automotive Systems Technology - A60160, C60160, C60160CP* ---------- AAS, Certificate
 D60160 --- Diploma
Business Administration - A25120, C25120, C25120CP* --------------------- AAS, Certificate
Business Administration - Electronic Commerce - A25120EC -------------------------------- AAS
Business Administration - Entrepreneurship - A25120ET ------------------------------------ AAS
Business Administration - Office Administration - C25370, C25370CP* ----AAS, Certificate,
 D25370 --- Diploma
Civil Engineering Technology - A40140 --- AAS
Computer Engineering Technology - A40160 --- AAS
Computer Information Technology - A25260, C25260, C25260CP* -------- AAS, Certificate
Computer Information Technology - Networking - A25260N ---------------------------- AAS
Cosmetology - A55140, D55140, C55140, C55140CP*------------ AAS, Diploma, Certificate
Criminal Justice Technology - A55180, C55180CP ----------------------------- AAS, Certificate
Culinary Arts - A55150, C55150, C55150CP* --------------------------------- AAS, Certificate
Cyber Crime Technology - A55210 --- AAS
Early Childhood Education - A55220, C55220, C55220CP*------------------ AAS, Certificate
Electronics Engineering Technology - A40200 , C40200CP ------------------- AAS, Certificate
Emergency Medical Science - A45340, C45340, C45340CP* -------------- AAS, Certificate
Environmental Science Technology - A20140 --- AAS
Fire Protection Technology - A55240 -- AAS
General Occupational Technology - A55280 --- AAS
Geomatics Technology - A40420 -- AAS
Health Information Technology - A45360, C453601 ------------------------- AAS, Certificate
Health Information Technology/Medical Coding - D45360 ------------------------- Diploma
Human Services Technology - A45380 --- AAS
Human Services Technology/Substance Abuse - A4538E ------------------------------------- AAS
 C4538E, C4538E1 --- Certificate
Infant/Toddler Care - C55290 --- Certificate
Manicuring/Nail Technology - C55400 --- Certificate
Mechatronics Engineering Technology - A40350, C40350, C40350CP, C403501, C403502,
 C403503 -- AAS, Certificate
Medical Assisting - A45400, C45400, C45400CP*--- AAS
Medical Laboratory Technology - A45420 -- AAS

Medical Office Administration - A25310 -- AAS
Medical Sonography - A45440 -- AAS
Networking Technology/CISCO Certificate - C25340C, C25340CP*------------- Certificate
Nurse Aide - C45840, C45840CP* --- Certificate
Nursing - Associate Degree - A45110 --- AAS
Nursing, WNC RIBN - A45110RB --
Occupational Education Associate - A55320, D55320, C55320 -- AAS, Diploma, Certificate
Occupational Therapy Assistant - A45500 -- AAS
Outdoor Leadership - A55330, C55330 ------------------------------------- AAS, Certificate
Outdoor Leadership - Wilderness Emergency Medicine - C553302 -------------- Certificate
Outdoor Leadership - Wilderness Therapy - C553301 ---------------------------- Certificate
Paralegal Technology - A25380 --- AAS
Pharmacy Technology - C45580 --- Certificate
Phlebotomy - C45600 -- Certificate
Physical Therapist Assistant - A45620 -- AAS
Radiography - A45700 -- AAS
Real Estate Licensing - C25480 -- Certificate
Respiratory Therapy - A45720 --- AAS
Therapeutic Diagnostic Services Diplomas --- Diploma
    Emergency Medical Science - D45910, D45910CP------------------------------- Diploma
    Medical Assisting - D45920, D45920CP--- Diploma
    Nurse Aide - D45970 --- Diploma
    Phlebotomy - D45950--- Diploma
    Therapeutic Massage - D45960 --- Diploma
Therapeutic Massage - D45750-- Diploma
Trades:
  Carpentry - D35180, C35180* -- Diploma, Certificate
  Welding Technology - C50420, C50420CP*-------------------------------------- Certificate
Web Technologies - A25290 --- AAS
Web Technologies/Web Design - C25290D, C25290DP*-------------------------- Certificate
Web Technologies/Mobile Development - C25290M------------------------------- Certificate

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

These programs are offered at various times during the day, evening, online and/or weekend. Check with your advisor about scheduling options.

NOTE: SCC reserves the right to revise programs of study as necessary. All changes will be updated on our website.

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25100
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	14-15	6	0	17-18

SPRING SEMESTER 1

ACC	121	Principles of Managerial Accounting	3	2	0	4
CTS	130	Spreadsheet	2	2	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
Choose one of the following:						
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Totals	12	6	0	15

SUMMER SEMESTER

BUS	230	Small Business Management	3	0	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
Choose one of the following:						
ECO	252	Principles of Macroeconomics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

ACC	129	Individual Income Taxes	2	2	0	3
ACC	220	Intermediate Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
Choose one of the following:						
ACC	130	Business Income Taxes	2	2	0	3
ACC	180	Practices in Bookkeeping	3	0	0	3
ACC	240	Gov. & Not-for-Profit Accounting	3	0	0	3
		Totals	13-14	4	0	16

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
ACC	227	Practices in Accounting	3	0	0	3
ACC	293	Selected Topics in Accounting	3	1	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Totals	12	1	0	12

Total Semester Hour Credits: 69-70

CERTIFICATE - C25100 & C25100CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	150	Accounting Software Applications	1	2	0	2
CIS	110	Introduction to Computers	2	2	0	3
		Totals	11	10	0	16

Total Semester Hour Credits: 16

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to the Career & College Promise page in this catalog for additional information.

CERTIFICATE - C251001 - Bookkeeping

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	150	Accounting Software Applications	1	2	0	2
ACC	180	Practices in Bookkeeping	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	12	8	0	16

Total Semester Hour Credits: 16

CERTIFICATE - C251002 - Payroll Accounting

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Tax	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	4
ACC	150	Accounting Software Applications	1	2	0	2
CIS	110	Introduction to Computers	2	2	0	3
		Totals	12	12	0	18

Total Semester Hour Credits: 18

CERTIFICATE - C251003 - Tax Accounting

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Tax	2	2	0	3
ACC	130	Business Income Tax	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	12	10	0	17

Total Semester Hour Credits: 17

FACULTY
William Brothers, Program Coordinator
w_brothers@southwesterncc.edu
828.339.4366 or 800.447.4091, ext. 4366

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A30100
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Writing and Inquiry	3	0	0	3
GRD	121	Drawing Fundamentals I	1	3	0	2
GRD	141	Graphic Design I	2	4	0	4
GRD	145	Design Applications I	0	3	0	1
GRD	151	Computer Design Basics	1	4	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
		Totals	11	14	0	17

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
GRD	110	Typography I	2	2	0	3
GRD	142	Graphic Design II	2	4	0	4
GRD	152	Computer Design Tech I	1	4	0	3
GRD	230	Technical Illustration	1	3	0	2
		Totals	9	13	0	15

SUMMER SEMESTER

GRD	167	Photographic Imaging I	1	4	0	3
PSY	150	General Psychology	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	6	6	0	9

FALL SEMESTER 2

GRA	121	Graphic Arts I	2	4	0	4
GRD	131	Illustration I	1	3	0	2
GRD	153	Computer Design Tech II	1	4	0	3
GRD	241	Graphic Design III	2	4	0	4
GRD	281	Design of Advertising	2	0	0	2
Choose one of the following:						
ART	264	Digital Photography I	1	4	0	3
GRD	168	Photographic Imaging II	1	4	0	3
		Totals	9	19	0	18

SPRING SEMESTER 2

GRA	220	Industry Survey	1	2	0	2
GRD	210	Airbrush I	1	2	0	2
GRD	242	Graphic Design IV	2	4	0	4
GRD	247	Design Applications IV	0	3	0	1
GRD	280	Portfolio Design	2	4	0	4
Choose one of the following:						
MKT	123	Fundamentals of Selling	3	0	0	3
PHO	222	Video Production	2	2	0	3
Choose one of the following:						
WBL	111	Work-Based Learning I	0	0	10	1
GRD	146	Design Applications II	0	3	0	1
		Totals	8-9	15-20	0-10	17

Total Semester Hour Credits: 76

FACULTY
Robert Keeling, Program Coordinator
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828.339.4317 or 800.447.4091, ext. 4317

Scott Clontz
s_clontz@southwesterncc.edu
828.339.4233 or 800.447.4091, ext. 4233

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

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

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

DIPLOMA - D35100

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at: www.southwesterncc.edu/program/air-conditioning-heating-refrigeration-diploma

REQUIRED COURSES:

Prefix	Number	Title	Class	Lab	Clinical	Credit
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	120	HVACR Maintenance	1	0	3	2
AHR	210	Residential Building Code	1	2	0	2
AHR	211	Residential System Design	2	2	0	3
ELC	111	Intro to Electricity	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	19-20	26-28	3	34

CHOOSE 6 CREDITS FROM THE FOLLOWING COURSES (cannot exceed 4 WBL hours):

AHR	212	Advanced Comfort Systems	2	6	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
WBL	111	Work-Based Learning I	0	0	10	1
WBL	112	Work-Based Learning I	0	0	20	2
WBL	114	Work-Based Learning I	0	0	40	4
WLD	110	Cutting Processes	1	3	0	2
WLD	111	Oxy-Fuel Welding	1	3	0	2

Total Semester Hour Credits: 40

CERTIFICATE - C35100 & C35100CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	120	HVACR Maintenance	1	0	3	2
ELC	111	Intro to Electricity	2	2	0	3
		Totals	5	8	3	10

SPRING SEMESTER 1

AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
		Totals	4	8	0	8

Total Semester Hour Credits: 18

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

ADVISOR
William Brothers, Program Advisor
w_brothers@southwesterncc.edu
828.339.4366 or 800.447.4091, ext. 4366

Through an agreement with the University of North Carolina system, SCC students can earn up to 61 hours worth of credit that will transfer to any public university and many private colleges in the state. Completion of the Associate in Arts degree ensures students' transfer with junior status into most majors. Students should become familiar with the entrance and program requirements at the university they plan to transfer to in order to guide their course selections at SCC. Students who wish to transfer before completing the AA degree should consult closely with the receiving institutions for course-by-course equivalencies.

ASSOCIATE IN ARTS (AA) - A10100 & A10100EC*
COURSE AND HOUR REQUIREMENTS

English/Composition	6
Humanities/Fine Arts	12
Social/Behavioral Science	12
Natural Science	8
Mathematics	7
Other Required Hours	15
TOTAL	60

* This degree is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

ENGLISH/COMPOSITION – 6 credit hours required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing & Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS/COMMUNICATIONS – Select 9 credit hours from at least two different disciplines:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

Select 3 credit hours from the following:

CHI	111	Elementary Chinese I	3	0	0	3
CHI	112	Elementary Chinese II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
REL	111	Eastern Religions	3	0	0	3
REL	112	Western Religions	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Select 9 credit hours from at least two different disciplines:

ECO	251	Prin. of Microeconomics	3	0	0	3
ECO	252	Prin. of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Select 3 credit hours from the following:

ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3

NATURAL SCIENCE – Select 4 credit hours from the following:

BIO	110*	Principles of Biology	3	3	0	4
BIO	111*	General Biology I	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

Select 4 credit hours from the following:

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	Environ. Biology Lab	0	3	0	1
CHM	131	Intro. to Chemistry	3	0	0	3
CHM	131A	Intro. to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4

*Students may not apply both BIO 110 and BIO 111 toward completion of Arts and Sciences requirements.

MATHEMATICS – 3 credit hours

MAT	143	Quantitative Literacy	2	2	0	3

Select 4 credit hours from the following:

MAT	152	Statistical Methods	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4

OTHER REQUIRED HOURS

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1

Select 14 additional hours of transferrable courses focused on future major and closely related areas.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	231	Printmaking I	0	6	0	3
ART	232	Printmaking II	0	6	0	3
ART	240	Painting I	0	6	0	3
ART	241	Painting II	0	6	0	3
ART	251	Weaving I	0	6	0	3
ART	252	Weaving II	0	6	0	3
ART	264	Digital Photography I	1	4	0	3
ART	281	Sculpture I	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	283	Ceramics I	0	6	0	3
ART	284	Ceramics II	0	6	0	3
ART	288	Studio	0	6	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
BIO	163	Basic Anatomy & Physiology	4	2	0	5
BIO	168	Anatomy & Physiology I	3	3	0	4
BIO	169	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CHI	111	Elementary Chinese I	3	0	0	3
CHI	112	Elementary Chinese II	3	0	0	3
CHI	181	Chinese Lab I	0	2	0	1
CHI	182	Chinese Lab II	0	2	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Intro. to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Prog. & Logic	2	3	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
COM	110	Introduction to Communication	3	0	0	3
COM	140	Intro. to Intercultural Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
EDU	216	Foundations of Education	3	2	0	4
ENG	114	Prof. Research & Reporting	3	0	0	3
ENG	125	Creative Writing I	3	0	0	3
ENG	126	Creative Writing II	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	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	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HIS	237	The American Revolution	3	0	0	3
HIS	275	History of Terrorism	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
HUM	230	Leadership Development	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4
MAT	273	Calculus III	3	2	0	4
MAT	280	Linear Algebra	2	2	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PED	110*	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	3	0	1
PED	117*	Weight Training I	0	3	0	1
PED	118*	Weight Training II	0	3	0	1
PED	122*	Yoga I	0	2	0	1
PED	123*	Yoga II	0	2	0	1
PED	125*	Self-Defense-Beginning	0	2	0	1
PED	137*	Badminton	0	2	0	1
PED	142*	Lifetime Sports	0	2	0	1
PED	143*	Volleyball-Beginning	0	2	0	1
PED	145*	Basketball-Beginning	0	2	0	1
PED	162*	Angling	0	2	0	1
PED	171*	Nature Hiking	0	2	0	1

Prefix	Number	Title	Class	Lab	Clinical	Credit
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	215	Positive Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	275	Health Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
REL	111	Eastern Religions	3	0	0	3
REL	112	Western Religions	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	181	Spanish Lab I	0	2	0	1
SPA	182	Spanish Lab II	0	2	0	1
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3
SPA	221	Spanish Conversation	3	0	0	3

* Limited to 2 elective credit hours

Students should check physical education/health and foreign language requirements at the university they plan to attend.

* Students may not take both BIO 110 and BIO 111.

TOTAL SEMESTER HOURS: 60

NOTES

If all requirements excluding electives for the A.A. degree are met, the student has satisfied general education requirements for in-state public universities through the North Carolina Comprehensive Articulation Agreement. Consult with your advisor about courses directly applicable to your future major as you choose electives to complete the Associate in Arts degree.

FACULTY: To contact the following instructors, call 828.339.4000 in Sylva or 800.447.4091 outside the area then dial their respective extensions.

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The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

ASSOCIATE IN ARTS - CAREER & COLLEGE PROMISE - P1012C

ENGLISH/COMPOSITION – 6 credit hours required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing & Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS/COMMUNICATIONS – Select 9 credit hours from at least two different disciplines. One communication course is required.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Select 9 credit hours from at least two different disciplines:

ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

MATHEMATICS – Select one course from the following:

MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4

NATURAL SCIENCES – Select 4 credit hours from the following:

BIO	110*	Principles of Biology	3	3	0	4
BIO	111*	General Biology I	3	3	3	4
CHM	151	General Chemistry I	3	3	0	4
PHY	110	Conceptual Physics *and*	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

* Students may not take both BIO 110 and BIO 111.

OTHER REQUIRED HOURS

ACA	122	College Transfer Success	0	2	0	1

Total Semester Hours Credit (SHC) in Program: 32-39*

*OPTIONAL GENERAL EDUCATION HOURS (0-6 SHC)
Beginning in spring 2015, a student may take up to 6 SHC of foreign language courses designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the Associate in Arts C&CP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Arts degree.

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to the Career & College Promise page in this catalog for additional information.

ADVISOR
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The Associate in Fine Arts Degree is designed for students who intend to pursue a Bachelor of Arts in an art major or a Bachelor of Fine Arts degree at a senior institution.

The Associate in Fine Arts Degree Program at Southwestern Community College provides students an opportunity to experience a variety of studio topics with an emphasis on Native American art and cultural traditions.

Through an agreement with the University of North Carolina system, our students can earn up to 65 hours of course credit that will transfer to public universities in the state. Therefore, students will have the option to complete the AFA degree and transfer into a Bachelor of Fine Arts or Bachelor of Arts program. It is advised that students in the program become familiar with the entrance and program requirements at the college or university they plan to transfer to before completing the AFA degree. Students should consult with their advisors to assure course equivalencies and track their academic progress.

ASSOCIATE IN FINE ARTS DEGREE (AFA) - A10200

ENGLISH/COMPOSITION – 6 Semester Hours Credit required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing & Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS – 12 credit hours from the following. Select 1 communication course and 1 literature course.

ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	140	Intro to Intercultural Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – 9 credit hours from the following. 3 credits must be in history.

ECO	251	Prin. of Microeconomics	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

NATURAL SCIENCE – 4 credit hours from the following:

BIO	110*	Principles of Biology	3	3	0	4
BIO	111*	General Biology I	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

*Students may not apply both BIO 110 and BIO 111 toward completion of Arts and Sciences requirements.

MATHEMATICS – 3 credit hours

MAT	143	Quantitative Literacy	2	2	0	3

OTHER REQUIRED HOURS

ACA	111	College Student Success	1	0	0	1
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	288	Studio	0	6	0	3

Select 18 credit hours from the following:

ART	231	Printmaking I	0	6	0	3
ART	232	Printmaking II	0	6	0	3
ART	251	Weaving I	0	6	0	3
ART	252	Weaving II	0	6	0	3
ART	281	Sculpture I	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	283	Ceramics I	0	6	0	3
ART	284	Ceramics II	0	6	0	3

Total Semester Hours Credit: 65

FACULTY
Brian Kane, Program Coordinator
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828.366.2006 or 800.447.4091, ext. 2006

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

ASSOCIATE IN GENERAL EDUCATION (AGE) - A10300

I. GENERAL EDUCATION

English – 6 SHC required for AGE degree.

Prefix	Number	Title	Class	Lab	Credit
ENG	111	Writing and Inquiry	3	0	3
ENG	112	Writing & Research in the Disciplines	3	0	3
ENG	114	Professional Research and Reporting	3	0	3

Humanities/Fine Arts – 3 SHC required for AGE degree

***	***	Humanities Elective	3	0	3

Social/Behavioral Sciences – 3 SHC required for AGE degree

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

Natural Sciences/Mathematics – 3 SHC required for AGE degree

Mathematics
Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

  or

Natural Sciences
Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

Total General Education Hour Credits: 15

II. OTHER REQUIRED COURSES (49-50 SHC)

Other required hours include additional general education and professional courses.
A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

Choose one of the following:

ACA	111	College Student Success	1	0	0	1
ACA	122	College Student Success	0	2	0	1

Total Curriculum Major Hour Credits: 49-50
Total Semester Hour Credits: 64-65

ADVISOR
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The Associate in Science degree is designed for students who plan to transfer to a university to pursue science, technology, engineering, or mathematics majors. Through the Comprehensive Articulation Agreement, the credits in the AS program will transfer to all 16 of the public universities and to many of the private colleges/universities in North Carolina. Students should become familiar with the admission and program requirements of the universities they plan to attend in order to guide their course selections at SCC. Students who wish to transfer before completing the AS degree should consult closely with the receiving institution for course-by-course equivalencies.

ASSOCIATE IN SCIENCE (AS) - A10400, A10400EC

ENGLISH/COMPOSITION – 6 credit hours required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing & Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS/COMMUNICATIONS – Select 9 credit hours from at least two different disciplines. One communications course is required.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Select 9 credit hours from at least two different disciplines:

ECO	251	Prin. of Microeconomics	3	0	0	3
ECO	252	Prin. of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

NATURAL SCIENCE – Select 8 credit hours from one sequence:

BIO	111*	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4

MATHEMATICS – Select 4 credit hours from the following:

MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4

Select 4 credit hours from the following:

MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4

OTHER REQUIRED HOURS

ACA	122	College Transfer Success	0	2	0	1

Select 19 credit hours from the following:

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ANT	220	Cultural Anthropology	3	0	0	3
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	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
CIS	115	Introduction to Prog. & Logic	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
MAT	152	Statistical Methods	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4
MAT	273	Calculus III	3	2	0	4
MAT	280	Linear Algebra	2	2	0	3
PED	110*	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	3	0	1
PED	117*	Weight Training	0	3	0	1
PED	118*	Weight Training II	0	3	0	1
PED	122*	Yoga I	0	2	0	1
PED	123*	Yoga II	0	2	0	1
PED	125*	Self Defense Beginning	0	2	0	1
PED	137*	Badminton	0	2	0	1
PED	142*	Lifetime sports	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
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	181	Spanish Lab I	0	2	0	1
SPA	182	Spanish Lab II	0	2	0	1

* Limited to two elective hours. Students should check physical education requirements at the university they plan to attend.

Total Semester Hours credit in program: 60

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

ASSOCIATE IN SCIENCE - CAREER & COLLEGE PROMISE - P1042C

ENGLISH/COMPOSITION - 6 credit hours required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing & Inquiry	3	0	0	3
ENG	112	Writing & Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS/COMMUNICATIONS – Select 6 credit hours from the following. One communications course is required.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Select 6 credit hours from at least two different disciplines:

ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

MATHEMATICS – Select 8 credit hours from the following:

MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4

NATURAL SCIENCES – Select 8 credit hours from one sequence:

BIO	111*	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4

OTHER REQUIRED HOURS

ACA	122	College Transfer Success	0	2	0	1

Total Semester Hours Credit (SHC) in program: 35-41*

*OPTIONAL GENERAL EDUCATION HOURS (0-6 SHC)
Beginning in spring 2015, a student may take up to 6 SHC of foreign language courses designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the Associate in Sciences C&CP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Science degree.

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to the Career & College Promise page in this catalog for additional information.

ADVISOR
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Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. The program includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A60160

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
TRN	110	Introduction to Automotive	1	2	0	2
TRN	120	Basic Transportation Electricity	4	3	0	5
TRN	120A	Basic Transportation Electricity Lab	0	3	0	1
		Totals	8	14	0	13

SPRING SEMESTER 1

AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Lab	0	3	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
TRN	145	Advanced Transportation Electronics	2	3	0	3

Choose one of the following:

PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	11	11	0	15

SUMMER SEMESTER

AUT	181	Engine Performance I	2	3	0	3
TRN	140	Transportation Climate Control	1	2	0	2
TRN	140A	Transportation Climate Control Lab	1	2	0	2
		Totals	4	7	0	7

FALL SEMESTER 2

AUT	116	Engine Repair	2	3	0	3
AUT	183	Engine Performance II	2	6	0	4
AUT	231	Manual Transmissions/Axles/Drtrains	2	3	0	3
LDD	112	Introduction to Light-Duty Diesel	2	2	0	3

Choose one of the following:

HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	11	14	0	16

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	212	Auto Shop Management	3	0	0	3
AUT	221	Automatic Transmissions/Transaxle	2	3	0	3
AUT	221A	Automatic Transmissions/Transaxle Lab	0	3	0	1
ENG	114	Professional Research & Reporting	3	0	0	3
TRN	130	Intro. to Sustainable Transportation	2	2	0	3

Choose one of the following:

MAT	110	Mathematical Measurements	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	12	10	0	16

Total Semester Hour Credits: 67

DIPLOMA - D60160

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
TRN	110	Introduction to Automotive	1	2	0	2
TRN	120	Basic Transportation Electricity	4	3	0	5
TRN	120A	Basic Transportation Electricity Lab	0	3	0	1

Choose one of the following:

ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	7-8	14-16	0	13

SPRING SEMESTER 1

AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Lab	0	3	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
TRN	145	Advanced Transportation Electronics	2	3	0	3
		Totals	8	11	0	12

SUMMER SEMESTER

AUT	181	Engine Performance I	2	3	0	3
TRN	140	Transportation Climate Control	1	2	0	2
TRN	140A	Transportation Climate Control Lab	1	2	0	2
		Totals	4	7	0	7

FALL SEMESTER 2

AUT	116	Engine Repair	2	3	0	3
LDD	112	Introduction to Light-Duty Diesel	2	2	0	3

Choose one of the following:

MAT	110	Mathematical Measurements	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	6	7	0	9

Total Semester Hour Credits: 41

CERTIFICATE – C60160

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
TRN	110	Introduction to Automotive	1	2	0	2
TRN	120	Basic Transportation Electricity	4	3	0	5
Choose one of the following:						
TRN	140	Transportation Climate Control	1	2	0	2
TRN	145	Advanced Transportation Electronics	2	3	0	3
		Totals	10-11	16-17	0	16-17

Total Semester Hour Credits: 16-17

CERTIFICATE – C60160CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
TRN	110	Introduction to Automotive	1	2	0	2
TRN	120	Basic Transportation Electricity	4	3	0	5
TRN	120A	Basic Transportation Electricity Lab	0	3	0	1
		Totals	5	8	0	8

SPRING SEMESTER 1

AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
		Totals	4	9	0	7

FALL SEMESTER 2

AUT	181	Engine Performance I	2	3	0	3
		Totals	2	3	0	3

Total Semester Hour Credits: 18

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

FACULTY

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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. Students can complete the courses required for this degree, diploma and certificate as online courses.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25120
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	11-12	4	0	13-14

SPRING SEMESTER 1

BUS	139	Entrepreneurship I	3	0	0	3
ECM	210	Intro to Electronic Commerce	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

BUS	115	Business Law I	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
BUS	260	Business Communication	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	12	0	0	12

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
Choose two of the following:						
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	135	Principles of Supervision	3	0	0	3
ECM	168	Electronic Business	2	2	0	3
MKT	223	Customer Service	3	0	0	3
Choose one of the following:						
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	14-15	0-4	0	16-17

Total Semester Hour Credits: 65-67

DIPLOMA - D25120

   The Business Administration diploma is an intermediate credential for students enrolled in a business studies program. Students will have a foundation of essential business skills and knowledge for the workplace while earning credit towards an Associate's Degree in the program. Students can complete the required diploma courses online.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	14-15	4	0	16-17

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	115	Business Law I	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
ECM	210	Introduction to Electronic Commerce	2	2	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	6	0	0	6

Total Semester Hour Credits: 38-39

CERTIFICATE - C25120 & C25120CP*

There are many employment opportunities for people with basic business skills. When you complete this certificate, you will have the basic knowledge and business awareness to help you get started in the business world.

SCC offers the five courses for this certificate online, a convenient option for many students. Further, the certificate course requirements earn credit toward an associates degree or diploma in the program.

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting***	3	2	0	4
		Totals	14	4	0	16

Total Semester Hour Credits: 16

*This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.
***Career & College Promise students MUST take ACC 120.

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The Electronic Commerce track in Business Administration prepares individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business and to identify and analyze such functional issues as planning, technical systems, marketing, security, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry. Students can complete the courses required for this degree as online courses.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25120EC

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	11-12	4	0	13-14

SPRING SEMESTER 1

ECM	210	Introduction to Electronic Commerce	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
WEB	140	Web Development Tools	2	2	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	13	6	0	16

SUMMER SEMESTER

BUS	137	Principles of Management	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
Choose one of the following:						
HUM	110	Technology & Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

BUS	115	Business Law I	3	0	0	3
BUS	130	Entrepreneurship I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
ECM	168	Electronic Business	2	2	0	3
MKT	223	Customer Service	3	0	0	3
Choose one of the following:						
SOC	210	Introduction to Sociology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	11	2	0	12

Total Semester Hour Credits: 65-66

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The Entrepreneurship track in Business Administration is designed to provide students with the fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. In addition, students choose electives that give them the knowledge and skills necessary for employment and growth as self-employed business owners.

Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses. Students can complete the courses required for this degree and certificate as online courses.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25120ET

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	11-12	4	0	13-14

SPRING SEMESTER 1

BUS	139	Entrepreneurship I	3	0	0	3
ECM	210	Intro to Electronic Commerce	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

BUS	115	Business Law I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
ETR	220	Innovation and Creativity	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	12	0	0	12

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
ETR	240	Funding for Entrepreneurs	3	0	0	3
Choose one of the following:						
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	135	Principles of Supervision	3	0	0	3
ECM	168	Electronic Business	2	2	0	3
MKT	223	Customer Service	3	0	0	3
Choose one of the following:						
SOC	210	Introduction to Sociology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	14-15	0-2	0	15-16

Total Semester Hour Credits: 65-67

CERTIFICATE - C25120ET

The Entrepreneurship certificate introduces students to the fundamental knowledge needed by successful entrepreneurs. Students will have a foundation of essential business skills and knowledge for the workplace while earning credit towards an associates degree in the program. Students can complete the certificate courses online.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
ETR	220	Innovation and Creativity	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	15	0-2	0	16

Total Semester Hour Credits: 16

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The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Students can complete the required courses for this degree, diploma and certificate online.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25370
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	11-12	4	0	13-14

SUMMER SEMESTER

BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

BUS	115	Business Law I	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
BUS	260	Business Communication	3	0	0	3
OST	184	Records Management	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	289	Administrative Office Management	2	2	0	3
Choose one of the following:						
SOC	210	Introduction to Sociology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	135	Principles of Supervision	3	0	0	3
ECM	210	Introduction to Electronic Commerce	2	2	0	3
		Totals	13-14	4	0	15-16

Total Semester Hour Credits: 68-70

OFFICE ADMINISTRATION DIPLOMA - D25370

The Office Administration Diploma curriculum is designed to provide the intermediate entry-level employment training necessary for entry-level office administration positions. Associate degree level courses within the diploma program may also be applied toward an AAS degree in Office Administration. Students can complete the courses required for this diploma as online courses.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computer	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	136	Word Processing	2	2	0	3
		Totals	11	4	0	13

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
ENG	111	Writing & Inquiry	3	0	0	3
OST	164	Text Editing Apps	3	0	0	3
MKT	223	Customer Service	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Totals	11-12	2	0	12-13

FALL SEMESTER 2

			Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	184	Records Management	2	2	0	3
		Totals	10	4	0	12

Total Semester Hour Credits: 37-38

CERTIFICATE - C25370 & C25370CP*

     Western North Carolina has a need for skilled administrative assistants now. Update your office skills and increase your marketability with an Office Administration Certificate. Students can complete the courses required for this certificate as online courses. Associate degree level courses within a certificate may also be applied toward the diploma and then the AAS degree in Office Administration.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	184	Records Management	2	2	0	3
		Totals	6	6	0	9

SPRING SEMESTER 1

CTS	130	Spreadsheet	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
MKT	223	Customer Service	3	0	0	3
		Totals	8	2	0	9

Total Semester Hour Credits: 18

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

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Civil Engineering Technology prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. The program includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying. Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40140
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CEG	115	Intro to Technology & Sustainability	2	3	0	3
CEG	151	CAD for Engineering Technology	2	3	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	171	Precalculus Algebra	3	2	0	4
		Totals	13	10	0	17

SPRING SEMESTER 1

CEG	211	Hydrology & Erosion Control	2	3	0	3
CIV	125	Civil/Surveying CAD	1	6	0	3
EGR	250	Statics & Strength of Materials	4	3	0	5
SRV	110	Surveying I	2	6	0	4
		Totals	9	18	0	15

SUMMER SEMESTER

ENG	114	Professional Research & Reporting	3	0	0	3
SRV	111	Surveying II	2	6	0	4

Choose one of the following:

HUM	115	Critical Thinking	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

Choose one of the following:

ECO	251	Principles of Microeconomics	3	0	0	3
POL	120	American Government	3	0	0	3
		Totals	11	6	0	13

FALL SEMESTER 2

CEG	111	Introduction to GIS & GNSS	2	4	0	4
CEG	210	Construction Materials & Methods	2	3	0	3
CIV	111	Soils and Foundations	2	4	0	4
SRV	210	Surveying III	2	6	0	8
SRV	220	Surveying Law	2	2	0	3
		Totals	10	19	0	18

SPRING SEMESTER 2

CEG	212	Introduction to Environmental Tech.	2	3	0	3
CEG	230	Subdivision Planning & Design	1	6	0	3
CEG	235	Project Management & Estimating	2	3	0	3
SRV	240	Topo/Site Surveying	2	6	0	4
		Totals	7	18	0	13

Total Semester Hours Credit: 76

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

      Coursework 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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40160
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CET	110	Introduction to CET	0	3	0	1
DFT	117	Technical Drafting	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	4
MAT	121	Algebra/Trigonometry I	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Totals	11	10	0	14

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CET	130	Operating Systems	2	0	0	3
ELN	131	Semiconductor Applications	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	10	5	0	13

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
CSC	134	C++ Programming	2	3	0	3
ELN	133	Digital Electronics	3	3	0	4
COM	231	Public Speaking	3	0	0	3
		Totals	8	6	0	10

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CET	111	Computer Upgrade/Repair I	2	3	0	3
TNE	111	Campus Networks I	2	3	0	3
ELN	232	Introduction to Microprocessors	3	3	0	4
TNE	121	Campus Networks II	2	3	0	3
		Totals	9	12	0	13

SPRING SEMESTER 2

CET	211	Computer Upgrade/Repair II	2	3	0	3
CET	245	Internet Servers	2	3	0	3
ELN	237	LANs	2	3	0	3
ELN	238	Advanced LANs	2	3	0	3
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	112	Work-Based Learning I	0	0	20	2
		Totals	11	12-16	0-20	17

Total Semester Hour Credits: 67

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25260

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	12	9	0	16

SPRING SEMESTER 1

CIS	115	Introduction to Programming & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Totals	12	8	0	15

SUMMER SEMESTER

BUS	110	Introduction to Business	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3

Choose one of the following:

ECO	151	Survey of Economics	3	0	0	3
PSY	150	General Psychology	3	0	0	3

Choose one of the following:

HUM	110	Technology and Society	3	0	0	3
HUM	121	Nature of America	3	0	0	3
		Totals	11	2	0	12

FALL SEMESTER 2

CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
NOS	230	Windows Admin I	2	2	0	3
		Totals	11	11	0	15

SPRING SEMESTER 2

CSC	284	Emerging Computer Program Tech.	2	3	0	3
CTS	250	User Support & Software Evaluation	2	2	0	3
CTS	287	Emerging Technologies	3	0	0	3
CTS	289	System Support Project	1	4	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Totals	10	11	10	16

Total Semester Hour Credits: 74

CERTIFICATE - C25260 & C25260CP*
FALL SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	6	7	0	9

SPRING SEMESTER

CIS	115	Introduction to Programming & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
		Totals	7	6	0	9

Total Semester Hour Credits: 18

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

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The Networking Concentration curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25260N
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	12	9	0	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	115	Introduction to Programming & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Totals	12	8	0	15

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	121	Nature of America	3	0	0	3
		Totals	12	2	0	12

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CTS	120	Hardware/Software Support	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NOS	230	Windows Admin I	2	2	0	3
		Totals	9	13	0	15

SPRING SEMESTER 2

CTS	289	System Support Project	1	4	0	3
NET	225	Routing and Switching I	1	4	0	3
NET	226	Routing and Switching II	1	4	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	231	Windows Administration II	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Totals	7	16	10	16

Total Semester Hour Credits: 74

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

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

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

Enrollment is limited to "first-come, first-served" basis and will be closed when capacity is reached.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55140 (1500 Hours)

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
		Totals	5	24	0	13

SPRING SEMESTER 1

COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
ENG	111	Writing and Inquiry	3	0	0	3
***	***	Elective	1	2	0	2
		Totals	8	26	0	17

SUMMER SEMESTER

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

FALL SEMESTER 2

COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
Choose one of the following:						
MAT	110	Mathematical Measurement	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	6	25	0	15

SPRING SEMESTER 2

ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
Choose one of the following:						
BUS	230	Small Business Management	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
		Totals	12-13	0	0	12-13

Total Semester Hour Credits: 68-69

DIPLOMA - D55140 (1500 Hours)
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	4-5	24-26	0	13

SPRING SEMESTER 1

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

SUMMER SEMESTER

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

FALL SEMESTER 2

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

Total Semester Hour Credits: 48

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CERTIFICATE C55140 (1500 Hours) - C55140CP*
FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER

COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
		Totals	4	12	0	8

FALL SEMESTER 2

COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
		Totals	2	21	0	9

Total Semester Hour Credits: 41

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

CERTIFICATE - C55400
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
COS	121	Manicure/Nail Technology I	4	6	0	6

SPRING SEMESTER 1

COS	222	Manicure/Nail Technology II	4	6	0	6

Total Semester Hour Credits: 12

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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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55180
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	120	Interviews/Interrogations	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	16	4	0	18

SPRING SEMESTER 1

CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	CJ Elective	1-3	0-2	0	2-3
Choose one of the following:						
MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	17	4-6	0	18-19

SUMMER SEMESTER

WBL	111	Work-Based Learning I	0	0	10	1
		Totals	0	0	10	1

FALL SEMESTER 2

CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	223	Organized Crime	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
COM	110	Introduction to Communication	3	0	0	3
Choose one of the following:						
SOC	210	Introduction to Sociology	3	0	0	3
SOC	220	Social Problems	3	0	0	3
Choose one of the following:						
HUM	122	Southern Culture	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
		Totals	18	0	0	18

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	255	Issues in Criminal Justice Applications	3	0	0	3
POL	120	American Government	3	0	0	3
***	***	Criminal Justice Elective	3	0	0	3
		Totals	15	0	0	15

Total Semester Hour Credits: 70-71

Criminal Justice Electives

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	114	Investigative Photography	1	2	0	2
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	122	Community Policing	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	151	Introduction to Loss Prevention	3	0	0	3
CJC	160	Terrorism: Underlying Issues	3	0	0	3
CJC	214	Victimology	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	232	Civil Liability	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3

    Students who successfully complete a Basic Law Enforcement Training (BLET) program accredited by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriff's Education and Training Standards Commission will receive credit for CJC 120, CJC 121, CJC 131, CJC 132, CJC 221, and CJC 231 (19 credit hours total) toward the Criminal Justice Technology associate of applied science degree program.

CERTIFICATE - C55180CP

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
		Totals	6	0	0	6

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	231	Constitutional Law	3	0	0	3
		Totals	3	0	0	3

SPRING SEMESTER 2

CJC	212	Ethics and Community Relations	3	0	0	3
		Totals	3	0	0	3

Total Semester Hour Credits: 18

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

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

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

 Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55150
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	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	112	Nutrition for Foodservice	3	0	0	3
CUL	140	Culinary Skills I	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	10	14	0	17

SPRING SEMESTER 1

CUL	170	Garde Manger	1	4	0	3
CUL	240	Culinary Skills II	1	8	0	5
CUL	260	Baking II	1	4	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	8	18	0	17

SUMMER SEMESTER

Choose one of the following:						
WBL	112	Work-Based Learning I	0	0	20	2
OR						
WBL	111 and	Work-Based Learning I	0	0	10	1
WBL	121	Work-Based Learning II	0	0	10	1
		Totals	0	0	20	2

FALL SEMESTER 2

ACC	120	Principles of Financial Accounting	3	2	0	4
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Service Lab	0	2	0	1
CUL	230	Global Cuisines	1	8	0	5
ENG	114	Professional Research and Reporting	3	0	0	3
HRM	245	Human Resource Mgmt – Hosp	3	0	0	3
		Totals	12	12	0	18

SPRING SEMESTER 2

BUS	230	Small Business Management	3	0	0	3
CUL	120	Purchasing	2	0	0	2
CUL	250	Classical Cuisine	1	8	0	5
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
HUM	122	Southern Culture	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
		Totals	12	8	0	16

Total Semester Hour Credits: 70

CERTIFICATE - C55150 & C55150CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	112	Nutrition for Foodservice	3	0	0	3
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Service Lab	0	2	0	1
CUL	140	Culinary Skills I	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	10	14	0	17

Total Semester hour Credits: 17

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

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This curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private businesses.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55210
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CCT	110	Introduction to Cyber Crime	3	0	0	3
CCT	112	Ethics and High Technology	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	13	7	0	16

SPRING SEMESTER 1

CCT	121	Computer Crime Investigation	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
NET	175	Wireless Technology	2	2	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Totals	15	8	0	19

SUMMER SEMESTER

ENG	114	Professional Research & Reporting	3	0	0	3

Choose one of the following:

ECO	151	Survey of Economics	3	0	0	3
PSY	150	General Psychology	3	0	0	3

Choose one of the following:

HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

CCT	231	Technology Crimes & Law	3	0	0	3
CCT	240	Data Recovery Techniques	2	3	0	3
CCT	250	Network Vulnerabilities I	2	2	0	3
CCT	272	Forensic Password Recovery	1	4	0	3
NOS	230	Windows Administration I	2	2	0	3
		Totals	10	11	0	15

SPRING SEMESTER 2

CCT	241	Advanced Data Recovery	2	3	0	3
CCT	251	Network Vulnerabilities II	2	2	0	3
CCT	285	Trends in Cyber Crime	2	2	0	3
CCT	289	Capstone Project	1	6	0	3
***	***	Approved Elective	1-2	2-4	0	2-3
		Totals	8-9	15-17	0	14-15

Total Semester Hour Credits: 73-74

Cyber Crime Electives

CCT	260	Mobile Phone Examination	1	4	0	3
CCT	271	Mac Digital Forensics	1	4	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	120	Interviews/Interrogations	1	2	0	2
NET	125	Networking Basics	1	4	0	3
NOS	220	Linux/UNIX Admin I	2	2	0	3
SEC	170	SOHO Security	2	2	0	3

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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 who do not achieve the minimum high school GPA requirement or who do not achieve minimum scores on one or more sections of the college placement test 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.

Prefix	Number	Title	Class	Lab	Credit
CHM	090	Chemistry Concepts	4	0	4
CIS	070	Fundamentals of Computing	0	2	1
DMA	010	Operations with Integers	.75	.5	1
DMA	020	Fractions and Decimals	.75	.5	1
DMA	030	Propor/Ratio/Rate/Percent	.75	.5	1
DMA	040	Express/Lin Equat/Inequal	.75	.5	1
DMA	050	Graphs/Equations of Lines	.75	.5	1
DMA	060	Polynomial/Quadratic Appl	.75	.5	1
DMA	070	Rational Express/Equation	.75	.5	1
DMA	080	Radical Express/Equation	.75	.5	1
DRE	096	Integrated Reading & Writing	2.5	1	3
DRE	097	Integrated Reading & Writing II	2.5	1	3
DRE	098	Integrated Reading & Writing III	2.5	1	3
DRE	099	Integrated Reading & Writing III	2	0	3

The Developmental Studies program is open to students on a year-round basis. Upon course completion, students will have developed:
1. Academic skills in the content areas of reading, standard written English, and/or mathematics
2. Expanded vocabulary and higher-level thinking skills
3. Responsibility for effective time management, learning styles, and study strategies
4. Enhanced self-confidence, positive attitude, motivation, and commitment to learning
5. Basic computer and keyboarding skills.

ACADEMIC RELATED AND ORIENTATION CLASSES

Prefix	Number	Title	Class	Lab	Credit
ACA	111	College Student Success	1	0	1
ACA	122	College Transfer Success	0	2	1

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55220
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	15-16	2	0	16-17

SPRING SEMESTER 1

EDU	131	Child, Family, & Community	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
Choose one of the following:						
MAT	110	Mathematical Measurement	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	14	2	0	15

SUMMER SEMESTER

EDU	151	Creative Activities	3	0	0	3
EDU	184	Early Childhood Introductory Practicum	1	3	0	2
		Totals	4	3	0	5

FALL SEMESTER 2

EDU	259	Curriculum Planning	3	0	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	***	Education Elective	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
HUM	122	Southern Culture	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
		Totals	15	0	0	15

SPRING SEMESTER 2

EDU	221	Children with Exceptionalities	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	284	Early Child Capstone Practicum	1	9	0	4
EDU	***	Education Elective	3	0	0	3
		Totals	12	11	0	16

Education Electives
Choose two:

EDU	154	Social/Emotional/Behavioral Devel.	3	0	0	3
EDU	161	Introduction to Exceptional Children	3	0	0	3
EDU	162	Observation and Assessment in ECE	3	0	0	3
EDU	251	Exploration Activities	3	0	0	3
EDU	261	Early Childhood Administration I	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3

Total Semester Hour Credits: 67-68

CERTIFICATE - C55220

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
Choose one of the following:						
EDU	151	Creative Activities	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
		Totals	16	0	0	16

Total Semester Hour Credits: 16

CERTIFICATE - C55220CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
		Totals	16	0	0	16

Total Semester Hour Credits: 16

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

FACULTY
Linda Aiken, Program Coordinator
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828.339.4220 or 800.447.4091, ext. 4220

Electronics Engineering Technology is a course of study that prepares the students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers.

Graduates should qualify for employment as electronics engineering technicians, field service technicians, instrumentation technicians, maintenance technicians, electronic testers, electronic systems integrators, bench technicians, and production control technicians.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40200
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CET	110	Introduction to CET	0	3	0	1
DFT	117	Technical Drafting	1	2	0	2
ELC	131	Circuit Analysis I	3	3	0	4
MAT	121	Algebra/Trigonometry I	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Totals	10	12	0	14

SPRING SEMESTER 1

ELC	128	Introduction to PLC	2	3	0	3
ELN	131	Analog Electronics I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	10	8	0	13

SUMMER SEMESTER

ELN	132	Analog Electronics II	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
COM	231	Public Speaking	3	0	0	3
		Totals	9	6	0	11

FALL SEMESTER 2

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	3	0	2
		Totals	9	13	0	14

SPRING SEMESTER 2

ELN	152	Fabrication Techniques	1	3	0	2
ELN	258	FCC Commercial License Prep	3	0	0	3
ELN	264	Advanced Communication	4	3	0	5
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	112	Work-Based Learning I	0	0	20	2
		Totals	11	6-10	0-20	15

Total Semester Hour Credits: 67

CERTIFICATE - C40200CP

ATR	112	Introduction to Automation	2	3	0	3
ELC	131	Circuit Analysis I	3	3	0	4
ELN	131	Analog Electronics I	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
		Totals	11	12	0	15

Total Semester Hour Credits: 15

This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

FACULTY
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828.339.4299 or 800.447.4091, ext. 4299

Justin Hess
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828.339.4214 or 800.447.4091, ext. 4214

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as paramedics for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45340
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
EMS	110	EMT	6	6	0	8
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	16	9	0	19

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
EMS	122	EMS Clinical Practicum I	0	0	3	1
EMS	130	Pharmacology	3	3	0	4
EMS	131	Adv. Airway Management	1	2	0	2
ENG	111	Writing & Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	12	10	3	17

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	160	Cardiology I	1	3	0	2
EMS	220	Cardiology II	2	3	0	3
EMS	221	EMS Clinical Practicum II	0	0	6	2
ENG	114	Professional Research and Reporting	3	0	0	3
		Totals	6	6	6	10

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	240	Patients with Special Challenges	1	2	0	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	250	Medical Emergencies	3	3	0	4
EMS	260	Trauma Emergencies	1	3	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	8	8	9	14

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	235	EMS Management	2	0	0	2
EMS	241	EMS Clinical Practicum IV	0	0	12	4
EMS	270	Life Span Emergencies	2	3	0	3
EMS	285	EMS Capstone	1	3	0	2
HUM	115	Critical Thinking	3	0	0	3
		Totals	8	6	12	14

Total Semester Hour Credits: 74

CERTIFICATE - C45340 & C45340CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	110	EMT	6	6	0	8
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	12	6	0	14

Total Semester Hour Credits: 14

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

ADMISSIONS CRITERIA
The admission requirements for the Emergency Medical Science program are as follows:

PHASE I   - To be completed by March 31
The applicant must:
1. If you are not currently enrolled at SCC complete an application to the college. Designate Emergency Medical Science AAS Degree (A45340) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
    b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
    c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
    d. Successful completion of a college-level math, English and computer literacy course.
6. Must take TEAS - Allied Health Exam. Refer to the website for cut-off scores.
7. Submit a copy of a current/valid North Carolina drivers license.
8. Be 18 years of age by the end of the first semester of the program. Exception: current high school students must turn 18 within one year of completion of EMS 110
9. Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a program faculty member prior to seeking admission.

PHASE II

Those individuals who have completed all the components of the Phase I requirements are scheduled for a personal interview. Applicants will be notified of date and time. After the interview process is complete, the top applicants will be accepted into the program.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once an applicant returns the signed Acknowledgment of Acceptance form to the Admissions Office, they will be fully accepted into the program. Accepted applicants will receive health forms in their provisional acceptance package. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. These forms should be sent to the program coordinator by August 1. Failure to complete the health packet may result in relinquishment of full acceptance status.

Notes:
1.   The EMS program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and supporting documents submitted by March 31 of the year in which the student wishes to enroll in the program. 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.
2.   Selected learning experiences (clinical education) will be provided at cooperating emergency medical care providers. Students are responsible for providing their own transportation to these sites.
3.   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.
4.   Applicants are responsible for submitting all the necessary records to the Admissions Office.
5.   Applications must be updated annually by applicants who were not accepted the previous year.
6.   Applicants may take non-EMS, general education and related course work prior to being accepted into the program.
7.   All students accepted into the program must successfully obtain EMT-Basic certification upon completion of the first semester. Failure to do so will prevent progression through the program.
8.   Students who already hold current EMT-Basic or EMT Intermediate (state or national) may be eligible for advanced placement credit.
9.   Current high school students meeting program requirements may only be accepted into EMS certificate program.

BRIDGING PROGRAM COURSE WORK

The Emergency Medical Science Bridging program is designed to allow a currently certi-fied, non-degreed EMT paramedic to earn a two-year associate of applied science degree in Emergency Medical Science. Bridging students have attained a Paramedic certification through a continuing education certificate program and passed the North Carolina National Registry, or another state certification examination.

To be eligible for the program, students must:
1.   Meet SCC's institutional requirements for admission as an EMS student.
2.   Hold current certification as an EMT-Paramedic.

3. Hold current certificate in the following:
   a. Advanced Cardiac Life Support (ACLS)
   b. International Trauma Life Support or Prehospital Trauma Life Support (ITLS-PHTLS)
   c. Pediatric Advanced Life Support (PALS)
      (The certifications above are core competency skills in EMS that are the equivalent of 45 semester hours of EMS credit.)
4. Two letters of reference will be required: one from an immediate supervisor and one from the service's Medical Director attesting to the individual's competence.
5. Minimum 1,000 hours as field medic completed at time of application.

GENERAL EDUCATION COURSES

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	20	8	0	23

EMERGENCY MEDICAL SCIENCE COURSES

EMS	235	EMS Management	2	0	0	2
EMS	240	Patients with Special Challenges	1	2	0	2
EMS	280	EMS Bridging Course	2	2	0	3
		Totals	5	4	0	7

Total Semester Hour Credits: 30

NOTES
1. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
2. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
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Tony Belcher, Clinical Coordinator
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828.339.4309 or 800.447.4091, ext. 4309

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation. This program is offered in conjunction with Blue Ridge Community College.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A20140
FALL SEMESTER 1 - Southwestern Community College

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
ENG	111	Writing & Inquiry	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
		Totals	12	8	0	15

SPRING SEMESTER 1 - Southwestern Community College

BIO	111	General Biology I	3	3	0	4
CHM	132	Organic and Biochemistry	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	15	6	0	17

SUMMER SEMESTER - Blue Ridge Community College

CIS	110	Introduction to Computers	2	2	0	3
***	***	Major Course Elective	2-5	0-3	0-30	5
		Totals	4-7	2-5	0-30	8

FALL SEMESTER 2 - Blue Ridge Community College

BIO	145	Ecology	3	3	0	4
BIO	240	Waste Management	3	0	0	3
EHS	114	OSHA Regulations	4	0	0	4
ENV	218	Environmental Health	3	0	0	3
PHS	130	Earth Science	3	2	0	4
		Totals	16	5	0	18

SPRING SEMESTER 2 - Blue Ridge Community College

ENV	214	Water Quality	3	2	0	4
ENV	228	Environmental Issues	1	0	0	1
ENV	226	Environmental Law	3	0	0	3
		Totals	7	2	0	8

Total Semester Hour Credits: 66

CHOOSE ELECTIVE HOURS FROM THE FOLLOWING COURSES
(Advisor approval required)

ALT	120	Renewable Energy Tech	2	2	0	3
BIO	112	General Biology II	3	3	0	4
BIO	120	Introduction to Botany	3	3	0	4
BIO	130	Introduction to Zoology	3	3	0	4
BIO	163	Basic Anatomy and Physiology	4	2	0	5
BIO	175	General Microbiology	2	2	0	3
BIO	242	Natural Resource Conserv.	3	0	0	3
EHS	215	Incident Management	3	2	0	4
GIS	111	Introduction to GIS	2	2	0	3
LID	111	LID Design Principles	2	3	0	3
SST	110	Intro to Sustainability	3	0	0	3
SST	120	Energy Use Analysis	2	2	0	3
SST	140	Green Bldg & Design Concepts	3	0	0	3
WAT	110	Basic Wastewater Trmt	2	3	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	112	Work-Based Learning I	0	0	20	2
WBL	113	Work-Based Learning II	0	0	30	3

Degree awarded by Blue Ridge Community College

ADVISOR
Deanne Oppermann
deanne@southwesterncc.edu
828.339.4298 or 800.447.4091, ext. 4298

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

***Pending NCCCS Approval

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55240
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
FIP	120	Intro to Fire Protection	3	0	0	3
FIP	132	Building Construction	3	0	0	3
		Totals	12	2	0	13

SPRING SEMESTER 1

ENG	114	Professional Research & Reporting	3	0	0	3
FIP	124	Fire Prevention & Public Ed	3	0	0	3
FIP	146	Fire Protection Systems	3	2	0	4
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	11	4	0	13

SUMMER SEMESTER

FIP	128	Detection and Investigation	3	0	0	3
FIP	152	Fire Protection Law	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
HUM	110	Technology & Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	12	0	0	12

FALL SEMESTER 2

FIP	164	OSHA Standards	3	0	0	3
FIP	220	Fire Fighting Strategies	3	0	0	3
FIP	221	Advanced Fire Fighting Strategies	3	3	0	3
FIP	228	Local Government Finance	3	0	0	3
***Elective						3-4
		Totals	12	3	0	15-16

SPRING SEMESTER 2

FIP	230	Chemistry of Hazardous Materials	5	0	0	5
FIP	240	Fire Service Supervision	3	0	0	3
FIP	276	Managing Fire Service	3	0	0	3
***Elective						3-4
		Totals	11	0	0	14-15

Total Semester Hour Credits: 67-69

Electives:

FIP	136	Inspections & Codes	3	0	0	3

May receive credit for Fire Inspector I & II

FIP	144	Sprinklers & Automatic Alarm Systems	2	2	0	3

FIP	188	Intro to Wildland Fires	3	2	0	4

May receive credit for Wildland Fire Academy

FIP	224	Fire Instructor	4	0	0	4

May receive credit for Instructor I & II

FIP	226	Fire Officer	4	0	0	4

May receive credit for Fire Officer I & II

FIP	232	Hydraulics & Water Distribution	2	2	0	3

Required to transfer to UNC Fayetteville

FIP	236	Emergency Management	3	0	0	3

May receive credit for Fire Officer III

FIP	248	Fire Service Personnel Administration	3	0	0	3

FIP	256	Municipal Public Relations	3	0	0	3

Required for transfer to UNC Fayetteville

FIP	260	Fire Protection Planning	3	0	0	3

May receive credit for EPT 110 or EMS 110

FACULTY
Curtis Dowdle, Program Coordinator
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Travis Scruggs
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828.306.7045 or 800.447.4091, ext. 7045

A course of study that prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning of land tracts, boundaries, contours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports. Includes instruction in applied geodesy, computer graphics, photo interpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography. Graduates should qualify for jobs as survey party chiefs, instrument persons, surveying technicians, highway surveyors, mappers, GPS technicians, and CAD operators. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyors in North Carolina.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40420
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CEG	115	Intro to Technology & Sustainability	2	3	0	3
CEG	151	CAD for Engineering Technology	2	3	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	171	Precalculus Algebra	3	2	0	4
		Totals	13	10	0	17

SPRING SEMESTER 1

CEG	211	Hydrology & Erosion Control	2	3	0	3
CIV	125	Civil/Surveying CAD	1	6	0	3
EGR	250	Statics & Strength of Materials	4	3	0	5
SRV	110	Surveying I	2	6	0	4
		Totals	9	18	0	15

SUMMER SEMESTER

ENG	114	Professional Research & Reporting	3	0	0	3
SRV	111	Surveying II	2	6	0	4

Choose one of the following:

HUM	115	Critical Thinking	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

Choose one of the following:

ECO	251	Principles of Microeconomics	3	0	0	3
POL	120	American Government	3	0	0	3
		Totals	11	6	0	13

FALL SEMESTER 2

CEG	111	Introduction to GIS & GNSS	2	4	0	4
CEG	210	Construction Materials & Methods	2	3	0	3
CIV	111	Soils and Foundations	2	4	0	4
SRV	210	Surveying III	2	6	0	8
SRV	220	Surveying Law	2	2	0	3
		Totals	10	19	0	18

SPRING SEMESTER 2

CEG	212	Introduction to Environmental Tech.	2	3	0	3
CEG	230	Subdivision Planning & Design	1	6	0	3
CEG	235	Project Management & Estimating	2	3	0	3
SRV	240	Topo/Site Surveying	2	6	0	4
		Totals	7	18	0	13

Total Semester Hours Credit: 76

FACULTY
Jeanette White, E.I., Program Coordinator
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828.339.4427 or 800.447.4091, ext. 4427

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

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be designed from associate degree level courses offered by the College on an approved program of study.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55280

I. GENERAL EDUCATION

Prefix	Number	Title	Class	Lab	Credit
English - 6 SHC required for AAS degree.					
ENG	111	Writing & Inquiry	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
Humanities/Fine Arts - 3 Semester Hour Credits required for AAS degree.					
***	***	Humanities Elective	3	0	3
Social/Behavioral Science - 3 Semester Hour Credits required for AAS degree.					
***	***	Social Science Elective	3	0	3
Natural Science/Mathematics - 3 Semester Hour Credits required for AAS degree.					
MAT	110	Mathematical Measurement	2	2	3

(A higher level Math course may substitute for MAT 110)

General Education Totals: 15-16

II. CURRICULUM MAJOR HOURS

The student must complete a minimum of 49 semester hour credits from a combination of major courses for curricula approved to be offered by the college.

Total Curriculum Major Hour Credits: 49

III. OTHER MAJOR REQUIRED COURSES (FOR THE AAS DEGREE)

Choose one of the following:					
ACA	111	College Student Success	1	0	1
ACA	122	College Transfer Success	0	2	1
Choose one of the following:					
CIS	111	Basic PC Literacy	1	2	2
CIS	110	Introduction to Computers	2	2	3

Total Other Major Hours: 3-4
Total Semester Hour Credits: 67-68

ADVISOR
Mitch Fischer, Dean of Health Sciences
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828.339.4331 or 800.447.4091, ext. 4331

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 a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Graduates with the coding diploma may choose to take a national coding certification examination to become Certified Coding Specialists (CCS). The HIT program is accredited by Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45360
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
HIT	110	Fundamentals of HIM	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	15	3	0	17

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3

Choose one of the following:

MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	12	10	0	16

SUMMER SEMESTER

HIT	112	Health Law & Ethics	3	0	0	3
HIT	216	Quality Management	1	3	0	2
HIT	226	Principles of Disease	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	10	3	0	11

FALL SEMESTER 2

HIT	122	Professional Practice Experience I	0	0	3	1
HIT	211	ICD Coding	2	6	0	4
HIT	218	Management Principles in HIT	3	0	0	3
HIT	220	Health Informatics and EHR's	1	2	0	2
HIT	221	Life Cycle of EHR	2	2	0	3
HUM	110	Technology and Society	3	0	0	3
		Totals	11	10	3	16

SPRING SEMESTER 2

HIT	124	Professional Practice Experience II	0	0	3	1
HIT	210	Healthcare Statistics	2	2	0	3
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	2	0	2
HIT	222	Professional Practice Experience III	0	0	6	2
HIT	280	Professional Issues	2	0	0	2
Choose one of the following:						
HIT	225	Healthcare Informatics	3	2	0	4
HIT	227	Informatics Project Management	2	2	0	3
		Totals	8-9	9	9	15-16

Total Semester Credit Hours: 75-76

ADMISSIONS CRITERIA

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Health Information Technology AAS Degree (A45360) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
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 ensure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
   d. Successful completion of a college-level math, English and computer literacy course.

NOTES

1. Applicants should be able to demonstrate typing competence.
2. Applicants are responsible for submitting all the necessary records to the College Registrar's 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.
5. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
6. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/ or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

PROFESSIONAL PRACTICE PREREQUISITES

A student must earn a final grade of "C" or better in the HIT and related courses to progress in the program.

Also, prior to Professional Practice, the student must have completed SCC's health forms by the appropriate medical personnel. These completed forms must indicate that the student is capable of meeting the health requirements of the program. Students must also purchase liability insurance through SCC's Business Office.

Due to limited Professional 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 Professional Practice than there are clinical slots, then selection will be based on objective criteria, including GPA and progression in the program.

FACULTY

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HEALTH INFORMATICS

The Health Informatics certificate will provide individuals with the knowledge and skills to assess the environment of clinical practice, make recommendations for adoption of related technology, and lead the implementation of IT projects related to the collection, storage, and management of patient data within electronic health record systems.

Course work includes data collection, data sets and reporting for compliance, work-flow analysis, the system development lifecycle with emphasis on impact within the clinical setting, vendor selection process, training of end users, and skills/tools used to manage IT projects.

Upon completion, the student will be able to explain data needs, capture methodology and retention of patient clinical data, perform an environmental assessment of data needs, prioritize clinical needs to determine vendor product selection, develop a plan for end user education/training, and create supporting end user training documentation. Opportunities would exist within large healthcare organizations, physician practices, clinics and vendor sales.

CERTIFICATE - C453601
SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
		Totals	2	2	0	3

FALL SEMESTER 1

HIT	221	Lifecycle of EHR	2	2	0	3
HIT	220	Health Informatics & EHR's	1	2	0	2
		Totals	3	4	0	5

SPRING SEMESTER 1

HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	225	Healthcare Informatics	3	2	0	4
HIT	227	Informatics Project Mgt	2	2	0	3
		Totals	7	7	0	10

Total Semester Hour Credits: 18

ADMISSIONS CRITERIA
The applicant must:
1. If you are not currently enrolled at SCC complete an application to the college. Designate Health Informatics Certificate (C453601) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
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 2.5 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:

HEALTH INFORMATICS

a. Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See Admissions section for additional details

c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.

d. Successful completion of a college-level math, English and computer literacy course.

NOTES

1. Applicants are responsible for submitting all the necessary records to the College Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Health Professionals may be able to advance place out of some courses. Coursework required will be program specific. A grade of "S" will be awarded for all courses that cover subject matter demonstrated mastered by the attainment and proof of current/active licensure or certification or degree.

FACULTY
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MEDICAL CODING

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.

DIPLOMA - D45360

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at: www.southwesterncc.edu/program/hit-medical-coding-diploma

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
HIT	110	Fundamentals of HIM	3	0	0	3
HIT	211	ICD Coding	2	6	0	4
MED	121	Medical Terminology I	3	0	0	3
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	14-15	9-11	0	18

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	2	0	2
MED	122	Medical Terminology II	3	0	0	3
Choose one of the following:						
HIT	225	Healthcare Informatics	3	2	0	4
HIT	227	Informatics Project Mgt	2	2	0	3
		Totals	13	13	0	17-18

SUMMER SEMESTER 1

CIS	110	Introduction to Computers	2	2	0	3
HIT	112	Health Law & Ethics	3	0	0	3
HIT	226	Principles of Disease	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	11	2	0	12

Total Semester Hour Credits: 47-48

FACULTY
Penny Wells, Program Coordinator
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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.

Graduates choosing to continue their education may transfer to Western Carolina University's Social Work Program as juniors. A degree in Social Work increases opportunities for employment in Mental Health, Nursing homes, Veterans services, Hospitals, Elementary and High schools, child protective services, jails and prisons, and Vocational Rehabilitation.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45380
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	111	Basic PC Literacy	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	12	6	0	15

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing & Inquiry	3	0	0	3
HEA	110	Personal Health & Wellness	3	0	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	17	0	0	17

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
COM	231	Public Speaking	3	0	0	3
HSE	112	Group Process I	1	2	0	2
HSE	125	Counseling	2	2	0	3
HSE	240	Issues in Client Services	3	0	0	3
SAB	137	Co-dependency	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	15	4	0	17

SPRING SEMESTER 2

BIO	163	Basic Anatomy & Physiology	4	2	0	5
HSE	242	Family Systems	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SWK	110	Introduction to Social Work	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Seminar I	1	0	0	1
		Totals	13	4	10	16

Total Semester Hour Credits: 74

CERTIFICATE - C45380

This certificate is designed to appeal to those professionals who desire increased knowledge and skills to augment their current education and experience. This certificate will provide participants with information and skills in helping by learning how to develop trust, understanding family dynamics, including domestic violence, and how to help a person through a crisis such as divorce, death, unemployment, or past child abuse. The certificate will provide awareness on how to increase self-growth as a helper of others and how to develop strategies to prevent burnout. Professionals who are likely to be interested in this certificate are youth ministers, pastors, music ministers, preachers, and church lay leaders such as deacons, elders, Sunday school teachers and women ministry leaders. This certificate should also appeal to those who are employed in a human service agency without specific education and training in Human Service skills.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
SAB	137	Codependency	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	15	6	0	18

Total Semester Hour Credits: 18

Admission Criteria for Human Services Technology and Human Services Technology-Substance Abuse:

 It is important that all potential applicants for the Human Services and Substance Abuse Treatment Programs understand the admissions process. Please review carefully the information regarding minimum requirements and other pertinent information.

The applicant must:

1.   If you are not currently enrolled at SCC complete an application to the college. Designate Human Services Technology AAS Degree (A45380) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.

2.   Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students

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 ensure that all necessary records are sent to the College Admissions Office.

4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to entering the program. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
    b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
    c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
    d. Successful completion of a college-level math, English and computer literacy course.
6. Complete interview with the program coordinator.

Interviewed applicants who have not been assigned a space in the program will be placed on a waiting list. Should space become available, the next applicant on the list will be contacted for admission to the program.

Notes:
1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. All students admitted into a health science program may be required, by clinical or work-based site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
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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 12 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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A4538E

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	111	Basic PC Literacy	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	13	8	0	17

SPRING SEMESTER 1

ENG	111	Writing & Inquiry	3	0	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Choose one of the following:						
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
		Totals	17	0	0	17

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

HSE	125	Counseling	2	2	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	137	Co-dependency	3	0	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Seminar I	1	0	0	1
		Totals	11	4	10	14

SPRING SEMESTER 2

HSE	242	Family Systems	3	0	0	3
SAB	120	Intake and Assessment	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SOC	213	Sociology of the Family	3	0	0	3
WBL	121	Work-Based Learning II	0	0	10	1
WBL	125	Work-Based Seminar II	1	0	0	1
		Totals	12	2	10	14

Total Semester Hour Credits: 71

Admission Criteria for Human Services Technology and Human Services Technology-Substance Abuse:

It is important that all potential applicants for the Human Services and Substance Abuse Treatment Programs understand the admissions process. Please review carefully the information regarding minimum requirements and other pertinent information.

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Human Services Substance Abuse AAS Degree (A4538E) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to entering the program. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
   d. Successful completion of a college-level math, English and computer literacy course.
6. Complete interview with the program coordinator.

Interviewed applicants who have not been assigned a space in the program will be placed on a waiting list. Should space become available, the next applicant on the list will be contacted for admission to the program.

Notes:

1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

CERTIFICATE - C4538E

This program is designed to appeal to students currently in the Human Services curriculum at Southwestern Community College or for those who are currently employed in Human Services with an associate's degree in a comparative discipline and are interested in gaining specialized training in substance abuse. This educational certificate may also appeal to those professionals with a bachelor's degree in Human Services or Social Work who are interested in pursuing the Certified Substance Abuse Counselor (CSAC) credential from the North Carolina Substance Abuse Professional Practice Board. (NCSAPPB).

Prefix	Number	Title	Class	Lab	Clinical	Credit
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SAB	137	Co-dependency	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	240	SAB Issues & Client Services	3	0	0	3
		Totals	16	4	0	18

Total Semester Hour Credits: 18

CERTIFICATE - C4538E1 (LCAS Certificate)

This certificate is designed to appeal to human services professionals who have a Master's degree in a related human services field and are interested in pursuing the Licensed Clinical Addiction Specialist (LCAS) credential by gaining the substance abuse specific education hours required by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB).

Prefix	Number	Title	Class	Lab	Clinical	Credit
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	240	SAB Issues & Client Services	3	0	0	3
		Totals	10	4	0	12

Total Semester Hour Credits: 12
Total Contact Hours: 192

NOTES

All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.

All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

Applications and supporting documents must be completed and submitted to the Admissions Office by November 1 for enrollment in the fall semester and by February 10th for spring enrollment of the CSAC and LCAS certificate program of the year in which the student wishes to enroll in the program.

FACULTY

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Lori Clancy, Clinical Coordinator
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828.339.4397 or 800.447.4091, ext. 4397

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

CERTIFICATE - C55290
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro. to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
		Totals	7	0	0	7

SPRING SEMESTER 1

EDU	131	Child, Family & Community	3	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	3
EDU	234	Infant, Toddlers, & Twos	3	0	0	3
		Totals	9	0	0	9

Total Semester Hour Credits: 16

FACULTY
Linda Aiken, Program Coordinator
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828.339.4220 or 800.447.4091, ext. 4220

A course of study that prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40350

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ATR	112	Intro to Automation	2	3	0	3
ELC	131	Circuit Analysis I	3	3	0	4
ISC	112	Industrial Safety	2	0	0	2
MAT	121	Algebra/Trigonometry I	2	2	0	3
		Totals	10	8	0	13

SPRING SEMESTER 1

CIS	110	Intro to Computers	2	2	0	3
ELC	128	Intro to PLC	2	3	0	3
HUM	110	Technology & Society	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
MEC	130	Mechanisms	2	2	0	3
		Totals	11	9	0	15

SUMMER SEMESTER

COM	110	Intro to Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3

Choose one of the following:

EGR	285	Design Project	0	4	0	2
WBL	111	Work-Based Learning I	0	10	0	1
		Totals	6	4-10	0	7-8

FALL SEMESTER 2

ELC	132	Electrical Drawings	1	3	0	2
ELC	213	Instrumentation	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
HYD	110	Hydraulics/Pneumatics	2	3	0	3
PHY	131	Physics Mechanics	3	2	0	4
WBL	121	Work-Based Learning II	0	10	0	1
		Totals	12	20	0	17

SPRING SEMESTER 2

ATR	211	Robot Programming	2	3	0	3
ATR	219	Automation Troubleshooting	1	3	0	2
ELC	117	Motors & Controls	2	6	0	4
ELC	228	PLC Application	2	6	0	4
		Totals	7	18	0	13

Total Semester Hour Credits: 65-66

BASIC CERTIFICATE - C40350

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ATR	112	Intro to Automation	2	3	0	3
ELC	128	Intro to PLC	2	3	0	3
ELC	131	Circuit Analysis	3	3	0	4
ISC	112	Industrial Safety	2	0	0	2
MEC	130	Mechanisms	2	2	0	3
		Totals	12	11	0	16

Total Semester Hour Credits: 16

BASIC CERTIFICATE - CCP - C40350CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
ATR	112	Intro to Automation	2	3	0	3
ELC	128	Intro to PLC	2	3	0	3
ELC	131	Circuit Analysis	3	3	0	4
ISC	112	Industrial Safety	2	0	0	2
MEC	130	Mechanisms	2	2	0	3
		Totals	11	10	0	15

Total Semester Hour Credits: 15

INTERMEDIATE CERTIFICATE - C403501

			Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
ELC	132	Electrical Drawings	1	3	0	2
ELC	213	Instrumentation	3	2	0	4
HYD	110	Hydraulics/Pneumatics	2	3	0	3
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	111	Work-Based Learning I	0	10	0	1
		Totals	8	14-20	0	13-14

Total Semester Hour Credits: 14

ADVANCED CERTIFICATE - C403502

			Class	Lab	Clinical	Credit
ATR	211	Robot Programming	2	3	0	3
ATR	219	Automation Troubleshooting	1	3	0	2
ELC	117	Motors & Controls	2	6	0	4
ELC	228	PLC Application	2	6	0	4
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	111	Work-Based Learning I	0	10	0	1
		Totals	7	28	0	14

Total Semester Hour Credits: 14

GENERAL EDUCATION CERTIFICATE - C403503

COM	110	Intro to Communication	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
HUM	110	Technology & Society	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	16	4	0	18

Total Semester Hour Credits: 18

Mechatronics is a stackable credentials program. This means that students may be awarded the AAS Degree upon successful completion of the four Mechatronics certificates and PHY 131.

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45400
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	163	Basic Anatomy and Physiology I	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	130	Admin. Office Procedures I ~ 1st Session	1	2	0	2
MED	131	Admin. Office Procedures II ~ 2nd Session	1	2	0	2
		Totals	16	6	0	19

SPRING SEMESTER 1

MAT	143	Quantitative Literacy	2	2	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
		Totals	11	10	0	16

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
MED	270	Symptomatology	2	2	0	3
MED	276	Patient Education	1	2	0	2
		Totals	6	4	0	8

FALL SEMESTER 2

MED	232	Medical Insurance Coding	1	3	0	2
MED	240	Exam Room Procedures II	3	4	0	5
MED	272	Drug Therapy	3	0	0	3
NUT	110	Nutrition	3	0	0	3
		Totals	10	7	0	13

SPRING SEMESTER 2

MED	260	MED Clinical Practicum	0	0	15	5
MED	262	Clinical Perspectives	1	0	0	1
MED	264	Medical Assisting Overview	2	0	0	2
PSY	150	General Psychology	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	10	7	0	13

Total Semester Hour Credits: 70

MEDICAL ASSISTANT CERTIFICATE - C45400 & C45400CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law & Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Admin. Office Procedures I ~ 1st Session	1	2	0	2
MED	131	Admin. Office Procedures II ~ 2nd Session	1	2	0	2
		Totals	11	4	0	13

Total Semester Hour Credits: 13

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

Graduates of the Medical Assistant Certificate program are NOT eligible to sit for the American Association of Medical Assistants' Certification Examination.

ADMISSION REQUIREMENTS

Admissions Criteria: The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents listed in Phase I below must be completed and submitted by April 1 of the calendar year in which the student wishes to enroll in the program. 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 – to be completed by April 1

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Medical Assisting AAS Degree (A45400) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.0 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

    b.   Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

    c.   Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.

    d.   Successful completion of a college-level math, English and computer literacy course.

6.   It is recommended that the applicant spend observation time in a medical assisting environment.

7.   Must take the TEAS - Allied Health Exam. The TEAS - Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. Details for cost, testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.

PHASE II

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

PHASE III

    Those individuals who are notified of acceptance status will be provided with SCC health 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 1.

NOTES

1.   Applicants are responsible for submitting all the necessary records to the Registrar's Office.

2.   Applications must be updated annually by applicants who were not accepted the previous year.

3.   Applicants may take non-medical assisting, general education and related coursework prior to being accepted into the program.

4.   All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.

5.   All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY

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

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

Graduates may be eligible to take the examinations given by the Board of Certification of the American Society of Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45420
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	111*	General Biology I	3	3	0	4
MLT	110**	Introduction to MLT	2	3	0	3
MLT	116	Anatomy & Medical Terminology	5	0	0	5
MLT	253**	MLT Practicum I (Phlebotomy clinic)	0	0	9	3
PSY	150	General Psychology	3	0	0	3
		Totals	14	6	9	19

Notes:
1. Students successfully completing the first semester MLT courses and PSY 150 are eligible to take the national certification exam for phlebotomy.
2. The weekly hours for class/lab/clinical are based on a 16 week semester. Weekly hour requirements will increase if course is offered over a period less than 16 weeks.
3. Students who can provide documentation of current national certification in Phlebotomy (e.g., ASCP BOC) may be waived from MLT 253.

SPRING SEMESTER 1

MLT	118	Medical Lab Chemistry	3	0	0	3
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	125	Immunohematology I	4	3	0	5
MLT	140	Introduction to Microbiology	2	3	0	3
		Totals	12	9	0	15

SUMMER SEMESTER

ENG	111	Writing & Inquiry	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

ENG	114	Professional Research & Reporting	3	0	0	3
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	130	Clinical Chemistry I	3	3	0	4
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	240	Special Clinical Microbiology	2	3	0	3
		Totals	11	12	0	15

SPRING SEMESTER 2*

MLT	215	Professional Issues	1	0	0	1
MLT	263	MLT Practicum II (Hematology/Hemostasis)	0	0	9	3
MLT	271	MLT Practicum III (Urinalysis/Serology)	0	0	3	1
MLT	272	MLT Practicum III (Chemistry)	0	0	6	2
MLT	273	MLT Practicum III (Immunohematology)	0	0	9	3
MLT	274	MLT Practicum III (Microbiology)	0	0	12	4
		Totals	1	0	39	14

Total Semester Hour Credits: 69

* BIO 111, General Biology (minimum 4 credits) is not available online through SCC. It may be taken on the Jackson Campus or through another local college or university. Credits earned at another college must be transferred to SCC.
** MLT 253 in Fall Semester 1 runs for the latter 8 weeks of the Fall semester.
***Spring Semester 2, the student will spend the full 16 weeks (39 hours/week) in clinical rotations along with completing the MLT 215 course (1 hour/week) online. The clinical rotations will consist of the following: Hematology/Hemostasis, Urinalysis/Serology, Chemistry, Immunohematology and Microbiology.

ADMISSIONS CRITERIA
The program has a limited enrollment and only admits a class in the fall of each year. Acceptance into the program is based on the following objective criteria:
•	Completion of Phase I requirements.
•	Highest GPAs (grade point averages).
•	The completed medical forms must indicate that you are capable of meeting the physical requirements for the program.
•	Students must be 18 years of age or older by August 15, the year they plan to attend the program, in order to be accepted into the MLT program for Fall Semester.

All Phase I requirements must be completed by **Jan. 31** of the year in which the student wishes to enroll in the program. Students who complete Phase I requirements after the deadline will be considered for acceptance if slots are available. Please check with the Admissions Office about the enrollment availability.

Non-Resident Student Restriction on Enrollment & State Authorization
•	For the Medical Laboratory Technology (MLT) online program with a clinical requirement, the College has clinical agreements in the state of Georgia. Only residents of North Carolina and Georgia may enroll in this program. See page 12-13 for additional information.

PHASE I – To be completed by Jan. 31
The applicant must:
1.	If you are not currently enrolled at SCC complete an application to the college. Designate Medical Laboratory Technology AAS Degree (A45420) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2.	Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4.	Have a cumulative grade point average of 2.8 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

    b.   Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

    c.   Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.

    d.   Successful completion of a college-level math, English and computer literacy course.

6.   Completion of 8 hours of observation is recommended (not required).

7.   Have a computer or access to a computer that is up to date (it does not have to be new, but it needs to be updated) with a web browser. Compatible web browsers are (Internet Explorer and Mozilla Firefox) Google Chrome is functional, however, not fully compatible yet.

8.   Have access to a word processing application like Microsoft Office 2010, Open Office (freeware) or use Google Docs, included within the "Quick Launch Pad" in your "myscc" page. If you have any questions regarding your online access to our college services, please review the online learning technical requirements here, or contact our IT Help Desk at 828.339.4409.

9.   Local students within driving distance must attend on-campus labs, typically two days/week, day classes only. No MLT night classes available at this time.

10.   Distant students: We are only able to accept distant students from NC and GA at this time. Distant lab students are required to be currently employed in a hospital lab (e.g., Phlebotomist/Lab Assistant) that offers all areas of laboratory practice: Phlebotomy, Hematology/Hemostasis, Urinalysis, Chemistry, Microbiology and Blood Bank/Serology. As a part of Phase I Admission Requirements, distant students must complete the following and submit by the January 31 deadline:

    a.   Provide their employer's statement of support. This statement must indicate the employer will support the student in their lab and clinical rotations for the completion of the program. Submit this statement to the MLT Program Coordinator at the college address below.

    b.   Complete and submit a "Lab Site Information Form" which will detail the contact information for their laboratory site. This form may be found online at the College's MLT website and should be submitted to MLT Program Coordinator.

PHASE II

1.   Review of applicant GPAs (grade point averages) by program director. Individuals will be selected based on GPA, not to be below a 2.8.

2.   Admissions will mail out an Acceptance Packet to selected individuals. In order to confirm their slot, the individual must complete and return all required forms by the scheduled due dates noted in the Acceptance Packet. Students who fail to submit required paperwork by the stated due dates will not be able to register for curriculum courses.
The Acceptance Packet includes:
    •   Provisional Acceptance Letter
    •   Acknowledgment of Acceptance form
    •   MLT labsite information form
    •   Medical and technical/academic standards form - Due July 1.

3.   Students must sign the signature sheet at the end of the MLT Student Policy Manual and submit it to the program coordinator by July 1. See the Student Policy Manual section on the following page.

4.   Accident and malpractice insurance must be purchased in the College Business Office at the time fall tuition is paid.

NOTES

1.   All components of Phase I must be completed before moving to the Phase II requirements.

2.   Applicants are responsible for submitting all the necessary records to the College Business 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.
5. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.

PROGRAM STRUCTURE

The program offers its MLT courses online. All non-MLT prefixed courses may be taken online as well. Any courses not taken at SCC must be transferred in with a grade of "C" or better and approved by the registrar's office.

Labs are offered concurrently and can be completed on campus, two days per week, or in the student's geographical area at a pre-approved clinical facility.

Clinical rotations take place in the first and final semester of the program and may be completed in the student's geographical area (NC or GA only) at a pre-approved clinical facility. Distant students must be associated with a laboratory that is willing to support them in their laboratory and clinical rotations at an approved clinical facility/affiliate. The clinical education will be provided at cooperating hospitals or other healthcare facilities. In the MLT program, the clinical rotations are spent in one or more clinical facilities for practical experience in the clinical laboratory, under supervision. During clinical education, the student will rotate through all departments of the laboratory including: Hematology, Hemostasis, 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.

ACADEMIC STANDARDS

The program requires that students maintain a high level of academic and clinical performance. Students must maintain a semester and cumulative GPA of 2.8 on a 4.0 scale. Failure to meet these standards will prevent normal progression through the program.

STUDENT POLICY MANUAL

The student policy manual link is available online at the college's MLT website. This manual outlines the policies and procedures to be followed over the course of the program. Students must sign the signature sheet at the end of the policy manual and submit it to the program director by July 1 of the year in which they plan to enroll.

INSURANCE

Accident and malpractice insurance must be purchased prior to beginning the program. The insurance can be purchased in the College Business Office at the time fall semester tuition is paid.

ACCREDITATION

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is as follows: NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; Phone: 847.939.3597 or 773.714.8880, Fax: 773.714.8886; Website: www.naacls.org

FACULTY

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Dale Hall, Clinical Coordinator
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Dr. Michael Rohlfing, Medical Director

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

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

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations. Students can complete the courses required for this degree as online courses.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25310
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 1

CTS	130	Spreadsheet I	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	149	Medical Legal Issues	3	0	0	3
Choose one of the following:						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	11-12	8	0	15-16

SUMMER SEMESTER

MED	121	Medical Terminology I (1st half)	3	0	0	3
MED	122	Medical Terminology II (2nd half)	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	148	Medical Coding Billing and Insurance	3	0	0	3
OST	184	Records Management	2	2	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

BUS	260	Business Communication	3	0	0	3
OST	243	Medical Office Simulation	2	2	0	3
OST	289	Administrative Office Management	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
Choose one of the following:						
SOC	110	Introduction to Sociology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	13	4	0	15

Total Semester Hours Credit: 67-68

FACULTY

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Diagnostic Medical Sonography or Ultrasound is a diagnostic medical procedure that uses high-frequency sound waves to produce images of organs, tissue, or blood flow inside the body. This type of procedure is often referred to as a sonogram or ultrasound scan. Sonography is generally associated with obstetrics and the use of ultrasound imaging during pregnancy, but this technology has many other applications in the diagnosis and treatment of many medical conditions.

This program of study is designed to provide academic and clinical training in the field of general diagnostic sonography. Coursework includes an introduction to sonography and patient care, sonographic physics, abdominal sonography, obstetrical/gynecological sonography, and an introduction to vascular sonography.

Sonographers can choose to work in clinics, hospitals, private practice physician offices, public health facilities, mobile services, and other medical settings performing examinations in ultrasounds.

The sonography program is currently accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography and the Commission on Accreditation of Allied health Education Programs. Upon graduation from the sonography program, you will be able to apply to take the national certification examinations offered by the ARDMS. By successfully completing the certification exams, you will be awarded the credential RDMS (Registered Diagnostic Medical Sonographer).

The average starting salary is approximately $45,000/year.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45440
PRE-REQUISITE COURSES - Courses must be completed with a minimum grade of C prior to admission to the Medical Sonography program.

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy and Physiology	4	2	0	5
COM	140	Intro to Intercultural Communication	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PHY	125	Health Sciences Physics	3	2	0	4
		Totals	12	8	0	15

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Writing & Inquiry	3	0	0	3
SON	110	Introduction to Sonography	1	3	3	3
SON	130	Abdominal Sonography I	2	3	0	3
SON	222	Selected SON Clinical Ed	0	0	6	2
		Totals	7	6	9	12

SPRING SEMESTER 1

SON	111	Sonographic Physics	3	3	0	4
SON	120	SON Clinical Education I	0	0	15	5
SON	131	Abdominal Sonography II	1	3	0	2
SON	140	Gynecological Sonography	2	0	0	2
		Totals	6	6	15	13

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SON	121	SON Clinical Education II	0	0	15	5
		Totals	6	0	15	11

FALL SEMESTER 2

SON	220	SON Clinical Education III	0	0	24	8
SON	225	Case Studies	0	3	0	1
SON	241	Obstetrical Sonography I	2	0	0	2
SON	250	Vascular Sonography	1	3	0	2
		Totals	3	6	24	13

SPRING SEMESTER 2

SON	221	SON Clinical Education IV	0	0	24	8
SON	242	Obstetrical Sonography II	2	0	0	2
SON	289	Sonographic Topics	2	0	0	2
		Totals	4	0	24	12

Total Semester Hour Credits: 76

MISSION STATEMENT

The mission of the Southwestern Community College's Sonography program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a sonographer and/or to continue with other educational goals.

GOALS
1. To prepare competent entry level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare students to meet the requirements of and pass the national examination offered by the American Registry for Diagnostic Medical Sonographers.
3. To foster independent thinking and life-long learning.

ADMISSION CRITERIA

It is important that all potential applicants for the Sonography Program understand the selective admissions process. Please review carefully the information regarding minimum requirements and other pertinent information. The sonography program has a limited enrollment of ten candidates that are admitted into the program in the fall of each year. Applications and supporting documents must be completed and submitted to the Admissions Office by March 15 of the year in which the student wishes to enroll in the program.

PHASE I - To be completed by March 15
The applicant must:
1. If you are not currently enrolled at SCC complete an application to the college. Designate Medical Sonography AAS Degree (A45440) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.

2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
   d. Successful completion of a college-level math, English and computer literacy course.
6. Must take the TEAS - Allied Health Exam. The TEAS - Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.
7. Complete a minimum of 2 hours (6 hours maximum) of observation/lab time in the Southwestern Community College Scanning Lab. The applicant will be asked to be a volunteer to be scanned during the lab time by a current sonography student. The instructors will be available during the lab session and the applicants are encouraged to ask question about the program at this time. A sign up sheet with the dates and times will be available outside the Program Coordinator's office. The observation hours will start in November and be available through March. If you are currently unable to attend our SCC lab, you may complete the observation hours at 9 local hospital or outpatient centers. A signed observation form needs to completed from that facility. Observation forms are available upon request at d_eavenson@southwesterncc.edu.
8. Applicants must be able to meet all Technical Standards required of the program. Those Standards are as follows:
   • Lift up to 50 pounds routinely
   • Able to reach, bend, and stoop often
   • Able to push and pull routinely
   • Have full use of both hands, wrists and shoulders
   • Distinguish audible sounds
   • Able to distinguish colors correctly

- Work standing on the feet 80 percent of the time
- Interact compassionately and effectively with the sick and injured
- Communicate effectively with patients and other health care professionals
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

PHASE II

The top 20 candidates who have completed all parts of Phase I by March 15 will be scheduled for a personal interview. The selected applicants will be notified of the date and time. Interviews are usually scheduled for late April. Applicants are ranked for interview using the following point system:

GPA X 10 = 40 points (maximum)
TEAS - Allied Health Exam score = 15 points (maximum)
Total = 55 points (maximum)

Interview Point System:
The following criterion is used for ranking students during the interview process:

High School Health Occupations course with a "C" or higher within past 5 years	5 pts
Bachelor's Degree or Associate Degree	5 pts
Allied Health Degree	15 pts
Imaging Degree	20 pts

Medical Terminology college course	A (15 pts) B (10 pts) C (5 pts)
BIO 168 & BIO 169 or BIO 163	A (60 pts) B (40 pts) C (20 pts)
PHY 125	A (40 pts) B (30 pts) C (15 pts)
ENG 111	A (15 pts) B (10 pts) C (5 pts)
ENG 114	A (15 pts) B (10 pts) C (5 pts)
PSY 150	A (15 pts) B (10 pts) C (5 pts)
MAT 143 or higher	A (15 pts) B (10 pts) C (5 pts)
COM 140	A (15 pts) B (10 pts) C (5 pts)

Health Related Work Experience	15 pts
Interview	25 pts

After the interview process is completed and points have been totaled, the 10 applicants with the highest numerical scores will be accepted into the program. High school students selected for the program will be given provisional acceptance contingent upon graduation from high school.

Interviewed applicants who have not been assigned a space in the program will be placed on a waiting list. Should space become available, the next applicant on the list will be contacted for admission to the program.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once an applicant returns the signed Acknowledgement of Acceptance form to the Admissions Office, they will be fully accepted into the program.

Accepted applicants will receive health forms in their provisional acceptance packet. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. These forms must be completed and returned to the Program Coordinator by August 1. Failure to complete the health packet may result in relinquishment of full acceptance status.

CLINICAL EDUCATION

Clinical education will be provided at cooperating health care facilities and other related settings within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

NOTES
1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-Medical Sonography, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5. A student who presents problems of physical or emotional health at any time throughout the program and has not responded to appropriate treatment within a reasonable period of time may be required to withdraw from the program. Any student whose behavior conflicts with safety may also be required to withdraw from the program.

FACULTY
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Melissa Coker, Clinical Coordinator
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The Networking Technology certificate prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

CISCO CERTIFICATE - C25340C & C25340CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NET	225	Routing and Switching I	1	4	0	3
NET	226	Routing and Switching II	1	4	0	3
		Totals	4	16	0	12

Total Semester Hour Credits: 12

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

FACULTY
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NURSE AIDE

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

NURSE AIDE CERTIFICATE – C45840, C45840CP*

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at:
www.southwesterncc.edu/health-sciences/nurse-aide/nurse-aide-certificate

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
NAS	101	Nurse Aide I	3	4	3	6
		Totals	3	4	3	6

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
NAS	102	**Nurse Aide II	3	2	6	6
NAS	106	Geriatric Aide	5	0	3	6
		Totals	8	2	9	12

Total Hour Credits: 18

* This certificate or pathway is offered to high school students through the Pathways to Success and Career & College Promise initiatives. Please refer to page 18 for additional information.

**Students must have a GED or High School diploma before they complete the NAII course in order to be eligible to receive certification and be listed by the North Carolina Board of Nursing as a Nursing Assistant II.

ADMISSIONS CRITERIA

All applicants must:
- If you are not currently enrolled at SCC complete an application to the college. Designate Nurse Aide Certificate (C45840) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
- Meet the Southwestern Community College Placement Test requirement for reading comprehension with a passing score ≥ 55. The test is administered on the Jackson and Macon Campuses free of charge. To schedule a test session, contact Testing Services at 339.4332. If you are unsuccessful in achieving the appropriate cut-off scores, please see the academic retest policy.
- All applicants must be able to meet all Technical Standards required of the program. Those Standards are as follows:
  - Lift up to 50 pounds routinely
  - Able to reach, bend, and stoop often

- Able to push and pull routinely
- Have full use of both hands, wrists and shoulders
- Distinguish audible sounds
- Able to distinguish colors correctly
- Work standing on the feet 80 percent of the time
- Interact compassionately and effectively with the sick and injured
- Communicate effectively with patients and other health care professionals

The NURSE AIDE Certificate has limited enrollment. Students will be accepted into the courses based on application submission date and meeting the college testing requirement.

Any student interested in completing Nursing Assistant courses outside of the certificate program, please visit: www.southwesterncc.edu/continuing-education for availability.

PROGRESSION CRITERIA
In order to progress to the Spring Semester, all students must:
- Be currently licensed as a Certified Nursing Assistant I with the North Carolina Division of Health Service Regulation with no substantiated findings of abuse, neglect or misappropriation of resident property.
- Must have a current American Heart Association CPR certification that must remain current through clinical rotation.

CLINICAL EDUCATION
Clinical education will be provided at cooperating hospitals or health care facilities within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

NOTES
1. Applications must be updated annually by applicants who were not accepted the previous year.
2. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health sciences program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
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The Associate Degree Nursing curriculum provides knowledge and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

NURSING PROGRAM INFORMATION

The philosophy of the Associate Degree Nursing Program is derived from statements about the health, quality of life, achievement of potential, the individual, environment, health, nursing, the practice, and education of the Associate Degree Nurse. Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual.

The Associate Degree Nursing program supports the mission of the North Carolina Community College System and the mission of Southwestern Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing health-care needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level.

Graduates of this program receive an Associate in Applied Science degree with a nursing major (ADN), and meet the education requirements to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. Successful completion of the nursing program does not guarantee licensure. The Board of Nursing may not issue a license to an applicant who has been convicted of a felony.

Persons interested in entering the nursing program are encouraged to apply. Due to enrollment limitations, interested individuals are urged to begin the process of application as early as possible. Information on nursing and the program requirements are available in the Nursing Department. Applications should be submitted online.

THE SCHEDULE

The schedule is designed for full-time study. Non-nursing courses in the curriculum may be completed at the college of enrollment or wherever is most convenient for the student. Students, however, are responsible for having their transcripts for non-nursing courses taken at other colleges sent to the college of enrollment. Clinical experiences are provided in a variety of settings throughout Western North Carolina.

The structure of the nursing program permits individuals to make choices about their career in health care. After successful completion of one semester, a student is eligible to test for listing as a Nurse Aide I; after two semesters students may apply for Nurse Aide II listing.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45110

Non-nursing classes may be taken prior to the time they are scheduled in the curriculum but if they are not, they must be taken at the times listed. All nursing courses must be taken in the order they appear in the curriculum.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
NUR	111	Intro to Health Concepts	4	6	6	8
NUR	117	Pharmacology I	1	3	0	2
PSY	241	Developmental Psychology	3	0	0	3
		Totals	12	12	6	18

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
NUR	112	Health-Illness Concepts ~ 1st 8 weeks	3	0	6	5
NUR	114	Holistic Health Concepts ~ 2nd 8 weeks	3	0	6	5
		Totals	12	3	12	17

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
NUR	113	Family Health Concepts	3	0	6	5
		Totals	6	0	6	8

FALL SEMESTER 2

BIO	175	General Microbiology	2	2	0	3
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
PSY	150	General Psychology	3	0	0	3
		Totals	11	2	12	16

SPRING SEMESTER 2

NUR	213	Complex Health Concepts	4	3	15	10
HUM	115	Critical Thinking	3	0	0	3
		Totals	7	3	15	13

Total Semester Hour Credits: 72

ADMISSIONS REQUIREMENTS

All applicants for admission to the Associate Degree Nursing program 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. It is highly recommended that interested applicants contact their advisor for assistance at their earliest opportunity.

When the individual begins the process, whether it be through the Admissions Office or the Nursing Department, information and instructions are furnished to the applicant along with the explanation of the program's structure and the next step in the admissions process. The applicant will also be referred from Admissions to Nursing or Nursing to Admissions for further information and processing. Any applicant not selected for entry into the nursing program must submit a new application by the next Jan. 31 deadline to be considered for entry in the Fall of that year.

PHASE I – To be completed by January 31
>   The criteria for admission to the nursing program include:
*   If you are not currently enrolled at SCC complete an application to the college. Designate Nursing AAS Degree (A45110) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
*   Evidence of high school graduation or completion of GED certificate (High School Seniors must send an interim transcript by January 31).
*   Official copies of all high school and college course transcripts (High school seniors must have a final transcript sent within one month of graduation).
*   Satisfactory scores on the college placement test or completion of necessary remediation. (See SCC Placement Test Requirements in Admission/Enrollment section).
*   Must take the TEAS V Exam. A minimum score of 65 on the TEAS V. The TEAS V must have been taken within the past three years and may only be taken once per academic year.
*   Evidence of completion of a high school algebra, or college-level math, biology, and a general chemistry at the high school level or above with a grade of "C" or better.
*   Documentation of current licensure or certification in a health care related field is required and must be submitted to admissions prior to the January 31 deadline. A list of acceptable licensures and certifications is available in Enrollment Services. Other medical related certificates/licensures will be considered on an individual basis by admissions and the program director. Those listed in Phase II are all accepted.
*   Evidence of a cumulative GPA of 3.0 or greater on a 4-point scale on the most recent transcript with 10 semester hours completed excluding developmental courses.

>   Once the program deadline has passed and records have been reviewed, applicants will receive a letter stating their eligibility status.

PHASE II
>   Applicants who complete Phase I by the January 31 deadline will be scored in accordance with the following selection system criteria:
*   Up to 100 points for TEAS V Exam.
*   Grade point average is multiplied by 10: Up to 40 points
*   Up to 10 points for college courses completed with a grade of "C" or better
>>   2 points – BIO 168
>>   2 points – BIO 169
>>   2 points – BIO 175
>>   2 points – CHM 131 & 131A or an equivalent or higher course
>>   2 points – MAT 110 or higher math course
*   Up to 3 points for other educational experience or current licensure
>>   1 point – Health Occupations I or Allied Health Science I
>>   1 point – Health Occupations II or Allied Health Science II
>>   1 point – LPN
>>   1 point – Nurse Aide I/Nurse Aide II
>>   1 point – EMT/Paramedic
>>   1 point – Certified Medical Assistant
>>   1 point – Bachelor Degree or higher
*   Up to 25 points for interview (45 highest ranking candidates will be interviewed)

>   After the interview process is completed and points have been totaled, the applicants with the highest numerical scores will be accepted into the nursing program (up to 26 stu-

dents). High school students selected for the program will be given provisional acceptance contingent upon graduation from high school.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once an applicant returns the signed Acknowledgement of Acceptance form to the Admissions Office, they will be fully accepted into the nursing program.

Accepted applicants will receive health forms in their provisional acceptance packet. These forms must be completed and returned to the Nursing Program Coordinator within 30 days. The Program Coordinator will contact the applicant if any problems are noted on the forms and will allow 30 days for resolution of these problems. Failure to complete the health packet may result in relinquishment of full acceptance status. Accepted applicants will also be required to purchase malpractice insurance and accident or personal health insurance in August.

NOTES

This information applies to all Nursing students.

- All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
- All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.
- At any time throughout the program, a student who presents physical or emotional health problems and has not responded to appropriate treatment within a reasonable period of time will be required to withdraw from the program. Any student whose behavior conflicts with safety essential to nursing practice may also be required to withdraw from the program.

RE-ENTRY/ADVANCED PLACEMENT/TRANSFER PROCESS

Due to the limited number of students who may be enrolled in the nursing program, re-entry, advanced placement and transfer into the program is possible only on a space-available basis. In the event the number of students applying for re-entry, advanced placement or transfer exceeds the number of spaces available, priority will be given as follows:

1. Re-entering SCC Associate Degree nursing students
2. Advanced Placement students
3. Transfer students

ADMISSIONS REQUIREMENTS (To be completed by January 31)

To be considered for re-entry, advanced placement or transfer applicants must complete the following requirements:

- A completed college Application for Admission.
- 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 completion of necessary remediation. (See SCC Placement Test Requirements in Admission/Enrollment section.)
- A minimum score of 65 on the TEAS V. The TEAS V must have been taken within the past three years and may only be taken once per academic year. (See TEAS V requirements in Admission/Enrollment section.)
- Evidence of a cumulative GPA of 2.5 or greater on a 4-point scale on the most recent transcript with 10 semester hours completed excluding developmental courses.

- Have completed all prerequisites specific to their entry point with a grade of "C" or better.
- Have a grade of "C" or better in all corequisites.

Re-entering SCC students:
Additional requirements:
- Applicants must re-enroll within one year of leaving the program.
- The applicant must declare his/her desire to re-enter the program in writing to the Nursing Program Coordinator at least three (3) months prior to the term in which the student is seeking admission.
- The applicant must meet all admission criteria at least three (3) months prior to the semester he/she wishes to reenter. If all slots have not been filled after the deadline, there may be extensions to the deadline.
- An applicant who must repeat a course must do so within one year of the date the original course was taken.
- If health forms are greater than two (2) years old, new health forms must be completed and submitted. Prior to beginning classes, the student must show evidence of current (less than one year old) CPR card, a current TB test, tetanus immunizations, current malpractice insurance, and accident or personal health insurance.

In the event the number of Southwestern Community College nursing students applying for re-entry exceeds the number of spaces available, the cumulative GPA and TEAS V will be utilized and those students with the highest average will be accepted in the program.

Advanced Placement Students: To be completed by January 31
Licensed Practical Nurse to RN
Paramedic to RN Bridge Program (pending approval)
Additional Requirements:
- Possess a current, valid, North Carolina-eligible LPN or Paramedic license
- Have at least 1 year of experience as a LPN or Paramedic
- Complete a nursing transitions course (NUR 214 or NUR 215 or equivalent prior to once accepted into the nursing program)
- Submit evidence of completion of an algebra and chemistry at the high school level or above with a grade of "C" or better.
- Complete the following prerequisite courses with a grade of "C" or better: BIO 168, BIO 169, BIO 175, ENG 111, ENG 114, MAT 110 or higher, PSY 150, and a Humanities course.

Paramedics must have an Associate in Applied Science Degree in Emergency Medical Science.
In the event the number of qualified Advanced Placement applicants exceeds the number of spaces available, the slots will be filled based on GPA and TEAS V score.

SUMMER SEMESTER 1

NUR	214	Nursing Transition Concepts	3	0	3	4
or						
NUR	215	Paramedic/RN Bridge Concepts	3	3	6	6

FALL SEMESTER 1

NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health Systems Concepts	3	0	6	5

SPRING SEMESTER 1

NUR	213	Complex Health Concepts	4	3	15	10

Transfer students:

Additional requirements:

Applicants must have completed NUR 111 to be eligible for transfer.

- The applicant must declare his/her desire to transfer into the program in writing to the Nursing Program Coordinator at least three (3) months prior to the term in which the student is seeking admission.
- The applicant must meet all admission criteria at least three (3) months prior to the semester he/she wishes to enroll. If all slots have not been filled after the deadline, there may be extensions to the deadline.
- An applicant who must repeat a course must do so within one year of the date the course was taken.
- Applicants must provide official transcripts from a Board of Nursing approved Associate Degree Nursing Program for evaluation.
- Applicants must provide copies of outline and syllabi of nursing courses for which transfer credit is requested. These documents will be reviewed by the Nursing Program Coordinator and nursing faculty for content compatibility with Southwestern Community College's Associate Degree in nursing courses. As each transfer situation is unique, validation of skills and knowledge may be required. Students lacking documentation of completion of a majority of the content for a course will be required to take the course. The final decision for transfer credit for nursing courses will be made by the Nursing Program Coordinator.
- Health forms must be completed and submitted. Prior to beginning classes, the student must show evidence of current (less than one year old) CPR card, a current TB test, tetanus immunizations, current malpractice insurance, and accident or personal health insurance.

After available spaces are filled with returning SCC Associate Degree Students and/or Advanced Placement students, transfer students will be selected based on their GPA and TEAS V score. The candidates with the highest numerical score will be admitted.

FACULTY

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WNC RIBN will dually admit and enroll you Southwestern Community College and Western Carolina University and provide you with a four year, seamless associate to baccalaureate nursing education. Unlike in a transitional BSN program, you will have the opportunity to begin working as an RN at the end of your third year in this option and pay mostly community college tuition rates.

WNC RIBN makes an associate and bachelor's degree in nursing both affordable and accessible. The first three years of WNC RIBN will be hosted on SCC's campus with one class completed online through WCU each semester. Upon successful completion of the first three years, you will then finish your fourth year of classes through WCU.

Students are required to:

1. Provide documentation of successful completion of a NC approved Certified Nurse Aide I program which includes theory, lab, and clinical components no later than the first day of fall semester year two. (A copy of a college transcript or a notarized course completion certificate will be acceptable documentation).
2. Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) from the North Carolina Nurse Aide Registry and the Division of Health Service Regulation.
3. Maintain dual admission and continued enrollment at both SCC and WCU by completing at least one WCU course each semester (Fall/Spring) during years 1 through 3.
4. Maintain a GPA of 2.5 or greater to progress in the RIBN option.
5. Maintain full-time enrollment each semester if a recipient of the NC Forgivable Education Loan Program.
6. Home school will be SCC years 1, 2, and 3.
7. Year 1: enroll in general education courses at SCC and WCU as advised by the RIBN Nursing Student Advisor
8. Year 2 and 3: enroll in Associate Degree Nursing courses at SCC and continue enrollment in WCU courses as advised by RIBN Nursing Student Advisor.
9. Year 4: home school will be WCU
10. Successfully pass NCLEX–RN to progress to year 4.
11. See the RIBN nursing advisor for the recommended course sequence.

This program is approved by the
North Carolina Board of Nursing
PO Box 2129
Raleigh, NC 27602
919.782.3211, www.ncbon.com

For more specific information about the RIBN nursing option, please read the Admission to WNC RIBN Frequently Asked Questions (FAQ) pages.

ADMISSION TO WNC RIBN

Thank you for your interest in the WNC RIBN Nursing option. Students applying to WNC RIBN must meet dual admission requirements set forth collaboratively by SCC and WCU.

WNC RIBN will accept applications through January 31 for the RIBN class that begins fall semester. For more information about applying to RIBN, please contact the RIBN advisor.

Admission to WNC RIBN is highly competitive. All students must meet the following minimum requirements to be eligible to apply:

• General acceptance to Western Carolina University: requires if less than 24 years of age that the student has taken these courses—4 units of English; 2 units of social

studies—one being US History; 4 units of math—Algebra 1, Algebra 2, Geometry, and an advanced math beyond Algebra 2; 3 units of science—such as, life science, physical science, chemistry, biology— must have taken one science with a lab; 2 units of a language (must be 2 units of the same language) other than English.
- SAT Critical Reading—minimum 500 score required which is three years or less during the application period
- Cumulative GPA of 3.0 on a 4.0 scale. If a student has less than 20 credit hours of college coursework, then this requirement will default to the high school **unweighted** GPA.
- All applicants to WNC RIBN must take the TEAS Version V (Test of Essential Academic Skills). Students may take the TEAS V after the WNC RIBN Advisor has determined eligibility to apply. RIBN applicants must score 70 or higher on the TEAS Version V examination. For more information about the TEAS, please visit: www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx

A45110RB
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
MAT	152	Statistical Methods	3	2	0	4
MAT	171	Precalculus Algebra	3	0	0	4
Liberal Arts @ WCU			3	0	0	3
		Totals	16	10	0	16

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
CHM	132	Organic and Biochemistry	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
Or						
HEA	110	Personal Health/Wellness	3	0	0	3
Liberal Arts @WCU			3	0	0	3
		Totals	13-15	6	0	16-17

SUMMER SEMESTER 1
CNA 1 Course Completion

FALL SEMESTER 2

BIO	175	General Microbiology	2	2	0	3
NUR	111	Introduction to Health Concepts	4	6	6	8
NUR	117	Pharmacology	1	3	0	2
Liberal Arts @WCU			3	0	0	3
		Totals	10	11	6	16

SPRING SEMESTER 2

NUR	112	Health-Illness Concepts ~ 1st 8 weeks	3	0	6	5
NUR	114	Holistic Health Concepts ~ 2nd 8 weeks	3	0	6	5
PSY	241	Developmental Psychology	3	0	0	3
Liberal Arts @WCU			3	0	0	3
		Totals	12	0	12	16

SUMMER SEMESTER 2

NUR	113	Family Health Concepts	3	0	6	5
NSG	346	Pathophysiology	3	0	0	3
		Totals	6	0	6	8

FALL SEMESTER 3

ENG	114	Professional Research and Reporting	3	0	0	3
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
Liberal Arts @WCU			3	0	0	3
		Totals	12	0	12	16

SPRING SEMESTER 3

COM	231	Public Speaking	3	0	0	3
NUR	213	Complex Health Concepts	4	3	15	10
Liberal Arts@WCU			3	0	0	3
		Totals	10	3	15	16

SUMMER SEMESTER 3   Transition to Practice

FALL SEMESTER 4   WCU Courses

NSG	327	Essentials of Baccalaureate Nursing Practice	4
NSG	322	Concepts of Geriatric Nursing	2
NSG	302	Community Health	3
NSG	305	Intervention Project	1
NSG	384	Practicum	2

SPRING SEMESTER 4

NSG	328	Essentials of Baccalaureate Nursing Practice	3
NSG	329	Essentials of Baccalaureate Nursing Practice	3
NSG	471	Research Process	2
NSG	472	Critical Reading	2
NSG	473	Clinical Application	2

FACULTY
Linda Deeb, RIBN Student Success Adviser
l_deeb@southwesterncc.edu
828.339.4367

Barbara Connell, SCC Nursing Program Coordinator
bconnell@southwesterncc.edu
828.339.4307

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55320
GENERAL EDUCATION
English/Communication - 6 SHC for AAS degree or three SHC for diploma are required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing and Inquiry	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3

Humanities / Fine Arts - 3 SHC required for AAS degree
Choose one of the following:

HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3

Social / Behavioral Science - 3 SHC required for AAS degree
Choose one of the following:

PSY	150	General Psychology	3	0	0	3
PSY	210	Introduction to Sociology	3	0	0	3

Natural Science / Mathematics - 3 SHC required for AAS degree
Choose one of the following:

MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		General Education Totals	14	2	0	15

MAJOR COURSES: Core - Required Courses

EDU	175	Intro to Trade & Industrial Education	3	0	0	3
EDU	176	Occupation Analysis & Course Dev	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	281	Instruction Strat./Reading & Writing	2	2	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
		Totals	18	6	0	21

OTHER MAJOR COURSES: (For the AAS degree)

CIS	110	Introduction to Computers	2	2	0	3
EDU	161	Introduction to Exceptional Children	3	0	0	3
EDU	178	Facilities Organization & Planning	2	2	0	3
EDU	240	Work-Based Learning Practices/Tech.	3	0	0	3
EDU	275	Effective Teacher Training	2	0	0	2
		Totals	12	4	0	14

OTHER REQUIRED COURSES:

ACA	111	College Student Success ~ 1st semester	1	0	0	1
BUS	137	Principles of Management	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
OST	136	Word Processing	2	2	0	3
WBL	114	Work-Based Learning I	0	0	40	4
		Totals	12	2	40	17

Major Courses Totals: 35   Total Semester Hour Credits: 67

DIPLOMA - D55320

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
EDU	161	Introduction to Exceptional Children	3	0	0	3
EDU	175	Intro to Trade & Industrial Education	3	0	0	3
EDU	176	Occupational Analysis/Course Dev.	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	178	Facilities Organization and Planning	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	240	Work-Based Learning Practices/Tech.	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	275	Effective Teacher Training	2	0	0	2
EDU	281	Instruction Strat./Reading & Writing	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	37	10	0	42

Total Semester Hour Credits: 42

CERTIFICATE - C55320

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	175	Intro to Trade & Industrial Education	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	281	Instruction Strat./Reading & Writing	2	2	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
		Totals	15	6	0	18

Total Semester Hour Credits: 18

ADVISOR
Sheri Turk
sturk@southwesterncc.edu
828.339.4210 or 800.447.4091, ext. 4210

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 certified occupational therapy assistants. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs and community programs.

OCCUPATIONAL THERAPY ASSISTANT – A45500

PRE-REQUISITE

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1

FALL SEMESTER I

			Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
OTA	130	Assessment Skills	2	3	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	14	12	0	18

SPRING SEMESTER I

			Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
OTA	140	Professional Skills I	0	3	0	1
OTA	150	Life Span Skills I	2	3	0	3
OTA	170	Physical Dysfunction	2	3	0	3
PSY	241	Developmental Psychology	3	0	0	3
		Totals	10	12	0	14

SUMMER SEMESTER I

			Class	Lab	Clinical	Credit
ENG	114	Professional Research & Reporting	3	0	0	3
OTA	161	Fieldwork 1 Placement 1	0	0	3	1
OTA	162	Fieldwork 1 Placement 2	0	0	3	1
PSY	281	Abnormal Psychology	3	0	0	3
		Totals	6	0	6	8

FALL SEMESTER II

			Class	Lab	Clinical	Credit
HUM	115	Critical Thinking	3	0	0	3
OTA	180	Psychosocial Dysfunction	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	240	Professional Skills II	0	3	0	1
OTA	250	Life Span Skills II	2	3	0	3
OTA	163	Fieldwork I Placement 3	0	0	3	1
		Totals	8	15	3	14

SPRING SEMESTER II

			Class	Lab	Clinical	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

Total Semester Hour Credits: 68

ADMISSIONS CRITERIA: To be completed by March 15

The program has a limited enrollment and a selective admissions process including three phases. Classes are admitted in the fall of each year. Applications and supporting documents listed in Phase I below must be completed and submitted by March 15 of the year the student wishes to apply to the program.

PHASE I: To be completed by March 15

1. If you are not currently enrolled at SCC complete an application to the college. Designate Occupational Therapy Assistant AAS Degree (A45500) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Graduate from high school or have earned a high school equivalency diploma (GED).
3. Request official transcripts from high school and college/universities attended be mailed to the Registrar's office (1.800.447.4091) or 828.339.4219. Request an unofficial copy be sent to you at home if you would like a copy.
    <div align="center">**SCC, Registrar's Office, 447 College Dr., Sylva, NC 28779**</div>

4. Achieve a minimum of 2.5 GPA with 10 or more credits. (GPA will be determined from the most recent institution where at least 10 credit hours of non-developmental courses have been completed).
5. Complete all developmental course work (if required based on placement testing) Testing Office (1.800.447.4091 or 828.339.4332). All DRE coursework must be completed. DMA 10-50 must be completed.
6. Have access to a computer that is up to date with current web browsers such as Internet Explorer and Mozilla FireFox. Have consistent access to a word processing application like Microsoft Office 2013. If you have any questions regarding your online access to our college services, review the online learning technical requirements or contact the IT helpdesk at 828.339.4409.
7. Must take the TEAS - Allied Health Exam. The TEAS - Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.
8. Complete six hours of observation in occupational therapy and submit the completed observation form. The observation form may be obtained from OTA faculty.
9. Applicants must be able to meet all Essential Functions required to complete the Occupational Therapy Assistant Program and become employable. These essential functions are provided to help students assess the appropriateness of this career individually. A prospective student with a disability that is concerned that the disability may impact his or her ability to perform one or more of these skills, provide patient care, or participate in other job activities, is encouraged to contact Peter Buck, Student Disability & Academic Engagement Coordinator at 828.339.4229. For more information on essential functions of the Occupational Therapy Assistant: occupationalinfo.org

• Critical Thinking/Problem Solving: Critical thinking and problem-solving ability sufficient for clinical judgment.
• Interpersonal Skills: Ability to interact with individuals, families, and groups successfully from a variety of social, emotional, cultural and intellectual backgrounds.
• Communication: Communication skills sufficient for acceptable written, verbal and non-verbal skills to communicate with individuals, families, and groups.
• Mobility and Strength: Physical mobility and strength sufficient to move through the clinical setting, to move patients and equipment, to use one's body for treatment without the use of equipment, and to ensure patient safety during treatment.
• Motor Skills: Gross and fine motor abilities/coordination to provide safe and effective treatment.
• Hearing: Auditory acuity sufficient to monitor and treat patients and to monitor safety warning signals on equipment.
• Visual Acuity: Visual acuity sufficient to monitor and treat patients and to monitor safety warning signals on equipment.

- Tactile Skills: Tactile skills sufficient to monitor and treat patients and to perform measurements.
- Emotional: Must possess emotional stability sufficient to maintain composure in stressful situations.

Please Note: In order to participate in clinical education experiences at health care facilities, students will be required to submit proof of immunizations, annual TB test, results of a criminal background check and annual drug screen at their own expense.

The OTA program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE). Once accreditation status has been granted to SCC, the graduates of the OTA program will be eligible to sit for the national certification examination for the occupational therapy assistant, which is administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the NBCOT certification exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice. Licensure generally requires initial certification by the NBCOT. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and obtain state licensure.

ACOTE
4720 Montgomery Lane, Suite 200 Bethseda, MD 20814-3449
301.652.6611, ext. 2914
www.acoteonline.org

PHASE II

ALL OF THE ABOVE PROGRAM ADMISSIONS REQUIREMENTS MUST BE COMPLETE AND RECEIVED BY THE ADMISSIONS OFFICE BY MARCH 15. After March 15 our admissions office will send the OTA faculty all information on applicants who completed the above criteria. Applicants will be chosen based on the following criteria.

Criteria	Maximum Points	Description
GPAx5	20	2.5=12.5 4.0=20
TEAS (R&L)	5	%
Clinical Observation	3	Must submit a completed observation form to Admissions.
Academic History	20	Points are awarded for courses taken toward the curriculum.
Health Related Certificates	1	Must be from an accredited program. Examples: CNA, EMS, Massage Therapy. Credentials must be presented to obtain the point. Documentation must be presented.
Previous Degree	1	Verified through transcript.
Total Points Earned Phase 1	/50	
Communication Skills Written	/10	All candidates will be given a written assignment during interview process.
Interview	/40	The top 50 applicants who have met criteria in Phase 1 will be scheduled for an interview.
Total Points Earned Phase 2	/50	
Total Points Earned Phase 1&2	/100	

PHASE III

Twenty selected applicants will be notified by the admissions office of provisional acceptance into the program. The applicants must sign and return the Acknowledgment of Acceptance form to the admissions office as soon as possible within the identified timeline. Any student whose acknowledgment is not returned in a timely manner may forfeit the seat in the program.

Those individuals, who are notified of acceptance status, will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that the candidate is capable of meeting the essential functions for the program. All conditionally accepted candidates must return the health forms at a scheduled orientation session during the summer. As part of this session, candidates must successfully complete an essential functions activity which includes essential functions for the field of occupational therapy. Students will also be provided with information on the following at orientation: Registering with Certified Background and submitting required personal information, immunization records, drug test to be accessed by clinical fieldwork sites. Students will be provided with information on CPR certification and professional liability insurance.

NOTES
1. Applicants are responsible for submitting all the necessary records to the admissions office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-occupational therapy assistant, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program. Additional testing may be required by facilities in which the students are completing fieldwork education.
5. All students' completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/ certification board approving the graduation to sit for the licensure /certification exams.
6. All Students are required to complete clinical fieldwork education. Many of these sites may require the student to relocate or travel extensively for this part of the program. All expenses are the student's responsibility.

FACULTY
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828.339.4334 or 800.447.4091, ext. 4334

Laurel Radley, Clinical Coordinator
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828.339.4254 or 800.447.4091, ext. 4254

This curriculum is designed to prepare individuals to be successful professionals in outdoor adventure, education and leadership.

Course work includes technical training in the areas such as backpacking, canoeing, kayaking, and rock-climbing. These skills are taught through facilitation and experiential learning methodologies. This course of study includes interpersonal skills and leadership skills such as group process, conflict resolution, program planning, and management issues.

Graduates from this program will have a sound background in outdoor leadership blended with a solid foundation of general education, business, and computer skills. Graduates are prepared for employment in the adventure tourism industry, therapeutic wilderness programs, specialized adventure/leadership programs, adventure programs for youth, challenge course industry, city, county, and state outdoor programs, public and private outdoor education centers, and private and public school outdoor programs.

The Outdoor Leadership program prepares individuals to work as educators, instructors or facilitators in parks, recreational facilities, camps and other outdoor settings. Potential course work includes instruction in leadership skills, wilderness survival skills, first aid, group processes, counseling techniques, environmental studies and instruction in recreational activities such as rock climbing, ropes courses, backpacking, kayaking and canoeing.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55330
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
ODL	110	Introduction to Outdoor Leadership	2	2	0	3
ODL	120	Challenge Course Facilitation	1	4	0	3
ODL	130	Water-Based Activities I	1	6	0	3
		Totals	10	14	0	16

SPRING SEMESTER 1

ENG	114	Professional Research & Reporting	3	0	0	3
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	125	Wilderness First Responder	3	3	0	4
ODL	135	Land-Based Activities I	1	6	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	11	0	16

SUMMER SEMESTER

WBL	111	Work-Based Learning I	0	0	10	1
WBL	121	Work-Based Learning II	0	0	10	1
		Totals	0	0	20	2

FALL SEMESTER 2

BUS	139	Entrepreneurship I	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
ODL	210	Water-Based Activities II	1	6	0	3
ODL	215	Adm. & Policy of Public Lands	3	0	0	3
ODL	220	Climbing	1	4	0	3
***	***	Technical Elective	0-1	2-4	0	1-3
		Totals	11-14	12-14	0	16-18

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
MAT	143	Quantitative Literacy	2	2	0	3
ODL	212	Land-Based Activities II	1	6	0	3
ODL	228	ODL for Special Populations	2	2	0	3
ODL	286	Issues in Outdoor Leadership	2	2	0	3
***	***	Other Elective	1-6	2-6	0-2	3-8
		Totals	8-13	14-18	0-2	15-20

Total Semester Hour Credits: 65-72

TECHNICAL ELECTIVES

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	243	Wilderness EMT	1	2	0	2
MED	182	CPR, First Aid & Emergency I	1	2	0	2
ODL	222	Leave No Trace Trainer***	0	2	0	1
ODL	244	Caving	0	2	0	1
ODL	250	Biking	0	2	0	1
ODL	260	Challenge Course Management	1	4	0	3
ODL	265	Raft Guide Training	1	2	0	2
ODL	270	Swift Water Rescue	0	2	0	1
ODL	275	Advanced Swiftwater Rescue***	0	2	0	1
ODL	277	Technical Rope Rescue***	1	2	0	2
ODL	288	Current Trends in ODL	1	4	0	3

***Course pending NCCCS Approval

OTHER ELECTIVES

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	110	EMT	6	6	0	8
ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	245	Wilderness Therapeutic Models	3	2	0	4
ODL	248	Field Techniques in WT	2	6	0	4
ODL	267	Primitive Living Skills	1	4	0	3
ODL	284	Principles of Ecotourism	2	2	0	3

CERTIFICATE - C55330

Prefix	Number	Title	Class	Lab	Clinical	Credit
ODL	110	Introduction to Outdoor Leadership	2	2	0	3
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	125	Wilderness First Responder	3	3	0	4
Choose two of the following:						
ODL	120	Challenge Course Facilitation	1	4	0	3
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	220	Climbing	1	4	0	3
		Totals	9	15-19	0	16

Total Semester Hour Credits: 16

WILDERNESS THERAPY CERTIFICATE – C553301

This curriculum is designed to prepare individuals to be successful professionals in the wilderness therapy field.

Course work includes technical training in the areas of backcountry travel, backpacking, and primitive living skills. These skills are taught through facilitation and experiential learning methodologies. This course of study includes interpersonal skills and leadership skills such as group process, conflict resolution, therapeutic interventions, and management issues.

Graduates from this program will have a sound background in outdoor field skills blended with a solid foundation of theoretical skills and knowledge of wilderness therapeutic models. Graduates are prepared for employment as field instructors in wilderness therapy programs, in residential therapeutic schools and programs, and the adventure therapy industry.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ODL	125	Wilderness First Responder	3	3	0	4
ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	245	Wilderness Therapeutic Models	3	2	0	4
ODL	248	Field Techniques in WT	2	6	0	4
Choose one of the following:						
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	267	Primitive Living Skills	1	4	0	3
		Totals	11-12	15-19	0	18

Total Semester Hour Credits: 18

WILDERNESS EMERGENCY MEDICINE CERTIFICATE - C553302

This curriculum is designed to prepare individuals to be successful outdoor profession-
als in Wilderness Emergency Medicine.

Course work includes technical training in the areas such as wilderness patient assess-
ment, improvised litters and splints, environmental emergencies and evacuation protocols.
These skills are taught through facilitation and experiential learning methodologies.

Graduates from this program will have a sound background in emergency management
blended with a solid foundation of outdoor skills. Graduates are prepared for employment
in agencies that require a higher level of training in medical and backcountry skills to handle
difficult environments, and prolonged treatment of the patient with limited resources.

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	110	EMT	6	6	0	8
Choose one of the following:						
EMS	243	Wilderness EMT	1	2	0	2
ODL	125	Wilderness First Responder	3	3	0	4
Choose one of the following:						
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	267	Primitive Living Skills	1	4	0	3
		Totals	8-10	12-15	0	13-15

Total Semester Hour Credits: 13-15

FACULTY
Paul Wolf, Program Coordinator
pjwolf@southwesterncc.edu
SCC Swain Center • 828.366.2003

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.

Graduates are eligible to take the paralegal certification exam administered by the North Carolina State Bar.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25380
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Writing & Inquiry	3	0	0	3
LEX	110	Introduction 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	143	Quantitative Literacy	2	2	0	3
Choose one of the following:						
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	14	6	0	17

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
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
LEX	260	Bankruptcy & Collections	3	0	0	3
OST	136	Word Processing	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	15	6	0	18

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
LEX	141	Civil Litigation II	2	2	0	3
LEX	160	Criminal Law & Procedure	2	2	0	3
		Totals	4	4	0	6

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
LEX	130	Civil Injuries	3	0	0	3
LEX	170	Administrative Law	2	0	0	2
LEX	210	Real Property I	3	0	0	3
LEX	250	Wills, Estates, & Trusts	2	2	0	3
LEX	280	Ethics & Professionalism	2	0	0	2
		Totals	15	4	0	17

SPRING SEMESTER 2

LEX	150	Commercial Law I	2	2	0	3
LEX	211	Real Property II	1	4	0	3
LEX	240	Family Law	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	9	6	10	13

Total Semester Hour Credits: 71

FACULTY
Kelly Burch, Program Coordinator
k_burch@southwesterncc.edu
828.339.4209 or 800.447.4091, ext. 4209

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become certified pharmacy technicians.

*** Pending NCCCS Approval

CERTIFICATE - C45580
FALL SEMESTER 1

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at:
www.southwesterncc.edu/health-sciences/pharmacy-technology/pharmacy-technology-certificate

Prefix	Number	Title	Class	Lab	Clinical	Credit
PHM	110	Introduction to Pharmacy	3	0	0	3
PHM	111	Pharmacy Practice I	3	3	0	4
PHM	115	Pharmacy Calculations	3	0	0	3
PHM	115A	Pharmacy Calculations Lab I	0	2	0	1
		Totals	9	5	0	11

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
PHM	120	Pharmacology I	3	0	0	3
PHM	133	Pharmacy Clinical	0	0	9	3
		Totals	3	0	9	6

Total Semester Hour Credits: 17

ADMISSIONS CRITERIA
The applicant must:
1. If you are not currently enrolled at SCC complete an application to the college. Designate Pharmacy Technology (C45580) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript.

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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to entering the program. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

    b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

    c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.

Notes:

1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. All students admitted into a health science program may be required, by clinical or work-based site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
Mitch Fischer, Program Advisor
mfischer@southwesterncc.edu
828.339.4331 or 800.447.4091, ext. 4331

Cheryl Davids, Program Advisor
c_davids@southwesterncc.edu
828.306.7018 or 800.447.4091, ext. 7018

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. Graduates are eligible to take the Phlebotomy Certification Exam given by the American Society of Clinical Pathology Board of Certification.

CERTIFICATE - C45600

Prefix	Number	Title	Class	Lab	Clinical	Credit
*PBT	100	Phlebotomy Technology	5	2	0	6
*PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	2	9	12

Total Semester Hour Credits: 12

*Stated weekly hour requirements are based on a 16 week semester. PBT 101 runs the latter 8 weeks. This will increase the weekly hour requirements for lab and clinical.

NOTE: Meeting the following criteria allows for transition into the second semester of the Medical Laboratory Technology program:
• Successful completion of Phlebotomy curriculum courses
• Successful completion of BIO 110 or BIO 111 and MLT 116
• Cumulative GPA of 2.8

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Applications and all of Phase I must be completed by April 1. All three phases must be completed by the first day of classes. Students must be 18 years of age or older by August 15, in order to be accepted into the Phlebotomy program for Fall Semester. Please check with the Admissions Office about the status of the program.

PHASE I - To be completed by April 1

The applicant must:
1. If you are not currently enrolled at SCC complete an application to the college. Designate Phlebotomy Certificate (C45600) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the

placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

    b.   Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

    c.   Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.

    d.   Successful completion of a college-level math, English and computer literacy course.

6.   Have a computer or access to a computer that is up to date (it does not have to be new, but it needs to be updated) with a web browser. Compatible web browsers are (Internet Explorer and Mozilla Firefox) Google Chrome is functional, however, not fully compatible yet.

7.   Have access to a word processing application like Microsoft Office 2010, Open Office (freeware) or use Google Docs, included within the "Quick Launch Pad" in your "myscc" page. If you have any questions regarding your online access to our college services, please review the online learning technical requirements here, or contact our IT Help Desk at 828.339.4409.

PHASE II

Preliminary selection for 12 slots will be based on those students with the top 12 grade point averages (GPA) who have completed Phase I requirements. Student who have not completed Phase I requirements by April 1 will be considered for acceptance if slots are available. 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 health 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 and submitted to the Phlebotomy program coordinator by July 1. Students who fail to submit the required forms will not be able to register for Phlebotomy coursework.

Notes:

1.   It is recommended that all components of Phase I be completed before moving to the Phase II requirement.

2.   Applications must be updated annually by applicants who were not accepted the previous year.

3.   Applicants may take non-phlebotomy, general education and related coursework prior to being accepted into the program.

4.   The following items need to be turned in to the Phlebotomy program coordinator by **July 1**:

    a.   Health forms including documentation of a physical, immunizations and administration of at least the first Hepatitis B vaccine.

    b.   Receipt/proof of purchase for accident and malpractice insurance. This insurance can be purchased in the College Business Office at the time tuition is paid.

    c.   Technical/Academic Standards self-appraisal form.

    d.   Signed signature sheet at the end of the Phlebotomy Student Policy Manual. See Student Policy Manual section on the next page.

PROGRAM STRUCTURE

The program offers the Phlebotomy coursework online over the first eight weeks of the semester. In addition, the labs are offered on campus during the first eight weeks. Clinical rotations take place in the second eight weeks of the semester. Students must successfully complete both PBT 100 and PBT 101 in the same semester in order to successfully complete the program. PSY 150 maybe taken prior to entering the Phlebotomy program or while in the program. The clinical education will be provided at cooperating hospitals or other healthcare facilities.

CLINICAL EDUCATION

The clinical education will be provided at cooperating hospitals or other health care facilities. The clinical experience and classroom work are taken within the same semester. Successful completion of the labs must be achieved prior to attending clinical rotations in the latter part of the semester. During clinical education, the student will rotate through the phlebotomy department. Emphasis is placed on attaining competency and proficiency in the performance of phlebotomy procedures, correlated theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus.

Note: Students will receive information on clinical placement within the first few weeks of class (PBT 100). They are not expected to attend clinic (PBT 101) until the ninth week of the semester.

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

The Student Policy Manual link may be found at www.southwesterncc.edu/program/phlebotomy-certificate. This manual outlines the policies and procedures to be followed over the course of the program. Students must sign the signature sheet at the end of the policy manual and submit it to the program coordinator by July 1 of the year in which they plan to enroll.

INSURANCE

Accident and malpractice insurance must be purchased upon entering the Phlebotomy program. The insurance can be purchased in the College Business Office at the time tuition is paid.

ACCREDITATION / PROGRAM APPROVAL

The Phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is as follows: NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; Phone: 847.939.3597 or 773.714.8880, Fax: 773.714.8886; website: www.naacls.org

NOTES

1. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
2. All students completing a health science program may be required, by an external-testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY

Andrea Kennedy, Program Coordinator
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828.339.4312 or 800.447.4091, ext. 4312

Dale Hall, Clinical Coordinator
daleh@southwesterncc.edu
828.339.4285 or 800.447.4091, ext. 4285

Dr. Michael Rohlfing, Medical Director

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45620

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
PHY	125	Health Sciences Physics	3	2	0	4
PTA	110	Introduction to Physical Therapy	2	3	0	3
PTA	130	Physical Therapy Procedure I	1	6	0	3
		Totals	12	14	0	17

SPRING SEMESTER 1

PTA	140	Therapeutic Exercise	2	6	0	4
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	150	Physical Therapy Procedure II	1	6	0	3
		Totals	10	21	0	17

SUMMER SEMESTER

PTA	160	Physical Therapy Procedure III	2	3	0	3
PTA	170	Pathophysiology	3	0	0	3
PTA	180	PTA Clinical Education Introduction	0	0	9	3
PTA	212	Health Care/Resources	2	0	0	2
		Totals	7	3	9	11

FALL SEMESTER 2

HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PTA	222	Professional Interactions	2	0	0	2
PTA	182	PTA Clinical Ed I	0	0	6	2
PTA	240	Physical Therapy Procedure IV	3	6	0	5
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
		Totals	12	12	6	18

SPRING SEMESTER 2

PTA	260	Advanced PTA Clinical Education	0	0	30	10
PTA	270	PTA Topics	1	0	0	1
PTA	252	Geriatrics for the PTA	2	0	0	2
		Totals	3	0	30	13

Total Semester Hour Credits: 76

ADMISSION CRITERIA

Suggested preparatory courses for individuals desiring a career as a physical therapist assistant would include biology, introduction to computers, medical terminology, or other courses recommended by the program advisor. Other specific recommendations may be made through individual advising with a program advisor.

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

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Physical Therapist Assistant AAS Degree (A45620) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the Admissions Office.
4. Have a cumulative grade point average of 2.75 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
   d. Successful completion of a college-level math, English and computer literacy course.
6. Complete a process of professional investigation in physical therapy. It is critical for anyone pursuing a career in physical therapy to fully understand the profession to include the rigor of the education process, the roles of the professionals involved including collaboration wtih other health care professionals, and the rehabilitation process. The investigation may include a combination of direct clinical observation, investigative research (guidelines determined by program faculty) or other faculty approved activity. Each applicant should contact one of the program faculty members for details.

7. Must take TEAS - Allied Health Exam. Details for testing dates and times can be secured from the Advisor. 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.
8. Complete ACA 111 (or equivalent course) with a grade of "C" or better (CIS 110 is recommended for students who have not had experience with a word processing application [e.g., Microsoft Office]).
9. Contact the program advisor for information about the selective admissions process.

PHASE II

The top 40 candidates, based on a point scale which is available by request to the program faculty, who have completed all parts of Phase I by the appropriate deadlines will be scheduled for a personal interview. All interview candidates must review and sign the program standards form concerning essential functions.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. The applicants must sign and return the Acknowledgement of Acceptance form to the Admissions office.

Those individuals, who are notified of acceptance status, will also be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that the candidate is capable of meeting the physical requirements for the program. All conditionally accepted candidates must return the health forms at a scheduled required informational session prior to the beginning of the fall semester I. As part of this session, candidates must successfully complete a physical demands activity which includes essential abilities for the field of physical therapy.

NOTES
1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-Physical Therapist Assistant, general education and related coursework prior to being accepted into the program.
4. Contact your advisor for detailed information about the objective selection process.
5. All students admitted into a health science program will be required to submit to a criminal background check and drug testing a minimum of once each academic year. Additional testing may be required by facilities in which the students are completing clinical coursework. The results of these tests could affect the student's ability to progress in the program.
6. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/ or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

CLINICAL EDUCATION

Clinical education will be provided at cooperating health care facilities and other related settings. Many of these sites may require the student to relocate or travel extensively for this part of the program. All expenses are the student's responsibility.

FACULTY
Diane Page, Program Coordinator
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828.339.4306 or 800.447.4091, ext. 4306

Susan Kimel, Clinical Coordinator
skimel@southwesterncc.edu
828.339.4615 or 800.447.4091, ext. 4615

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.

The SCC radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation of an educational program provides students, as graduates, assurance that the educational program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences. For more information, visit www. Jrcert.org.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45700
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy & Physiology	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
HRD	3003	Career & College Student Success	0	0	0	0
RAD	110	Radiography Intro & Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	151	RAD Clinical Education I	0	0	6	2
RAD	181	RAD Clinical Elective	0	0	3	1
		Totals	12	8	9	18

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Radiographic Imaging I	2	3	0	3
RAD	161	RAD Clinical Education II	0	0	15	5
Choose one of the following:						
MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	10	8	15	18

SUMMER SEMESTER

CIS	111	Basic PC Literacy	1	2	0	2
RAD	122	Radiographic Imaging II	1	3	0	2
RAD	131	Radiographic Physics I	1	3	0	2
RAD	171	RAD Clinical Education III	0	0	12	4
		Totals	3	8	12	10

FALL SEMESTER 2

PSY	150	General Psychology	3	0	0	3
RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Radiographic Physics II	1	3	0	2
RAD	241	Radiobiology/Protection	2	0	0	2
RAD	251	RAD Clinical Education IV	0	0	21	7
		Totals	8	6	21	17

SPRING SEMESTER 2

RAD	245	Radiographic Quality Management	1	3	0	2
RAD	261	RAD Clinical Education V	0	0	21	7
RAD	271	Radiography Capstone	0	3	0	1
HUM	110	Technology and Society	3	0	0	3
		Totals	4	6	21	13

Total Semester Hour Credits: 76

MISSION STATEMENT
The mission of Southwestern Community College's Radiography Program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a radiographer or to continue with other educational goals.

GOALS
Program Effectiveness Goal: Students will be able to gain the knowledge and skills necessary for professional practice as a radiographer. Program data is available at www.jrcert.org
Student Learning Outcomes:
Students will complete the program. Benchmark: Retention of ≥75%.
Students will pass the Registry Exam on the 1st attempt. Benchmark: 5 year average of ≥80%
Graduates will find employment within 6 months of graduation.
Graduates will be satisfied with their education.
Employers will be satisfied with the graduate's performance

Goal: Students will think critically.
Student Learning Outcomes:
Students will perform non-routine procedures.
Students will be able to perform image evaluation.

Goal: Students will demonstrate professionalism.
Student Learning Outcomes:
Students will demonstrate professional behaviors.
Students will understand ethics.
Students will understand the importance of professional organizations.

Goal: Students will communicate effectively.
Student Learning Outcomes:
Students will demonstrate effective written communication skills.
Students will demonstrate effective oral and interpersonal skills.

Goal: Students will be clinically competent.
Student Learning Outcomes:
Students will set appropriate exposure factors.
Students will correctly position patients for routine projections.
Students will practice radiation protection.

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 and supporting documents listed in Phase I below must be completed and submitted by March 1 of the year in which the student wishes to enroll in the program. 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.

Students must also be able to pass a technical standards exam. This exam will be conducted by program faculty prior to entrance into the program. This exam demonstrates that a student has the ability to meet certain physical demands which he/she will likely face while in the clinical educational setting. Areas to be evaluated include: communication, cognitive skills, mobility skills, motor skills, physical stamina, and sensory skills (hearing, tactile, smell etc.). Students who cannot meet the technical stands will not be eligible for admission into the program.

PHASE I - To be completed by March 1
The applicant must:
1. If you are not currently enrolled at SCC complete an application to the college. Designate Radiography AAS Degree (A45700) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the this program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.8 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to entrance into the program. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
   d. Successful completion of a college-level math, English and computer literacy course.
6. Be eighteen (18) years of age by the midterm of first semester of the year admitted to the program.
7. Complete a minimum of 8 hours (24 hours to receive maximum points) of observation time in a Radiology Department. Applicants will be evaluated by facility staff during observation time. This evaluation will be used as part of the selection criteria. Applicants must meet with a member of the program faculty (Meg Petty or Kim Argo) to obtain Observation and Evaluation Forms prior to observing.
8. Must take the TEAS - Allied Health Exam. The TEAS - Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. Details for testing dates and times plus costs can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.

Once the program deadline has passed and records have been reviewed, applicants will receive a letter stating their eligibility status.

PHASE II

All candidates who complete Phase I by the program deadline will be reviewed and the top candidates (up to 30), based on GPA and TEAS - Allied Health Exam score, will be scheduled for a personal interview. Applicants will be notified of date and time.

All interviewees will be scored using the following point system:
- GPA – Up to 40 points (GPA multiplied by 10).
- TEAS - Allied Health Exam – Up to 15 points.
- Observation/Evaluation – Up to 10 points.
  - Observation Hours:
    - 8 hours = 1 point
    - 9-16 hours = 2 points
    - 17-24 hours = 4 points
  - Clinical Observation Evaluation – Up to 6 points.
- Interview – Up to 35 points
  Students will receive points during the interview for General Education Courses, Educational Experience and Current Licensure. Points will be assigned on a sliding scale based on the following:
  - BIO 163, ENG 111, ENG 114, MAT 110, CIS 111, PSY 150, HUM Elective completed with a grade of "C" or better.
  - Health Occupations/Allied Health courses completed with a grade of "C" or better in high school.
  - Currently licensed Nurse Aide I/Nurse Aide II, LPN or EMT. Documentation must be submitted to Admissions prior to the deadline to receive points.
  - Interview skills and professional presentation

After the interview process is completed and points have been totaled, the applicants with the highest numerical scores will be accepted into the program (up to 19 students). High school students selected for the program will be given provisional acceptance contingent upon graduation from high school. Students enrolled in developmental courses will be given provisional acceptance contingent upon successful completion of those courses by spring, before the start of the program in fall.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once an applicant returns the signed Acknowledgement of Acceptance form to the Admissions Office, they will be fully accepted into the program.

Accepted applicants will receive health forms in their provisional acceptance packet. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. These forms must be completed and returned to the Program Coordinator within 30 days. Failure to complete the health packet may result in relinquishment of full acceptance status.

Documentation of current CPR certification is required by September of the first Fall Semester and must be kept current throughout the length of the program. American Heart CPR Certification is highly recommended.

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.

Notice:

Candidates for certification from the American Registry of Radiologic Technologists (ARRT) must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. Any conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations must be investigated by the ARRT in order to determine eligibility for the certification examination. Additional information may be obtained from the program director.

DECLARED PREGNANT STUDENT

Federal and state regulations were modified in 1994 to introduce the term "declared pregnant worker." Under these regulations, each student may declare her pregnancy in writing to the program director. However, it is the student's option whether or not to declare the pregnancy. The student may decide to declare the pregnancy as soon as conception is confirmed, or at any time during the pregnancy. Once that pregnancy is declared, this institution is required to ensure that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the radiation dosimeter which is worn at waist level under the apron. In the event that a student has already received 450 or greater millirem from the date of conception to the date of that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of the pregnancy. In all cases, this institution requires that radiation doses to the student and to the unborn child shall be maintained "As Low As Reasonably Achievable" (ALARA).

Further information regarding student pregnancy may be found in the Radiography Student Policy Manual.

STUDENT POLICY MANUAL

Students entering the program 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. Transportation and associated expenses are the sole responsibility of the student.

NOTES

1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-radiography, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.
6. A student who presents problems of physical or emotional health at any time throughout the program and has not responded to appropriate treatment within a reasonable period of time may be required to withdraw from the program. Any student whose behavior conflicts with safety may also be required to withdraw from the program.

FACULTY

Meg Rollins Petty, Program Coordinator
mpetty@southwesterncc.edu
828.339.4320 or 800.447.4091, ext. 4320

Kim Argo, Clinical Coordinator
kargo@southwesterncc.edu
828.339.4359 or 800.447.4091, ext. 4359

The Real Estate Licensing curriculum provides licensing education required by the North Carolina Real Estate Commission for students preparing to take the real estate license examination and for provisional brokers that are seeking removal of the provisional status.

Course work includes the practices and principles of real estate, broker relationships as they apply to customers, sellers and buyers, contract procedures, fair housing and real estate methodology. Course work also includes professional development opportunities.

Graduates who have passed the real estate license examination and obtained a real estate provisional broker license should then qualify for removal of the provisional status and be able to provide basic, residential real estate services as a broker affiliated with a real estate brokerage firm.

A student must secure his/her provisional broker license before proceeding into the post-licensure courses and must complete the three mandatory post-licensing courses within three years of licensure in order to avoid cancellation of his/her license.

CERTIFICATE - C25480
REQUIRED COURSES

Prefix	Number	Title	Class	Lab	Clinical	Credit
RLS	112	Broker Prelicensing	5	0	0	5
RLS	121	Broker Relationships	2	0	0	2
RLS	122	Contracts and Closing	2	0	0	2
RLS	123	Select Real Estate Issues	2	0	0	2
		Totals	11	0	0	11

Select a minimum of 2 credit hours:

ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
RLS	113	Real Estate Mathematics	2	0	0	2
RLS	115	Real Estate Finance	2	0	0	2
RLS	116	Real Estate Law	2	0	0	2
RLS	117	Real Estate Brokerage	4	0	0	4
RLS	120	Real Estate Practice	2	0	0	2

Total Semester Hour Credits: 13-15

Real Estate Licensing Requirements

North Carolina operates a "broker only" licensing system for real estate professionals. The North Carolina Real Estate Commission licenses individuals as Real Estate Brokers. Individuals must meet a prelicensing education requirement prior to becoming licensed and a postlicensing education requirement after becoming provisionally licensed.

Broker Prelicensing Course: Individuals must complete a prescribed, 75 hour North Carolina broker prelicense course in order to take the North Carolina Real Estate License Examination. Students who meet all requirements for successful completion of RLS 112 (Broker Prelicensing) may qualify to take the state license examination. Candidates passing

that exam and meeting other requirements specified by the North Carolina Real Estate Commission may be licensed as Provisional Brokers.

Broker Postlicensing Courses: Provisionally licensed Brokers must complete 90 classroom hours of postlicensing education within three years of provisional licensure. At least one 30 hour course must be taken each year. This requirement may be met with the successful completion of RLS 121, 122, and 123. Students must hold an active Provisional Broker license to register for these postlicensing courses.

FACULTY
William Brothers, Advisor
w_brothers@southwesterncc.edu
828.339.4366 or 800.447.4091, ext. 4366

The Respiratory Therapy curriculum prepares individuals to function as respiratory 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 are eligible to take entry-level examinations from the National Board of Respiratory Care. Graduates may also take the Advanced Practitioner examination, which is required to become a Registered Respiratory Therapist. Graduates may be employed in hospitals, clinics, doctor's offices, nursing homes, education, industry and home care.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45720

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
RCP	110	Introduction to Respiratory Care	3	3	0	4
RCP	114	C-P Anatomy & Physiology	3	0	0	3
Choose one of the following:						
MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	15	9	0	18

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	113	RCP Pharmacology	2	0	0	2
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	132	Clinical Practice I	0	0	6	2
		Totals	14	6	6	18

SUMMER SEMESTER

RCP	112	Patient Management	3	3	0	4
RCP	144	Clinical Practice II	0	0	12	4
		Totals	3	3	12	8

FALL SEMESTER 2

PSY	150	General Psychology	3	0	0	3
RCP	156	Clinical Practice III	0	0	18	6
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Pediatric RC	1	3	0	2
		Totals	7	6	18	15

SPRING SEMESTER 2

COM	140	Intro to Intercultural Communication	3	0	0	3
RCP	238	Clinical Practice IV	0	0	24	8
RCP	211	Advanced Monitoring/Procedures	3	3	0	4
RCP	212	Home Care/Rehabilitation	2	0	0	2
		Totals	8	3	24	17

Total Semester Credit Hours: 76

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 and supporting documents must be received no later than March 1 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 - To be completed by March 1

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Respiratory Therapy, AAS A45720 as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
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 Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at 828.339.4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
    b. Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
    c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
    d. Successful completion of a college-level math, English and computer literacy course.
6. Complete a minimum of 6 hours of observation time in Respiratory Therapy at a health care facility. A form for documenting is available from the program advisor. It is the prospective students responsibility to obtain necessary documentation of attendance and return to the admissions office. It is the student's responsibility to schedule your observation visits, if you have questions about possible site, please get approved list from program advisor.
7. Must take the TEAS-Allied Health Exam. The TEAS-Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. Details for cost, testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.

PHASE II

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

PHASE III

Those individuals who are notified of acceptance status will be provided with SCC health 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 Aug. 1.

NOTES

1. Applicants are responsible for submitting all the necessary records to the Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-respiratory therapy, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5. All students completing a health science program may be required, by an external-testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

ACADEMIC STANDARDS

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

Upon completion of the program graduates will be eligible to take the national exams and may apply for a state license to practice.

FACULTY
Samantha Campbell, Program Coordinator
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828.339.4472 or 800.447.4091, ext. 4472

Brent Holland
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828.339.4336 or 800.447.4091, ext. 4336

Mitch Fischer, Clinical Coordinator
mfischer@southwesterncc.edu
828.339.4331 or 800.447.4091, ext. 4331

A course of study that prepares the students to apply basic engineering principles and technical skills for positions in the telecommunication networking industry. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, microprocessors, telecommunications and network systems with an emphasis on analyzing and troubleshooting telecommunications and network systems. Graduates should qualify for employment as electronic engineering technicians, field service technicians, maintenance technicians, network system technicians, network specialists, network systems integrators, and network administrators.

***Pending NCCCS Approval

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40400
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CET	110	Introduction to CET	0	3	0	1
DFT	117	Technical Drafting	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	4
MAT	121	Algebra/Trigonometry I	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Totals	11	10	0	14

SPRING SEMESTER 1

CET	130	Operating Systems	2	0	0	3
ELN	131	Semiconductor Applications	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	10	5	0	13

SUMMER SEMESTER

CSC	134	C++ Programming	2	3	0	3
ELN	133	Digital Electronics	3	3	0	4
COM	231	Public Speaking	3	0	0	3
		Totals	8	6	0	10

FALL SEMESTER 2

CET	111	Computer Upgrade/Repair I	2	3	0	3
TNE	111	Campus Networks I	2	3	0	3
ELN	232	Introduction to Microprocessors	3	3	0	4
TNE	121	Campus Networks II	2	3	0	3
		Totals	9	12	0	13

SPRING SEMESTER 2

CET	211	Computer Upgrade/Repair II	2	3	0	3
CET	245	Internet Servers	2	3	0	3
ELN	237	LANs	2	3	0	3
ELN	238	Advanced LANs	2	3	0	3
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	112	Work-Based Learning I	0	0	20	2
		Totals	11	12-16	0-20	17

Total Semester Hour Credits: 67

FACULTY
Michael Deaver, Program Coordinator
mdeaver@southwesterncc.edu
828.339.4337 or 800.447.4091, ext. 4337

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam or the National Certification for Therapeutic Massage and Bodywork.

DIPLOMA - D45750

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at: www.southwesternncc.edu/program/therapeutic-massage-diploma.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy & Physiology I	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
MTH	110	Fundamentals of Massage	6	9	3	10
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	13-14	11-13	3	19

SPRING SEMESTER 1

BUS	230	Small Business Management	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
MTH	120	Therapeutic Massage Applications	6	9	3	10
MTH	125	Ethics of Massage	2	0	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	15	11	3	20

Total Semester Hour Credits: 39

ADMISSIONS CRITERIA

The Therapeutic Massage program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be complete and submitted by April 25 of the year in which the student wishes to enroll in the program. 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 - To be completed by April 25

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Therapeutic Massage D45750 as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
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 ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.0 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   a. Take and pass the following components of the Computerized Placement Test: reading comprehension and grammar. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, you must enroll in and successfully complete the appropriate developmental coursework prior to the program deadline. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b. Submit acceptable SAT or ACT scores. See Admissions section of this catalog for additional details.
   c. Provide an official high school transcript indicating graduation within the last five years with a minimum unweighted GPA of 2.6 and completion of a "fourth math" beyond Algebra II.
   d. Successful completion of a college-level English course.
6. Have all developmental coursework completed.
7. All students admitted into a health science program may be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.

PHASE II

Applicants who have successfully completed Phase 1 by the appropriate deadlines will be notified by email to attend a mandatory information session.

Please ensure that the college has your current address on file.

FACULTY
Mitch Fischer, Program Advisor
mfischer@southwesterncc.edu
828.339.4331 or 800.447.4091, ext. 4331

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the program major such as Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT), Medical Assistant, Nurse Aide, Pharmacy Technician, Phlebotomist, or Massage Therapist dependent upon the selected program major.

EMERGENCY MEDICAL SCIENCE

EMERGENCY MEDICAL SCIENCE - D45910, D45910CP**
(For Emergency Medical Science, Outdoor Leadership & Respiratory Therapy candidates)

A program that prepares graduates to enter the workforce as Emergency Medical Technicians or Advanced Emergency Medical Technicians. The course of study provides the student an opportunity to acquire basic life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, and hospital/field internships. Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

FALL SEMESTER 1

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at:

www.southwesterncc.edu/program/therapeutic-diagnostic-services-emergency-medical-science

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy & Physiology I	3	3	0	4
EMS	110	EMT	6	6	0	8
ENG	111	Writing & Inquiry	3	0	0	3
HSC	110	Orientation to Health Careers	1	0	0	1
MED	120	Survey of Medical Terminology	2	0	0	2
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	15-16	9-11	3	19

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
EMS	120	Advanced EMT	4	6	0	6
EMS	121	Advanced EMT Clinical Practicum	0	0	2	2
HSC	120	CPR	0	2	0	1
PSY	150	General Psychology	3	0	0	3
		Totals	10	11	2	16

SUMMER SEMESTER 1

MAT	143	Quantitative Literacy	2	2	0	3
		Totals	2	2	0	3

Total Semester Hour Credits: 38

**CCP Students must choose ACA 111.

FACULTY
Eric Hester, Program Advisor
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Mitch Fischer, Program Advisor
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MEDICAL ASSISTING

MEDICAL ASSISTING - D45920, D45920CP**
(For Medical Assisting, Health Information Technology, Human Services Technology, Medical Sonography, & Radiography candidates)

A program that prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, medical records, introductory insurance procedures, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, and supervised medication administration. Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

FALL SEMESTER 1

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at:

www.southwesterncc.edu/program/therapeutic-diagnostic-services-medical-assisting

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
HSC	110	Orientation to Health Careers	1	0	0	1
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law & Ethics	2	0	0	2
MED	120	Survey of Medical Terminology	2	0	0	2
MED	130	Administrative Office Procedures I	1	2	0	2
MED	131	Administrative Office Procedures II	1	2	0	2
Choose one of the following:						
ACA	111	College Student Success**	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	13-14	7-9	0	17

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
MED	276	Patient Education	1	2	0	2
		Totals	10	13	0	16

SUMMER SEMESTER 1

MED	260	MED Clinical Practicum	0	0	15	5
MED	262	Clinical Perspectives	1	0	0	1
		Totals	1	0	15	6

Total Semester Hour Credits: 40

**CCP Students must choose ACA 111

FACULTY

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NURSE AIDE

NURSE AIDE - D45970
(For Certified Nurse Aide & Nursing candidates)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

FALL SEMESTER 1
Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at:
www.southwesterncc.edu/program/therapeutic-diagnostic-services-nurse-aide

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
HSC	110	Orientation to Health Careers	1	0	0	1
NAS	101	Nurse Aide I	3	4	3	6
MED	120	Survey of Medical Terminology	2	0	0	2
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	12-13	7-9	3	17

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
NAS	102	Nurse Aide II	3	2	6	6
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	11	10	6	17

SUMMER SEMESTER 1

BIO	175	General Microbiology	2	2	0	3
NAS	105	Life Span Changes	2	0	0	2
		Totals	4	2	0	5

Total Semester Hour Credits: 39

FACULTY
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PHLEBOTOMY

PHLEBOTOMY - D45950
(For Medical Laboratory Technology candidates)

A program that prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data. Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

FALL SEMESTER 1

Gainful Employment Compliance Information - For more information about SCC's graduation rates, the median debt of students who completed this program, and other important information, please visit the program's webpage for the latest information at: www.southwesterncc.edu/program/therapeutic-diagnostic-services-phlebotomy

Prefix	Number	Title	Class	Lab	Clinical	Credit
HSC	110	Orientation to Health Careers	1	0	0	1
HSC	120	CPR	0	2	0	1
MED	120	Survey of Medical Terminology I	2	0	0	2
PBT	100	Phlebotomy Technology	5	2	0	6
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
Choose one of the following:						
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
		Totals	11-12	7-9	0	15

SPRING SEMESTER 1

BIO	163	Basic Anatomy & Physiology	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	4	9	17

SUMMER SEMESTER 1

ENG	112	Writing & Research in the Disciplines	3	0	0	3
HEA	110	Personal Health & Wellness	3	0	0	3
Choose one of the following:						
HUM	110	Technology & Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	9	0	0	9

Total Semester Hour Credits: 41

FACULTY

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THERAPEUTIC MASSAGE

THERAPEUTIC MASSAGE - D45960
(For Physical Therapist Assistant, Occupational Therapy Assistant, & Massage Therapy candidates)

A program that prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan. Courses work includes content in normal human anatomy and physiology, therapeutic massage, and ethical/legal issues. Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam or the National Certification for Therapeutic Massage and Bodywork.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
HSC	110	Orientation to Health Careers	1	0	0	1
MTH	110	Fundamentals of Massage	6	9	3	10
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	13-14	12-14	3	19

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
MTH	120	Therapeutic Massage Applications	6	9	3	10
MTH	125	Ethics of Massage	2	0	0	2
		Totals	11	12	3	16

SUMMER SEMESTER 1

HSC	120	CPR	0	2	0	1
MED	120	Survey of Medical Terminology	2	0	0	2
		Totals	2	2	0	3

Total Semester Hour Credits: 38

FACULTY
Mitch Fischer, Program Advisor
mfischer@southwesterncc.edu
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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.

DIPLOMA - D35180

Prefix	Number	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading / Construction	3	0	0	3
CAR	110	Introduction to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
CAR	113	Carpentry III	3	0	9	6
CAR	115	Residential Planning / Estimating	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
CST	244	Sustainable Building Design	2	3	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	110	Mathematical Measurement & Literacy	2	2	0	3
WBL	112	Work-Based Learning I	0	0	20	2
		Totals	26	37	29	43

Total Semester Hour Credits: 43

CERTIFICATE - C35180*

Prefix	Number	Title	Class	Lab	Clinical	Credit
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
		Totals	6	30	0	16

Total Semester Hour Credits: 16

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

Available at these High Schools
Jackson County School of Alternatives - Matthew Shirey
Swain County High School - Derek Oetting

CONTACT
Delphia Birchfield, College Access Coordinator
d_birchfield@southwesterncc.edu
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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.

CERTIFICATE - C50420 & C50420CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	111	Oxy-Fuel Welding	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
		Totals	8	27	0	17

Total Semester Hour Credits: 17

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

This is a part-time program that will take 5 semesters (excluding summer term) to complete.

ADVISOR
William Brothers, Program Advisor
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The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25290
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Choose one of the following:						
NET	110	Networking Concepts	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
Choose one of the following:						
BUS	110	Introduction to Business	3	0	0	3
ETR	210	Introduction to Entrepreneurship	3	0	0	3
		Totals	13-14	4-6	0	16

SPRING SEMESTER 1

CIS	115	Introduction to Programming & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Totals	11	10	0	15

SUMMER SEMESTER

MAT	143	Quantitative Literacy	2	2	0	3
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	151	Mobile Application Development I	2	2	0	3
WEB	210	Web Design	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
Choose one of the following:						
CSC	151	JAVA Programming	2	3	0	3
CSC	284	Emerging Comp. Prog. Tech.	2	3	0	3
		Totals	10	11	0	15

SPRING SEMESTER 2

WEB	180	Active Server Pages	2	2	0	3
WEB	225	Content Management Systems	2	2	0	3
WEB	251	Mobile Application Development II	2	2	0	3
WEB	285	Emerging Web Technologies	2	2	0	3
WEB	289	Internet Technologies Project	1	4	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Totals	9	12	10	16

Total Semester Credit Hours: 71

SCC offers certificate programs in Web Technologies that can stand alone or be combined with other degree options. Southwestern is also a testing center for Adobe certification and offers courses that focus on each of the Adobe Web Development tools.

WEB DESIGN CERTIFICATE - C25290D & C25290DP*

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	4	4	0	6

SPRING SEMESTER 1

WEB	140	Web Development Tools	2	2	0	3
		Totals	2	2	0	3

FALL SEMESTER 2

WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	210	Web Design	2	2	0	3
		Totals	4	4	0	6

Total Semester Hour Credits: 15

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to page 18 for additional information.

MOBILE DEVELOPMENT CERTIFICATE - C25290M

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	115	Introduction to Programming & Logic	2	3	0	3
WEB	285	Emerging Web Technologies	2	2	0	3
		Totals	4	5	0	6

FALL SEMESTER 2

CSC	151	JAVA Programming	2	3	0	3
WEB	151	Mobile Application Development I	2	2	0	3
		Totals	4	5	0	6

SPRING SEMESTER 2

CSC	284	Emerging Comp. Prog. Tech.	2	3	0	3
WEB	251	Mobile Application Development II	2	2	0	3
		Totals	4	5	0	6

Total Semester Hour Credits: 18

FACULTY

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Prefix ....Field of Study

ACA .... Academic Related
ACC .... Accounting
AHR .... A/C, Heating & Refrigeration
ANT ....Anthropology
ART .... Art
AUT.. Automotive
BIO .... Biology
BPR ....Blueprint Reading
BUS..Business
CAR...Carpentry
CCT...Cyber Crime
CEG..............Civil Engineering & Geospatial
CET .... Computer Engineering Technology
CHM .... Chemistry
CIS ....Computer Information Technology
CIV..Civil Engineering
CJC...Criminal Justice
COM....................................Communications
COS ....Cosmetology
CSC..Computer Science
CST .... Construction
CUL..Culinary
DBA ....Database
DFT .... Drafting
DMA ....Developmental Math
ECM............................Electronic Commerce
ECO ....Economics
EDU ....Education/Early Childhood
ELC..Electrical
ELN ......Electronics Engineering Technology
EMS ....Emergency Medical Science
ENG... English
ENV ....Environmental Science
ETR..Entrepreneurship
FIP .... Fire Protection
GRA .... Graphics
GRD.. Graphic Design
GRO...Gerontology
HEA...Health
HIS..History
HIT ....Health Information Technology

HRM .... Hotel Restaurant Management
HSC ....Health Science
HSE ....Human Services
HUM..Humanities
LEX..Paralegal
MAT .... Math
MED..................... Medical Assisting/Related
MKT ....Marketing
MLT............Medical Laboratory Technology
MTH ....Massage Therapy
MUS.. Music
NAS .... Nurse Aide
NET..........................Networking Technology
NOS ....Networking Operating Systems
NUR...Nursing
NUT..Nutrition
ODL .... Outdoor Leadership
OST............................. Office Administration
PBT..Phlebotomy
PED .... Physical Education
PHI .... Philosophy
PHY..Physics
PHM .... Pharmacy Technology
POL..Political Science
PSY .... Psychology
PTA ....Physical Therapist Assistant
RAD .... Radiography
RCP ....Respiratory Therapy
REL..Religion
RLS..Real Estate
SAB .... Substance Abuse
SEC .... Information Systems Security
SOC .... Sociology
SON ....Medical Sonography
SPA .... Spanish
SRV .... Surveying
SWK...Social Work
TRN .... Transportation Technology
WBL............................. Work-Based Learning
WEB................................. Web Technologies
WLD .... Welding

Performance Measure	Excellence Level	2013-14 System Mean	2013-14 Results for SCC	SCC Performance
Progress of Basic Skills Students	51.2%	45.1%	58.6%	Met or exceeded excellence level
GED Diploma Passing Rate	82.0%	79.4%	82.4%	Met or exceeded excellence level
Success Rate of Developmental Students in Subsequent College Level English Courses	74.9%	62.4%	62.7%	Above college average, Below excellence level
Success Rate of Developmental Students in Subsequent College Level Math Courses	75.4%	63.6%	62.4%	Above baseline level, Below college average
First Year Progression	74.6%	67.1%	67.3%	Above college average, Below excellence level
Curriculum Completion	45.6%	43.4%	43.0%	Above baseline level, Below college average
Pass Rates on Licensure/Certification Exams by First Time Test Takers	91.7%	83.3%	88.7%	Above college average, Below excellence level
Performance of College Transfer Students	93.8%	87.7%	95.8%	Met or exceeded excellence level

Source 1: 2015 Performance Measures for Student Success

COURSE DESCRIPTIONS

- Course Descriptions

EXAMPLE:

ACC 115 College Accounting (3-2-4)
3 = Class Hours Per Week
2 = Lab Hours Per Week
4 = Credit Hours Per Semester

NUR 125 Maternal-Child Nursing (5-3-6-8)
5 = Class Hours Per Week
3 = Lab Hours Per Week
6 = Clinical Hours Per Week
8 = Credit Hours Per Semester

Prerequisite: A course taken prior to another course. An underlined prerequisite indicates that it is a local prerequisite set by the Curriculum and Instruction Committee at SCC.

Corequisite: A course taken at the same time as another course or prior to the course to be taken.

CAA: Comprehensive Articulation Agreement

ACADEMIC RELATED
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 122 College Transfer Success (0-2-1)

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ACCOUNTING
ACC 115 College Accounting (3-2-4)

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 Principles of Financial Accounting (3-2-4)

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121 Principles of Managerial Accounting (3-2-4)
Prerequisite: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 129 Individual Income Taxes (2-2-3)

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes (2-2-3)

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting (1-2-2)

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Accounting Software Applications (1-2-2)
Prerequisite: ACC 115 or ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180 Practices in Bookkeeping 3-0-3
Prerequisite: ACC 120

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

ACC 220 Intermediate Accounting I (3-2-4)
Prerequisite: ACC 120

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 225 Cost Accounting (3-0-3)
Prerequisite: ACC 121
   This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

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

ACC 240 Government & Not-for-Profit Accounting (3-0-3)
Prerequisite: ACC 121
   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.

ACC 293 Selected Topics in Accounting (3-1-3)
Prerequisite: ACC 220

AIR CONDITIONING, HEATING & REFRIGERATION
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)
Prerequisite: AHR 110
   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)
Prerequisite: AHR 110
   This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology (2-4-4)
Prerequisite: AHR 110 or AHR 113
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

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

AHR 210 Residential Building Code (1-2-2)
Prerequisites: AHR 110 and AHR 120
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design (2-2-3)
Prerequisites: AHR 110 and AHR 120
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems (2-6-4)
Prerequisites: AHR 114, AHR 110 and AHR 120
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

ANTHROPOLOGY
ANT 210 General Anthropology (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
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
Prerequisite: DRE 098 or satisfactory test scores
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ART
ART 111 Art Appreciation (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ART 114 Art History Survey I (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115 Art History Survey II (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ART 121 Two-Dimensional Design (0-6-3)
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 122 Three-Dimensional Design (0-6-3)
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 131 Drawing I (0-6-3)

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 132 Drawing II (0-6-3)

Prerequisite: ART 131

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 231 Printmaking I (0-6-3)

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 232 Printmaking II (0-6-3)

Prerequisite: ART 231

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 240 Painting I (0-6-3)

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 241 Painting II (0-6-3)

Prerequisite: ART 240

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 251 Weaving I (0-6-3)

This course provides a basic understanding of the design and production of constructed textiles. Emphasis is placed on traditional weaving techniques. Upon completion, students should be able to warp and dress the loom and use appropriate techniques for the creation of unique woven fabrics. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 252 Weaving II (0-6-3)

Prerequisite: ART 251

This course furthers an exploration of creative design as it relates to manipulated fiber construction. Emphasis is placed on traditional and experimental methods. Upon completion, students should be able to create fiber constructions that utilize appropriate techniques for individual expressive designs. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 261 Photography I (0-6-3)

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 264 Digital Photography I (1-4-3)

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 281 Sculpture I (0-6-3)

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 282 Sculpture II (0-6-3)

Prerequisite: ART 281

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 283 Ceramics I (0-6-3)

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 284 Ceramics II (0-6-3)
Prerequisite: ART 283
   This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 288 Studio (0-6-3)
Prerequisites: ART 232, ART 241, ART 252, ART 282, or ART 284
   This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

AUTOMATION AND ROBOTICS
ATR 112 Intro to Automation (2-3-3)
   This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 211 Robot Programming (2-3-3)
Prerequisite: ELC 131
   This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR 219 Automation Troubleshooting (1-3-2)
Prerequisite: ELC 131
   This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

AUTOMOTIVE
AUT 116 Engine Repair (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, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering Systems (2-3-3)

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires and balance wheels.

AUT 141A Suspension & Steering Systems Lab (0-3-1)
Corequisite: AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems (2-3-3)

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

AUT 151A Brake Systems Lab (0-3-1)
Corequisite: AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 181 Engine Performance I (2-3-3)

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance II (2-6-4)
Prerequisite: AUT 181

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 212 Auto Shop Management (3-0-3)

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 221 Automatic Transmissions/Transaxles (2-3-3)

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

AUT 221A Automatic Transmissions/Transaxles Lab (0-3-1)

Corequisite: AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Manual Transmissions/Axles/Drive Trains (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.

BIOLOGY

BIO 110 Principles of Biology (3-3-4)

Prerequisite: DRE 098 or satisfactory test scores

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA as a general education course in Natural Science. Students may not apply both BIO 110 and BIO 111 toward completion of AA or AS degree requirements.

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

Prerequisite: DRE 098 or satisfactory test scores

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. Students may not apply both BIO 110 and BIO 111 toward completion of AA or AS degree requirements.

BIO 112 General Biology II (3-3-4)

Prerequisite: BIO 111

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 120 Introductory Botany (3-3-4)
Prerequisite: BIO 110 or BIO 111
    This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved for transfer under the CAA as a general education course in natural sciences.

BIO 130 Introductory Zoology (3-3-4)
Prerequisite: BIO 110 or BIO 111
    This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 140 Environmental Biology (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
Corequisite: BIO 140A
    This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 140A Environmental Biology Lab (0-3-1)
Prerequisite: DRE 098 or satisfactory test scores
Corequisite: BIO 140
    This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 163 Basic Anatomy & Physiology (4-2-5)
Prerequisite: DRE 098 or satisfactory test scores
    This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 168 Anatomy and Physiology I (3-3-4)
Prerequisite: DRE 098 or satisfactory test scores
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a general education course in Natural Science.

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

BIO 175 General Microbiology (2-2-3)
Prerequisites: BIO 110, BIO, 111, BIO 163, or BIO 168
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical micro-biology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of micro-organisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BLUEPRINT READING
BPR 130 Blueprint Reading/Construction (1-2-2)
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BUSINESS
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 dem-onstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 115 Business Law I (3-0-3)

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 125 Personal Finance (3-0-3)

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision (3-0-3)

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management (3-0-3)

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 139 Entrepreneurship I (3-0-3)

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS 153 Human Resource Management (3-0-3)

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 168 Electronic Business (2-2-3)

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

BUS 230 Small Business Management (3-0-3)

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 240 Business Ethics (3-0-3)

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 Business Communication (3-0-3)
Prerequisite: ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

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.

CARPENTRY (Huskins Students only)
CAR 110 Introduction to Carpentry (2-0-2)

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I (3-15-8)

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II (3-15-8)
Prerequisite: CAR 111

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III (3-9-6)
Prerequisite: CAR 111

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 115 Residential Planning/Estimating (3-0-3)
Prerequisite: BPR 130

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CIVIL ENGINEERING & GEOMATICS
CEG 111 Introduction to GIS and GNSS (2-4-4)
Prerequisite: CIS 110

This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.

CEG 115 Introduction to Tech & Sustainability (2-3-3)
Corequisites: CIS 110 and DMA 110 - DMA 080

This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development.

CEG 151 CAD for Engineering Technology (2-3-3)
Corequisites: CIS 110 and DMA 010 - DMA 080

This course introduces computer-aided drafting (CAD) software. Topics include file and data management, drawing, editing, dimensioning commands, plotting, and related topics. Upon completion, students should be able to create and plot basic drawings and maps using CAD software.

CEG 210 Construction Materials & Methods (2-3-3)
Prerequisite: CIS 110

This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications.

CEG 211 Hydrology & Erosion Control (2-3-3)
Prerequisites: MAT 171 and CEG 151

This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

CEG 212 Introduction to Environmental Technology (2-3-3)
Prerequisite: EGR 250

This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations.

CEG 230 Subdivision Planning & Design (1-6-3)
Prerequisites: CEG 151 and CEG 211 and SRV 111

This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

CEG 235 Project Management & Estimating (2-3-3)
Prerequisite: CEG 115

This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules.

CYBER CRIME
CCT 110 Introduction to Cyber Crime (3-0-3)
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT 112 Ethics & High Technology (3-0-3)
This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value system and apply ethical considerations in identifiable cyber crime investigations.

CCT 121 Computer Crime Investigation (3-2-4)

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231 Technology Crimes & Law (3-0-3)

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240 Data Recovery Techniques (2-3-3)

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.

CCT 241 Advanced Data Recovery (2-3-3)
Prerequisite: CCT 240

This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.

CCT 250 Network Vulnerabilities I (2-2-3)
Prerequisite: NET 110

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students will be able to evaluate weaknesses related to traditional networks, wireless technologies, remote access, and network security devices such as firewalls and intrusion detection systems.

CCT 251 Network Vulnerabilities II (2-2-3)
Prerequisite: CCT 250

This course is a continuation of CCT 250 Network Vulnerabilities I. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students will be able to assemble a test kit for multiple operating systems, scan and footprint networks, and test all aspects of network vulnerability.

CCT 260 Mobile Phone Examination (1-4-3)

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets.

CCT 271 Mac Digital Forensics (1-4-3)
This course provides students with the unique knowledge and skills necessary to analyze Macintosh operating system artifacts and file system mechanics. Topics include Macintosh architecture, HFS (+) based file systems, Macintosh decryption, address book and chat archives, Internet artifacts related to Safari and Firefox. Upon completion, students will be able to use the course processes and methodologies to forensically analyze a Mac computer.

CCT 272 Forensic Password Recovery (1-4-3)
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving decryption. Topics include decryption of PGP key rings, private keys, EFS hard drives, and encrypted containers. Upon completion, students will be able to use the course processes and methodologies to obtain forensic evidence from encrypted files, folders, and systems.

CCT 285 Trends in Cyber Crime (2-2-3)
Prerequisite: CCT 110
This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

CCT 289 Capstone Project (1-6-3)
Prerequisite: CCT 231
This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs.

COMPUTER ENGINEERING TECHNOLOGY
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 covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, 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.

CET 130 Operating System Principles (2-3-3)
This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.

CET 211 Computer Upgrade/Repair II (2-3-3)

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may 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.

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 HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers.

CHEMISTRY
CHM 090 Chemistry Concepts (4-0-4)
Prerequisites: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 131 Introduction to Chemistry (3-0-3)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 098, or satisfactory test scores
Corequisite: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 131A Introduction to Chemistry Lab (0-3-1)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 098, or satisfactory test scores
Corequisite: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 132 Organic and Biochemistry (3-3-4)
Prerequisites: CHM 131 and CHM 131A or CHM 151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 151 General Chemistry I (3-3-4)
Prerequisites: <u>DRE 098, MAT 171, high school chemistry or CHM 090, or satisfactory test scores</u>
 This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 152 General Chemistry II (3-3-4)
Prerequisite: CHM 151
 This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHINESE
CHI 111 Elementary Chinese I (3-0-3)
 This course introduces the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHI 112 Elementary Chinese II   (3-0-3)
Prerequisite: CHI 111
 This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. 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 Chinese and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

CHI 181 Chinese Lab I (0-2-1)
 This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHI 182 Chinese Lab II (0-2-1)
Prerequisite: CHI 181
   This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

COMPUTER INFORMATION SYSTEMS
CIS 070 Fundamentals of Computing (0-2-1)
   This course covers fundamentals functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers (2-2-3)
Prerequisite: CIS 070
   This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement as a general education elective.

CIS 111 Basic PC Literacy (1-2-2)
Prerequisite: CIS 070
   This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Introduction to Programming & Logic (2-3-3)
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040; or MAT 121; or MAT 171
   This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

CIVIL ENGINEERING TECHNOLOGY
CIV 111 Soils and Foundations (2-4-4)
Prerequisite: EGR 250
   This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

CIV 125 Civil/Surveying CAD (1-6-3)
Prerequisite: <u>CEG 151</u>

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

CRIMINAL JUSTICE
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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 digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 144 Crime Scene Processing (2-3-3)

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 146 Trace Evidence (2-3-3)

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 151 Introduction to Loss Prevention (3-0-3)

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 Terrorism: Underlying Issues (3-0-3)

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 212 Ethics & Community Relations (3-0-3)

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

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 214 Victimology (3-0-3)

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

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 222 Criminalistics (3-0-3)

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. Consideration will also be given to the psychological profiling of serial criminal offenders.

CJC 223 Organized Crime (3-0-3)

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention (3-0-3)

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law (3-0-3)

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability (3-0-3)

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 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 245 Friction Ridge Analysis (2-3-3)

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.

CJC 246 Advanced Friction Ridge Analysis (2-3-3)
Prerequisite: CJC 245

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.

CJC 255 Issues in Criminal Justice Applications (3-0-3)
Prerequisites: CJC 111, CJC 221 and CJC 231

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

CJC 256 Forensic Surveying (2-3-3)

This course provides students with the requisite understanding and skills necessary to employ surveying equipment to position and map a crime or traffic homicide scene. Topics include triangulation and rectangular coordinate grids, polar coordinates, establishing datum points, Global Positioning Systems and total station positioning and mapping. Upon completion, students should be able to accurately use a total station system for the purpose of positioning and mapping crime or traffic homicide scenes.

COMMUNICATION
COM 110 Introduction to Communication (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA as a general education course in English Composition. Students may not apply both COM 110 and COM 231 toward completion of AA degree.

COM 140 Introduction to Intercultural Communication (3-0-3)
Prequisite: DRE 098 or satisfactory test scores

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in English Composition.

COM 231 Public Speaking (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in English Composition. Students may not apply both COM 110 and COM 231 toward completion of AA or AS degree requirements.

COSMETOLOGY
COS 111 Cosmetology Concepts I (4-0-4)
Corequisite: COS 112
   This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I (0-24-8)
Corequisite: COS 111
   This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II (4-0-4)
Prerequisite: COS 111
Corequisite: COS 114
   This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II (0-24-8)
Prerequisite: COS 112
Corequisite: COS 113
   This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III (4-0-4)
Prerequisite: COS 111
Corequisite: COS 116
   This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III (0-12-4)
Prerequisite: COS 112
Corequisite: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV (2-0-2)
Prerequisite: COS 111
Corequisite: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV (0-21-7)
Prerequisite: COS 112
Corequisite: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 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 222 Manicure/Nail Technology II (4-6-6)
Prerequisite: COS 121

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.

COMPUTER SCIENCE
CSC 134 C++ Programming (2-3-3)

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

CSC 139 Visual BASIC Programming (2-3-3)
Prerequisite: CIS 115
   This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 151 JAVA Programming (2-3-3)
Prerequisite: CIS 115
   This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs.

CSC 284 Emerging Comp Prog Tech (2-3-3)
Prerequisites: CIS 115 and CSC 151
   This course provides students with the latest technologies and strategies in the field of Computer Programming. Emphasis is placed on the evaluation of developing Computer Programming Technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging Computer Programming Technologies and establish informed opinions.

COMPUTER INFORMATION TECHNOLOGY
CTS 120 Hardware/Software Support (2-3-3)
   This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet (2-2-3)
Prerequisite: CIS 110 or CIS 111 or OST 137
   This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 250 User Support & Software Evaluation (2-2-3)
Prerequisites: CTS 120 and NOS 130
   This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 285 Systems Analysis & Design (3-0-3)
Prerequisite: CIS 115

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 286 Network Support (2-2-3)
Prerequisite: NOS 230 or NOS 231

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.

CTS 287 Emerging Technologies (3-0-3)

This course introduces emerging information 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.

CTS 289 System Support Project (1-4-3)
Prerequisite: CTS 285

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CONSTRUCTION
CST 244 Sustainable Bldg Design (2-3-3)

This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices.

CULINARY
CUL 110 Sanitation & Safety (2-0-2)

This course introduces the basic principles of sanitation and safety relative 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 the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 110A Sanitation & Safety Lab (0-2-1)
Corequisite: CUL 110
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on 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 practical applications of sanitation and safety procedures in the hospitality industry.

CUL 112 Nutrition for Foodservice (3-0-3)
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection and be able to successfully pass the Manage First competency exam from the NRA.

CUL 120 Purchasing (2-0-2)
This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product and be able to successfully pass the Manage First competency exam from the NRA.

CUL 135 Food & Beverage Service (2-0-2)
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages and be able to successfully pass the Manage First competency exam from the NRA.

CUL 135A Food & Beverage Service Lab (0-2-1)
Corequisite: CUL 135
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages and be able to successfully pass the Manage First competency exam from the NRA.

CUL 140 Culinary Skills I (2-6-5)
Corequisite: CUL 110
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

CUL 160 Baking I (1-4-3)
Corequisite: CUL 110
   This course covers basic ingredients, techniques, weights and measures, baking terminol-ogy and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170   Garde Manger I (1-4-3)
Corequisite: CUL 110
   This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 230   Global Cuisines (1-8-5)
Prerequisites: CUL 110 and CUL 140
   This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240   Culinary Skills II (1-8-5)
Corequisites: CUL 110 and CUL 140
   This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; 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.

CUL 250   Classical Cuisine (1-8-5)
Prerequisites: CUL 110, CUL 140, CUL 240
   This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hote menus, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 260 Baking II (1-4-3)
Prerequisites: CUL 110, CUL 160
   This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

DATABASE MANAGEMENT TECHNOLOGY
DBA 110 Database Concepts (2-3-3)
    This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DEVELOPMENTAL MATHEMATICS
DMA 010 Operations with Integers (.75-.50-1)
    This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions & Decimals (.75-.50-1)
Prerequisite: DMA 010 or satisfactory test scores
    This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Propor/Ratio/Rate/Percent (.75-.50-1)
Prerequisites: DMA 010 and DMA 020, or satisfactory test scores
    This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040 Express/Lin Equat/Inequal (.75-.50-1)
Prerequisites: DMA 010, DMA 020 and DMA 030, or satisfactory test scores
    This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050 Graphs/Equations of Lines (.75-.50-1)
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040, or satisfactory test scores
    This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomial/Quadratic Appl (.75-.50-1)

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050, or satisfactory test scores

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 070 Rational Express/Equation (.75-.50-1)

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060, or satisfactory test scores

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Express/Equation (.75-.50-1)

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070, or satisfactory test scores

This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DEVELOPMENTAL MATH SHELL

DMS 001 Developmental Math Shell 1 (.75, .50, 1)

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 002 Developmental Math Shell 2 (1.5, 1, 2)

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 003 Developmental Math Shell 3 (2.25, 1.5, 3)

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 004 Developmental Math Shell 4 (3, 2, 4)

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DEVELOPMENTAL READING & ENGLISH

DRE 096 Integrated Reading & Writing (2.5 - 1 - 3)

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

DRE 097 Integrated Reading & Writing II (2.5 - 1 - 3)

Prerequisite: DRE 096 or satisfactory test scores

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

DRE 098 Integrated Reading & Writing III (2.5 - 1 - 3)

Prerequisite: DRE 097 or satisfactory test scores

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

DRE 099 Integrated Reading & Writing III (2 - 0 - 2)

Prerequisite: DRE 097 or satisfactory test scores

Corequisite: ENG 111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

DRAFTING

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.

DFT 170 Engineering Graphics (2-2-3)

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.

ELECTRONIC COMMERCE

ECM 168 Electronic Business (2-2-3)

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210 Introduction to Electronic Commerce (2-2-3)

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site.

ECONOMICS

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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ECO 251 Principles of Microeconomics (3-0-3)

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ECO 252 Principles of Macroeconomics (3-0-3)
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

EDUCATION
EDU 119 Introduction to Early Child Education (4-0-4)
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU 131 Child, Family, & Community (3-0-3)
Corequisite: DRE 097
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources.   Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 Child Development I (3-0-3)
Corequisite: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145 Child Development II (3-0-3)
Corequisite: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance (3-0-3)
Corequisite: DRE 097
   This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities (3-0-3)
Corequisite: DRE 097
   This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 Health, Safety & Nutrition (3-0-3)
Corequisite: DRE 097
   This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 154 Social/Emotion/Behavioral Development (3-0-3)
Prerequisites: Take one set
   Set 1: EDU 144, EDU 145
   Set 2: PSY 244, PSY 245
Corequisite: DRE 097
   This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 161 Introduction to Exceptional Children (3-0-3)
Corequisite: DRE 097
   This course covers children with exceptionalities as life long learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes.

EDU 162   Observation & Assessment in ECE (3-0-3)
Corequisite: DRE 097
   This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163 Classroom Management & Instruction (3-0-3)
Corequisite: DRE 097
   This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 175 Introduction to Trade & Industry (3-0-3)
Corequisite: DRE 097
   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 emerging 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)
Corequisite: DRE 097
   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)
Corequisite: DRE 097
   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 Organization & Planning (2-2-3)
Corequisite: DRE 097
   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.

EDU 179 Vocational Student Organization (3-0-3)
Corequisite: DRE 097

This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install officers.

EDU 184 Early Child Introductory Practicum (1-3-2)
Prerequisite: EDU 119
Corequisite: DRE 097

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216 Foundations of Education (4-0-4)
Prerequisite: DRE 098

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved as a transferable elective for Western Carolina University.

EDU 221 Children with Exceptionalities (3-0-3)
Prerequisite: EDU 144 and EDU 145
Corequisite: DRE 098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only.

EDU 234 Infants, Toddlers, & Twos (3-0-3)
Prerequisite: EDU 119
Corequisite: DRE 098

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 240 Work-Based Learning Practice & Techniques (3-0-3)
Corequisite: DRE 098

This course covers definitions and implementation strategies for various work-place learning programs including apprenticeship, cooperative education, entrepreneurship, field trip, internship, mentorship, school-based enterprise, service learning and shadowing. Topics include preparing vocational teachers to guide and involve students in work-based learning programs to help prepare for entry into the workforce. Upon completion, students should be able to work with students to assist with selection and involvement in work-based learning programs for career development.

EDU 243 Learning Theory (3-0-3)
Corequisite: DRE 098

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 Human Growth/Development (3-0-3)
Corequisite: DRE 098

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 Policies and Procedures (3-0-3)
Corequisite: DRE 098

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 251 Exploration Activities (3-0-3)
Corequisite: DRE 098
   This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning (3-0-3)
Prerequisite: EDU 119
Corequisite: DRE 098
   This course is designed to focus on curriculum planning for three- to five-year-olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 Early Childhood Administration I (3 -0 -3)
Corequisites: EDU 119 and DRE 098
   This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262 Early Childhood Administration II (3-0-3)
Prerequisite: EDU 261
Corequisites: EDU 119 and DRE 098
   This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. This course is also available through the Virtual Learning Community (VLC).

EDU 271 Educational Technology (2-2-3)
Corequisite: DRE 098
   This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology.
    Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. This course is also available through the Virtual Learning Community (VLC).

EDU 275 Effective Teacher Training (2-0-2)
Corequisite: DRE 098
   This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280 Language & Literacy Experiences (3-0-3)
Corequisite: DRE 098
   This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 281 Instruction Strategies/Reading & Writing (2-2-3)
Corequisite: DRE 098
   This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 284 Early Child Capstone Practicum (1-9-4)
Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
Corequisite: DRE 098
   This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285 Internship Exp-School Age (1-9-4)
Prerequisites: Take one set
     Set 1: EDU 144, EDU 145, EDU 216, EDU 163
     Set 2: EDU 144, EDU 145, EDU 216, EDU 163
Corequisite: DRE 098
   This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 289 Adv. Issues/School Age Populations (2-0-2)
Corequisite: DRE 098
   This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

ENGINEERING
EGR 250 Statics & Strengths of Materials (4-3-5)
Prerequisites: MAT 171, CIS 110
   This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

ELECTRICITY
ELC 111 Introduction to Electricity (2-2-3)
   This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 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 117 Motors and Controls (2-6-4)
Prerequisite: ELC 131
   This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 128 Introduction to PLC (2-3-3)
Prerequisite: ELC 131
   This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 Circuit Analysis I (3-3-4)
    This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132 Electrical Drawings (1-3-2)
    This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings.

ELC 213 Instrumentation (3-2-4)
    This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 228 PLC Applications (2-6-4)
Prerequisite: ELC 131
    This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELECTRONICS
ELN 131 Analog Electronics I (3-3-4)
Prerequisite: ELC 131
    This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 132 Analog Electronics II (3-3-4)
Prerequisite: ELC 131
    This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics (3-3-4)
    This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 152 Fabrication Techniques (1-3-2)
Prerequisite: <u>ELC 131</u>

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 215 Semiconductor Physics (3-0-3)

This course introduces solid state physics and emphasizes semiconductors. Topics include quantum physics, the atom, solid state devices, and semiconductor and integrated circuit fabrication techniques. Upon completion, students should be able to apply these principles of physics to basic semiconductor fabrication.

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.

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.

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.

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.

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.

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.

ELN 237 Local Area Networks (LANs) (2-3-3)
This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

ELN 238 Advanced LANs (2-3-3)
This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

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)
Prerequisite: ELC 131
This course provides a review of communications technology and federal regulation covered on the FCC General Radiotelephone 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 Radiotelephone License Examination.

ELN 264 Advanced Communication (4-3-5)
Prerequisite: ELC 131
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 design and demonstrate a simple system.

ELN 275 Troubleshooting (1-3-2)
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.

EMERGENCY MEDICAL CARE
EMS 110 EMT (6-6-8)
Corequisite: ACA 111 or ACA 122

   This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 120 Advanced EMT (4-6-6)
Prerequisite: EMS 110
Corequisite: EMS 121

   This course is designed to provide the essential information on interventions/treatments appropriate to the Advanced EMT and is required for Advanced EMT certification. Topics include airway management, automatic external defibrillation, cardiac electrophysiology, vascular access, acid-base balance, pharmacology, medical emergencies, traumatic injuries, and fluids and electrolytes. Upon completion, students should be able to properly obtain vascular access, manage medical and trauma patients, utilize simple and advanced airways, and correctly interpret arterial blood gases.

EMS 121 AEMT Clinical Practicum (0-6-2)
Prerequisite: EMS 110
Corequisite: EMS 120

   This course is the hospital and field internship and is required for Advanced EMT certification. Emphasis is placed on Advanced EMT care. Upon completion, students should be able to demonstrate competence at the Advanced EMT skill level.

EMS 122 EMS Clinical Practicum I (0-0-3-1)
Prerequisite: EMS 110
Corequisite: EMS 130

   This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 130 Pharmacology (3-3-0-4)
Prerequisite: EMS 110
Corequisites: EMS 122, MAT 143

   This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Advanced Airway Management (1-2-2)
Prerequisite: EMS 110
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 160 Cardiology (1-3-2)
Prerequisite: EMS 110
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

EMS 220 Cardiology II (2-3-3)
Prerequisites: EMS 122, EMS 130, and EMS 160
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II (0-6-2)
Prerequisites: EMS 122 and EMS 130
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Practicum III (0-9-3)
Prerequisites: EMS 130 and EMS 221
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management (2-0-2)
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Patients with Special Challenges (1-2-2)
Prerequisites: EMS 122 and EMS 130
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV (0-12-4)
Prerequisites: EMS 130 and EMS 231
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 243 Wilderness EMT (1-2-2)
Prerequisite: EMS 110
This course provides an overview of emergency care when separated from definitive care by distance, time, or circumstance. Topics include principles of long-term patient care, wilderness patient assessment system, medical and environmental emergencies, medication administration, modified CPR, and spine management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to gain Wilderness EMT certification.

EMS 250 Medical Emergencies (3-3-4)
Prerequisites: EMS 122 and EMS 130
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies (1-3-2)
Prerequisites: EMS 122 and EMS 130
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies (2-3-3)
Prerequisites: EMS 122 and EMS 130
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 EMS Bridging Course (2-2-3)
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

EMS 285 EMS Capstone (1-3-2)
Prerequisites: EMS 220, EMS 250, and EMS 260
   This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH
ENG 111 Writing and Inquiry (3-0-3)
Prerequisite: DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 111A Writing and Inquiry Lab (0-2-1)
Prerequisite: DRE 098
Corequisite: ENG 111
   This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 112 Writing & Research in the Disciplines (3-0-3)
Prerequisite: ENG 111
   This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 114 Professional Research & Reporting (3-0-3)
Prerequisite: ENG 111
   This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 125 Creative Writing I (3-0-3)
Prerequisite: ENG 111
   This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ENG 126 Creative Writing II (3-0-3)
Prerequisite: ENG 125

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ENG 231 American Literature I (3-0-3)
Prerequisite: ENG 112 or ENG 114

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENG 232 American Literature II (3-0-3)
Prerequisites ENG 112 or ENG 114

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENG 241 British Literature I (3-0-3)
Prerequisite: ENG 112 or ENG 114

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENG 242 British Literature II (3-0-3)
Prerequisite: ENG 112 or ENG 114

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENTREPRENEURSHIP
ETR 210 Introduction to Entrepreneurship (3-0-3)

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

ETR 220 Innovation and Creativity (3-0-3)
This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230 Entrepreneur Marketing (3-0-3)
This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240 Funding for Entrepreneurs (3-0-3)
Prerequisite: ACC 120
This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

FIRE PROTECTION
FIP 120 Intro to Fire Protection (3-0-3)
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Education (3-0-3)
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and mainte-nance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting.

FIP 128 Detection & Investigation (3-0-3)
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documen-tation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting.

FIP 132 Building Construction (3-0-3)
This course covers the principles and practices referenced in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construc-tion and their positive or negative aspects as related to fire conditions.

FIP 136 Inspections & Codes (3-0-3)

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 144 Sprinklers & Auto Alarms (2-2-3)

This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

FIP 146 Fire Protection (3-2-4)

This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements.

FIP 152 Fire Protection Law (3-0-3)

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 164 OSHA Standards (3-0-3)

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 188 Introduction to Wildland Fires (3-2-4)

This course introduces basic wildland fire suppression functions referenced in NFPA standard 1143. Emphasis is placed on the operation of tools, equipment, aircraft, and basic fire suppression methods. Upon completion, students should be able to understand basic theories in wildland fire suppression and demonstrate them through written and performance evaluations.

FIP 220 Fire Fighting Strategies (3-0-3)

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 221 Advanced Fire Fighting Strategies (3-0-3)
Prerequisite: FIP 220
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both manmade and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 224 Fire Instructor I & II (4-0-4)
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

FIP 226 Fire Officer I & II (4-0-4)
This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.

FIP 228 Local Government Finance (3-0-3)
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

FIP 230 Chemistry of Hazardous Materials I (5-0-5)
This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics & Water Distribution (2-2-3)
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices referenced in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 236 Emergency Management (3-0-3)
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

FIP 240 Fire Service Supervision (3-0-3)

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.

FIP 248 Fire Service Personnel Administration (3-0-3)

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

FIP 256 Munic Public Relations (3-0-3)

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery.

FIP 260 Fire Protect Planning (3-0-3)

This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

FIP 276 Managing Fire Services (3-0-3)

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

GRAPHIC ARTS
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.

GRAPHIC DESIGN
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 131 Illustration I (1-3-2)
Prerequisites: ART 131, DES 125, or GRD 121
  This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 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)
Prerequisites: ART 121, DES 135, or GRD 141
  This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 145 Design Applications I (0-3-1)
Corequisite: GRD 141
  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.

GRD 146 Design Applications II (0-3-1)
Corequisite: GRD 142
  This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing comprehensive projects utilizing concepts and technologies covered in GRD 141 and GRD 142. Upon completion, students should be able to provide solutions to design problems.

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 Technology I (1-4-3)
Prerequisite: GRD 151
   This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 153 Computer Design Technology II (1-4-3)
Prerequisite: GRD 152
   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.

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 167 Photographic Imaging I (1-4-3)
   This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 Photographic Imaging II (1-4-3)
Prerequisite: GRD 167
   This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.

GRD 210 Airbrush I (1-2-2)
   This course covers the mechanics of airbrushing. Topics include care and maintenance of equipment, spraying techniques and surfaces, and selection of materials. Upon completion, students should be able to produce work demonstrating competent use of an airbrush.

GRD 230 Technical Illustration (1-3-2)
Prerequisite: GRD 121
   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.

GRD 241 Graphic Design III (2-4-4)
Prerequisite: DES 136 or GRD 142
   This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV (2-4-4)
Prerequisite: GRD 241
   This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 247 Design Applications IV (0-3-1)
Corequisite: GRD 242
   This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction.

GRD 280 Portfolio Design (2-4-4)
Prerequisites: GRD 142 and GRD 152 or GRA 152
   This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 281 Design of Advertising (2-0-2)
   This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

GERONTOLOGY
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.

HEALTH
HEA 110 Personal Health and 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HISTORY
HIS 111 World Civilizations I (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 112 World Civilizations II (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 121 Western Civilization I (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 122 Western Civilization II (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 131 American History I (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 132 American History II (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 237   The American Revolution (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>
This course introduces the political, socioeconomic, religious, and ideological forces that led to the American Revolution, and the courses and consequences of the conflict. Topics include the prewar situation, wartime internal dynamics, international diplomacy, military strategy, tactics, and campaigns, and the Revolution's impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, religious, ideological, international, and military developments in the United States during the Revolutionary Era. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HIS 275   History of Terrorism (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>
This course introduces the study of modern terrorism, from the French Revolutionary Era to the 21st century. Topics include definitions and types of terrorism, theories regarding its causes, examples of modern terrorism, counterterrorism, and terrorism's impact, consequences, and future. Upon completion, students should be able to analyze significant socioeconomic, psychological, ideological, religious, and political components of modern terrorism. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HEALTH INFORMATION TECHNOLOGY
HIT 110 Fundamentals of HIM (3-0-3)
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

HIT 112 Health Law and Ethics (3-0-3)
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114 Health Data Systems/Standards (2-3-3)
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

HIT 122 Professional Practice Experience I (0-3-1)
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 124 Professional Practice Experience II (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. This directed practice is in a nontraditional setting such as doctor's office, nursing home, or clinic.

HIT 210 Healthcare Statistics (2-2-3)
Prerequisite: MAT 110 or MAT 143
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 211 ICD - Coding (2-6-4)
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214 CPT/Other Coding Systems (1-3-2)
Prerequisite: HIT 211
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

HIT 215 Reimbursement Methodology (1-2-2)
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216 Quality Management (1-3-2)
Prerequisite: HIT 114
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 218 Management Principles in HIT (3-0-0-3)
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 Health Informatics and EHR's (1-2-0-2)
Prerequisites: HIT 114 and CIS 110 or CIS 111
This course covers electronic health record (EHR) systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 Lifecycle of EHR (2-2-0-3)
This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 Professional 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.

HIT 225 Healthcare Informatics (3-2-0-4)
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations

HIT 226 Principles of Disease (3-0-0-3)
Prerequisite: BIO 169
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.

HIT 227 Informatics Project Management (2-2-0-3)
This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

HIT 280 Professional Issues (2-0-0-2)
Prerequisite: HIT 211
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 and subdomains for health information technologies.

HEALTH SCIENCES
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.

HOTEL AND RESTAURANT MANAGEMENT
HRM 245 Human Resource Management-Hospitality (3-0-3)
   This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry and be able to successfully pass the Manage First competency exam from the NRA.

HUMAN SERVICES
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.

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.

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.

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 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)
Prerequisite: PSY 150 or SOC 210
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.

HUMANITIES
HUM 110 Technology and Society (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 115 Critical Thinking (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 121 The Nature of America (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 122 Southern Culture (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to iden-tify the characteristics that distinguish Southern culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 130 Myth in Human Culture (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>

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 for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film (2-2-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 230 Leadership Development (3-0-3)
Prerequisite: ENG 111

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical respon-sibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HYDRAULICS
HYD 110 Hydraulics/Pneumatics I (2-3-3)

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actua-tors, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INDUSTRIAL SCIENCE
ISC 112 Industrial Safety (2-0-3)
   This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 121 Environmental Health & Safety (3-0-3)
   This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

LEGAL EDUCATION
LEX 110 Introduction to Paralegal Study (2-0-2)
   This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

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)
Prerequisite: LEX 120
   This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries (3-0-3)
   This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I (3-0-3)
   This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

LEX 141 Civil Litigation II (2-2-3)
Prerequisite: LEX 140
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150 Commercial Law I (2-2-3)
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 160 Criminal Law & Procedure (2-2-3)
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170 Administrative Law (2-0-2)
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 180 Case Analysis & Reasoning (1-2-2)
Corequisite: LEX 120
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210 Real Property I (3-0-3)
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211 Real Property II (1-4-3)
Prerequisite: LEX 210
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 Family Law (3-0-3)
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, & Trusts (2-2-3)
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 260 Bankruptcy & Collections (3-0-3)
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 280 Ethics & Professionalism (2-0-2)
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LIGHT-DUTY DIESEL
LLD 112 Introduction to Light-Duty Diesel (2-2-3)
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

MATHEMATICS
MAT 001 Math Skills Support (0-2-1)
Corequisites: MAT 110, MAT 121, MAT 143, MAT 152, or MAT 171
This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT 110 Mathematical Measurement and Literacy (2-2-3)
Prerequisites: DMA 010, DMA 020, DMA 030
   This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 Algebra/Trigonometry I (2-2-3)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and <u>DMA 060, or satisfactory test scores</u>
   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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 122 Algebra/Trigonometry II (2-2-3)
Prerequisite: MAT 121
   This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 141 Mathematical Concepts I (3-0-3)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and <u>DMA 050, or MAT 121 or MAT 171, or satisfactory test scores</u>
   This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

MAT 142 Mathematical Concepts II (3-0-3)
Prerequisite: MAT 141
   This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical con-cepts and utilize technology as a mathematical tool. Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

MAT 143 Quantitative Literacy (2-2-3)
Prerequisites: DMA 010, 020, 030, 040, 050 and DRE 098, or satisfactory test scores
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

MAT 152 Statistical Methods I (3-2-4)
Prerequisites: DMA 010, 020, 030, 040, 050 and DRE 098, or satisfactory test scores
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

MAT 171 Precalculus Algebra (3-2-4)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; or MAT 121; or satisfactory test scores
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 172 Precalculus Trigonometry (3-2-4)
Prerequisite: MAT 171 or satisfactory test scores
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 271 Calculus I (3-2-4)
Prerequisite: MAT 172 or satisfactory test scores
   This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 272 Calculus II (3-2-4)
Prerequisite: MAT 271
   This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 273 Calculus III   (3-2-4)
Prerequisite: MAT 272
   This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 280 Linear Algebra (2-2-3)
Prerequisite: MAT 271
   This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

MECHANISMS
MEC 130 Mechanisms (2-2-3)
   This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEDICAL ASSISTING/MEDICAL RELATED
MED 110 Orientation to Medical Assisting (1-0-0-1)
   This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 114 Prof Interac in Health Care (1-0-0-1)
   This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 118 Medical Law and Ethics (2-0-0-2)
   This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

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)
Prerequisites: MED 121
   This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Procedures I (1-2-0-2)
   This course introduces medical office administrative procedures. Topics include appoint-ment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II (1-2-0-2)
   This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medi-cal economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription (2-2-0-3)
Prerequisite: MED 121
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.

MED 140 Exam Room Procedures I (3-4-0-5)
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I (3-4-0-5)
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 182 CPR First Aid & Emergency I (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.
Note: This course may prepare students to test for Wilderness Advanced First Aid certification.

MED 232 Medical Insurance Coding (1-3-0-2)
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 Exam Room Procedures II (3-4-0-5)
Prerequisite: MED 140
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 250 Laboratory Procedures II (3-4-0-5)
Prerequisite: MED 150
This course is designed to expand and build on skills presented in MED 150. Emphasis is placed on increasing proficiency in laboratory skills used in the medical setting. Upon completion, students should be able to demonstrate enhanced competence in selected medical laboratory procedures.

MED 260 MED Clinical Practicum (0-0-15-5)
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives (1-0-0-1)
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 Med Assisting Overview (2-0-0-2)
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology (2-2-0-3)
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy (3-0-0-3)
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education (1-2-0-2)
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING AND RETAILING
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 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 223 Customer Service (3-0-3)
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MEDICAL LABORATORY TECHNOLOGY
MLT 110 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. This course is the foundation for all of the MLT coursework and must be successfully completed as a pre- or co-requisite to the MLT courses.
Note: This course also covers basic computer skills as needed within the 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.

MLT 116 Anatomy & Medical 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.

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

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.

MLT 125 Immunohematology I (4-3-0-5)
   This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.

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.

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.

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.

MLT 220 Hematology/Hemostasis II (2-3-0-3)
Prerequisite: MLT 120
This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 240 Special Clinical Microbiology (2-3-0-3)
Prerequisite: MLT 140
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 253 MLT Practicum I (Phlebotomy Clinic) (0-0-9-3)
Corequisite: MLT 110
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.

MLT 263 MLT Practicum I (Hematology/Hemostatis Clinic) (0-0-9-3)
Prerequisites: MLT 120 and MLT 220
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.

MLT 271 MLT Practicum III (Urinalysis/Serology Clinic) (0-0-3-1)
Prerequisites: MLT 111 and MLT 125
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.

MLT 272 MLT Practicum III (Chemistry Clinic) (0-0-6-2)
Prerequisites: MLT 118 and MLT 130
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.

MLT 273 MLT Practicum III (Immunohematology Clinic) (0-0-9-3)
Prerequisite: <u>MLT 125</u>
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.

MLT 274 MLT Practicum III (Microbiology Clinic) (0-0-12-4)
Prerequisites: <u>MLT 140 and MLT 240</u>
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.

THERAPEUTIC MASSAGE
MTH 110 Fundamentals of Massage (6-9-3-10)
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 Therapeutic Massage Applications (6-9-3-10)
Prerequisite: MTH 110
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings.. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.
Note: This course also covers physical agents utilized with massage, introduces the student to the additional techniques of acupressure, Amma, Shiatsu, and Jin Shin Do and will focus on the business practices related to this industry.

MTH 125 Ethics of Massage (2-0-0-2)
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion , students should be able to discuss issues relating to the practice of massage therapy, client/ therapist relationships as well as ethical issues.
Note: This course also focuses on the North Carolina Laws, Rules and Regulations specific to the practice of massage and bodywork.

MUSIC
MUS 110 Music Appreciation (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

MUS 112 Introduction to Jazz (3-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

NURSE AIDE
NAS 101 Nurse Aide I (3-4-3-6)
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II (3-2-6-6)
Prerequisite: NAS 101
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 103 Home Health Care Nurse Aide (4-4-0-2)
Prerequisite: NAS 101
This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

NAS 105 Life Span Changes (2-0-0-2)
This course covers growth, development and human behavior from conception to death. Emphasis is placed on culture, family development, theories of growth and development, safety, nutrition, and the physical, mental and social aspects of the human being. Upon completion, students should be able to understand cultural diversity, family dynamics, and how the theories of growth and development explain human behavior.

NAS 106 Geriatrics (5-0-3-6)
Prerequiste: NAS 101
   This course is designed to enhance the knowledge of the Nurse Aide I providing care to the aging population. Emphasis is placed on the person-centered care, stress management, health promotion, dementia/challenging behaviors, mental health issues, and end-of-life/palliative care. Upon completion, students should be able to demonstrate knowledge and provide safe care for the aging population and are eligible to be listed on the North Carolina Geriatric Nurse Aide registry.

NAS 107 Medication Aide (0-2-0-1)
   This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Medication Aide Registry.

NETWORKING TECHNOLOGY
NET 110 Networking Concepts (2-2-3)
   This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 113 Home Automation Systems (2-2-3)
   This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems.

NET 125 Networking Basics (1-4-3)
   This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics (1-4-3)
Prerequisite: NET 125
   This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 175 Wireless Technology (2-2-3)
Prerequisite: NET 110 or NET 125

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225 Routing and Switching I (1-4-3)
Prerequisite: NET 126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II (1-4-3)
Prerequisite: NET 225

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 289 Networking Project (1-4-3)
Corequisite: NET 226

This course provides an opportunity to complete a significant networking 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.

NETWORKING OPERATING SYSTEMS
NOS 110 Operating System Concepts (2-3-3)
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User (2-2-3)
Prerequisite: NOS 110 or CET 211

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User (2-2-3)
Prerequisite: NOS 110 or CET 211

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Administration I (2-2-3)
Prerequisite: NOS 120

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230 Windows Administration I (2-2-3)
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NOS 231 Windows Administration II (2-2-3)
Prerequisite: NOS 230

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

NURSING
NUR 111 Intro to Health Concepts (4-6-6-8)
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts (3- 0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology (1-3-0-2)

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

NUR 211 Health Care Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts (4-3-15-10)
Prerequisite: NUR 111
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214 Nursing Transition Concepts (3-0-3-4)
Prerequisite: Valid unrestricted North Carolina LPN certificate
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 215 Paramedic/RN Bridge Concepts (3-3-0-6)
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the Associate Degree in Emergency Medical Science Paramedic transitions to the nursing role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, collaboration, clinical decision-making, professional behaviors, informatics, assessment, perfusion, oxygenation, elimination, and cellular regulation. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 221 LPN to ADN Concepts I (6-0-9-9)
Prerequisite: NUR 214
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 223 LPN to ADN Concepts II (6-0-9-9)
Prerequisite: NUR 221
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

NUTRITION
NUT 110 Nutrition (3-0-0-3)
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.

OUTDOOR LEADERSHIP
ODL 110 Introduction to Outdoor Leadership (2-2-0-3)
Prerequisite: <u>DRE 098 or satisfactory test scores</u>
    This course is an introduction to the field of outdoor leadership, its theories, techniques and educational principles. Topics include the historical and philosophical foundations of leadership, the dynamics of group interaction and team building. Upon completion, students should be able to clearly articulate the evolution of the outdoor leader and build a personal outdoor leadership philosophy.

ODL 115 Methods of Experiential Education (2-2-0-3)
    This course is designed to instruct the outdoor leader in the use of experiential educational tools to facilitate the wilderness experience. Emphasis is placed on classroom and lab techniques, including problem solving and communication skills, used in situations relevant to outdoor settings. Upon completion, students should be able to transfer the use of experiential educational skills to the outdoor experience.

ODL 120 Challenge Course Facilitation (1-4-0-3)
    This course provides a focus on the approaches to challenge course technical facilitation. Emphasis is placed on the set-up, facilitation and rescue of participants on challenge course high events and climbing towers. Upon completion, students should be able to demonstrate correct risk management and safety techniques in facilitating a challenge course experience

ODL 125 Wilderness First Responder (3-3-0-4)
    This course provides the individual with the skills necessary to handle medical emergencies in situations such as back country extended care and swift water rescue. Emphasis is placed on the safety and sound judgement in medical and life threatening emergencies through the use of lecture and hands-on simulations. Upon completion, students should be able to handle medical emergencies in the back country.

ODL 130 Water-Based Activities I (1-6-0-3)
    This course introduces skills associated with all aspects of water activities, focusing on rafts, canoes, and kayaks in rivers, lakes and ocean environments. Emphasis is placed on skill acquisition and safety in all types of water environments and conditions. Upon completion of this course, the students should be proficient in basic boating skills and safety techniques.

ODL 135 Land-Based Activities I (1-6-0-3)
    This course is designed to introduce skill development in land based activities including hiking, orienteering, backpacking, camping, etc. Emphasis is placed on skill acquisition, no trace impact, and rescue techniques in various environments and conditions. Upon completion of this course, the student should be proficient in land based technical skills.

ODL 138 Field Experience I (1-9-0-4)
    This course is designed to be a broad based experience within the field of outdoor leadership. Emphasis is placed on employing the didactic and experiential skills the student has acquired in all previous course work. Upon completion of this course, the student should be able to demonstrate their ability to integrate academic preparation into the field setting.

ODL 140   Intro to Wilderness Therapy (2-2-0-3)
    This Course provides an introduction to the theory and practice of Wilderness Therapy. Topics include the history, philosophy, ethics and risk management of Wilderness Therapy programs. Upon completion, students should be able to describe the process and the anticipated outcomes of Wilderness Therapy.

ODL 210 Water-Based Activities II (1-6-0-3)
Prerequisites: ODL 125 and ODL 130
This course is a continuation of ODL 130 and develops knowledge, techniques, approaches, and experiential methodology for teaching and leading safe water travel. Emphasis is placed on the students developing safe teaching and leading skills in all aspects of water travel using rafts, canoes and kayaks. Upon completion, the students should be able to lead and instruct groups in safe water activities.

ODL 212 Land-Based Activities II (1-6-0-3)
Prerequisites: ODL 125 and ODL 135
This course develops techniques, approaches, and experiential methodology for teaching and leadership skills in all aspects of land-based activities of orienteering, hiking, camping, etc. Emphasis is placed on developing safe teaching and leadership skills in various environments and conditions. Upon completion, students should be able to lead and instruct groups in safe land based programs.

ODL 215 Administration and Policy of Public Lands (3-0-0-3)
This course is designed to introduce the student to agencies which manage public lands and the laws created to protect natural resources. Topics include the history of natural resource management, policies of the US government, and current agencies and laws governing our use or abuse of the environment. Upon completion, the students should be able to acknowledge the roles and policies associated with land management.

ODL 220 Climbing (1-4-0-3)
This course is designed to develop the knowledge, skills and teaching methodology for the leadership of safe rock climbing activities. Emphasis is placed on the students developing safe teaching and leading skills in all aspects of rock climbing. Upon completion, the students should be able to demonstrate sound judgement in leading safe rock climbing programs.

ODL 222 Leave No Trace Trainer (0-2-0-1)
This course introduces students about the seven principles of Leave No trace, and techniques for disseminating these low impact skills. Emphasis is placed on provided participants with a comprehensive training in Leave No Trace skills and ethics, through practical application in a field-based setting. upon completion, students should be able to effectively teach the principles of Leave No Trace.

ODL 228 Outdoor Leadership for Special Populations (2-2-0-3)
This course provides the knowledge and skills necessary to work with special populations. Emphasis is placed on the special skills necessary to work with such populations as age specific groups, and mentally, emotionally and physically challenged individuals. Upon completion, the students should be able to identify the knowledge, judgement, safety and experiential methodology skills appropriate to special populations.

ODL 238 Field Experience II (1-9-0-4)
This course is designed as a culminating field experience for the advanced student. Emphasis is placed on applying the knowledge and leadership skills developed to specific outdoor activities in a supervised setting. Upon completion, the students should be able to demonstrate the knowledge, judgement, safety and methodology skills appropriate for an entry level position in outdoor leadership.

ODL 244 Caving (0-2-0-1)
This course provides an introduction to spelunking. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with caving. Upon completion of this course, the students should be able to safely perform and lead a group in this activity.

ODL 245   Wilderness Therapeutic Models (3-2-0-4)
This course provides an overview of Wilderness therapeutic models. Topics include psychological and educational theories, treatment models and methodology utilized by Wilderness Therapy organizations. Upon completion, students should be able to understand the different approaches and techniques used in Wilderness Therapy to facilitate personal growth and change.

ODL 248   Field Techniques in WT (2-6-0-4)
This course is designed to introduce the student to common field techniques used by wilderness therapy providers. Emphasis is placed on developing systems and structures used by Wilderness therapy organizations while in a field setting to implement the treatment model of the organization. Upon completion, students should be able to understand the role of the field instructor in wilderness therapy and the common techniques used to structure naturally occurring challenges and consequences.

ODL 250 Biking (0-2-0-1)
This course provides hands-on experience in skill development and leadership training in all aspects of bicycling. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with bicycling. Upon completion of this course, the students should be able to safely perform and lead a group in this activity.

ODL 260 Challenge Course Management (1-4-0-3)
Prerequisite: ODL 120
This course provides students with the additional skills for the effective management of challenge courses. Emphasis is placed on group management, facility inspection, and advanced rescue techniques. Upon completion, the students should be able to demonstrate the skills necessary to lead and maintain challenge course events and facilities.

ODL 265 Raft Guide Training (1-2-0-2)
This course provides a working knowledge of the responsibilities of a professional raft guide. Emphasis is placed on paddle skills, water hydrology, river rescue and trip leading techniques. Upon completion, students should be able to lead safe raft trips.

ODL 267   Primitive Living Skills (1-4-0-3)
This course introduces the student to the use of primitive living skills in outdoor environment. Topics include a primitive orientation to navigation, fire building, shelters, cooking and camping in the backcountry. Upon Completion, students should be able to travel and establish a campsite using primitive living skills.

ODL 270 Swift Water Rescue (0-2-0-1)
This course provides students with skills needed to perform rescues in a swift water environment. Emphasis is placed on river hydrology, rigging, swimming and rescue techniques focusing and intensive practice drills. Upon completion, students should be able to appropriately respond to a swift water emergency.

ODL 275 Advanced Swift Water Rescue (0-2-2-1)

This course is designed to take the student beyond the emphasis of self-rescue to concentrate on victim rescue in swift water and flood environments. Topics include rope systems, management of litter and patient raising systems, advanced river search concepts and management of complex rescue scenes. Upon completion, students should be able to perform rescues in complex swift water environments.

ODL 277 Technical Rope Rescue (1-2-0-2)

This course is designed to take students from over-the-bank rescues to progressively more vertical rescues. Topics include such skills as pre-planning, size-up and scene management, ascending and descending, belaying, mechanical advantage systems, lowering and raising systems, patient packaging and litter attending, tethers, and high lines. Upon completion, students should be able to effectively perform technical rope rescues.

ODL 284 Principles of Ecotourism (2-2-3)

This course provides an overview of the key concepts of ecotourism and the relationship between nature and adventure tourism. Topics include the history, concepts, principles, marketing, planning and management of ecotourism activities which promote cultural and environmental awareness and local economic benefits. Upon completion, students should be able to demonstrate an understanding of the concepts, practical skills, and techniques used in developing appropriate ecotourism activities.

ODL 286 Issues in Outdoor Leadership (2-2-3)

This course is designed to provide a capstone experience in preparation for employment in the outdoor industry. Topics include an examination of professional issues, ethics, and current theoretical perspectives in outdoor leadership and preparation of an outdoor experience portfolio. Upon completion, students should be able to articulate the conceptual knowledge of ethics and professional issues of an emerging outdoor leader.

ODL 288 Current Trends in ODL (1-4-0-3)

This course is designed to expose the student to current and emerging trends in Outdoor Leadership. Emphasis in placed on evolving technologies and trends in the Outdoor Leadership Industry. Upon completion, students should be able to articulate the current state of the industry and the emerging trends and technologies employed in Outdoor Leadership.

OFFICE ADMINISTRATION
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. This course is the entry level course for keyboarding.

OST 136 Word Processing (2-2-3)

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. This course is also available through the Virtual Learning Community (VLC).

OST 148 Medical Coding Billing & Insurance (3-0-3)

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. This course is also available through the Virtual Learning Community (VLC).

OST 149 Medical Legal Issues (3-0-3)

This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is also available through the Virtual Learning Community (VLC).

OST 164 Text Editing Applications (3-0-3)

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. This course is also available through the Virtual Learning Community (VLC).

OST 184 Records Management (2-2-3)

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. This course is also available through the Virtual Learning Community (VLC).

OST 243 Medical Office Simulation (2-2-3)

Prerequisite: OST 148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 289 Administrative Office Management (2-2-3)

Prerequisites: OST 164 and either OST 134 or OST 136

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

OCCUPATIONAL THERAPY

OTA 110 Fundamentals of OT (2-3-3)

Corequisite: BIO 168

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.

OTA 120 OTA Media I (1-3-2)
Corequisite: OTA 110

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.

OTA 130 Assessment Skills (2-3-3)
Corequisite: OTA 110

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.

OTA 140 Professional Skills I (0-3-1)
Corequisite: OTA 110

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.

OTA 150 Life Span Skills I (2-3-3)
Corequisites: PSY 241 and OTA 170

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.

OTA 161 Fieldwork I – Placement 1 (0-3-1)
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

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.

OTA 162 Fieldwork I-Placement 2 (0-3-1)
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

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.

OTA 163 Fieldwork I-Placement 3 (0-3-1)
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
 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.

OTA 170 Physical Dysfunction (2-3-3)
Corequisite: OTA 130
 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.

OTA 180 Psychosocial Dysfunction (2-3-3)
Prerequisite: PSY 281
Corequisite: OTA 130
 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.

OTA 220 OT Media II (1-6-3)
Prerequisites: OTA 120 and OTA 130
 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.

OTA 240 Professional Skills II (0-3-1)
Prerequisite: OTA 140
 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.

OTA 250 Life Span Skills II (2-3-3)
Corequisites: PSY 241, OTA 170, and OTA 180
   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.

OTA 260 Fieldwork II-Placement 1 (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.

OTA 261 Fieldwork II-Placement 2 (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.

OTA 280 Professional Transitions (0-2-1)
Corequisite: OTA 260 or OTA 261
   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 workforce with supportive documentation demonstrating progress toward meeting critical competencies set forth by the curriculum.

PHLEBOTOMY
PBT 100 Phlebotomy Technology (5-2-0-6)
Corequisite: PBT 101
   This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

PBT 101 Phlebotomy Practicum (0-0-9-3)
Corequisite: PBT 100
   This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

PHYSICAL EDUCATION
PED 110 Fit and Well for Life (1-2-2)
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

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

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

PED 118 Weight Training II (0-3-1)
Prerequisite: PED 117
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 122 Yoga I (0-2-1)
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 123 Yoga II (0-2-1)
Prerequisite: PED 122
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 125 Self-Defense-Beginning (0-2-1)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

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

PED 142 Lifetime Sports (0-2-1)

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

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

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

PED 162 Angling (0-2-1)

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

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

PHILOSOPHY
PHI 215 Philosophical Issues (3-0-3)

Prerequisite: ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

PHI 240 Introduction to Ethics (3-0-3)
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

PHOTOGRAPHY
PHO 222 Video Production (2-2-3)
Prerequisites: GRD 152 and GRD168
This course combines photography, light, movement, sound, music, and other elements to produce a video medium that can be informative, entertaining, and productive. Topics include video utilization, techniques and styles, pre-production scripting and planning, camera techniques, lighting, directing talent, and editing techniques. Upon completion, students should be able to create effective video productions, operate video camera equipment, and edit raw source tape to a final product.

PHARMACY TECHNOLOGY
PHM 110 Introduction to Pharmacy (3-0-0-3)
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I (3-3-0-4)
Corequisites: PHM 110 and PHM 115
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115 Pharmacy Calculations (3-0-0-3)
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharmacy Calculations Lab (0-2-0-1)
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 120 Pharmacology I (3-0-0-3)
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 133 Pharmacy Clinical (0-0-9-3)
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHYSICS
PHY 110 Conceptual Physics (3-0-3)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; and DRE 098 or satisfactory test scores
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 110A Conceptual Physics Lab (0-2-1)
Corequisites: PHY 110, DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 125 Health Sciences Physics (3-2-4)
Prerequisites: DRE 096, DRE 097, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131 Physics-Mechanics (3-2-4)
Prerequisite: MAT 121 or MAT 171
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I (3-2-4)
Prerequisite: MAT 171
   This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 152 College Physics II (3-2-4)
Prerequisite: PHY 151
   This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 251 General Physics I (3-3-4)
Prerequisite: MAT 271
Corequisite: MAT 272
   This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 252 General Physics II (3-3-4)
Prerequisites: MAT 272 and PHY 251
   This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

POLITICAL SCIENCE
POL 120 American Government (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSYCHOLOGY
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)
Prerequisite: DRE 098 or satisfactory test scores
   This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 215 Positive Psychology (3-0-3)
Prerequisite: PSY 150
   This course is an overview of the scientific study of human strengths. Topics include resilience, optimism, vital engagement (flow), positive relationships, creativity, wisdom, happiness, empathy, emotional intelligence, and other relevant topics. Upon completion, students should be able to demonstrate an understanding of the psychological factors relevant to enhancing well being. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PSY 237 Social Psychology (3-0-3)
Prerequisite: PSY 150 or SOC 210
   This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psychology (3-0-3)
Prerequisite: PSY 150
   This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 275 Health Psychology (3-0-3)
Prerequisite: PSY 150
   This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PSY 281 Abnormal Psychology (3-0-3)
Prerequisite: PSY 150

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PHYSICAL THERAPY
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.

PTA 120 Functional Anatomy (1-6-0-3)
Corequisite: PTA 140

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.

PTA 130 Physical Therapy Procedure I (1-6-0-3)
Corequisite: PTA 110

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.

PTA 140 Therapeutic Exercise (2-6-0-4)
Corequisite: PTA 120

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.

PTA 150 Physical Therapy Procedure II (1-6-0-3)
Prerequisite: PTA 130

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.

PTA 160 Physical Therapy Procedure III (2-3-0-3)
Prerequisite: PTA 150

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.

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.

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.

PTA 182 PTA Clinical Ed I (0-0-6-2)

This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on basis skills including patient transfers, elementary exercise programs, and other learned skills. Upon completion, students should be able to demonstrate satisfactory performance as an introductory-level physical therapist assistant student.

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.

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.

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.

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.

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.

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.

PTA 260 Advanced PTA Clinical Education (0-0-30-10)
Prerequisite: PTA 180 or PTA 182
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.

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.

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.

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.

RADIOGRAPHY
RAD 110 Radiography Introduction & Patient Care (2-3-0-3)
Corequisites: RAD 111 and RAD 151
    This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I (3-3-0-4)
Corequisites: RAD 110 and RAD 151
    This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II (3-3-0-4)
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 121 and RAD 161
    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.

RAD 121 Radiographic Imaging I (2-3-0-3)
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 161
    This course provides the basic principles of imaging. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of basic radiographic imaging.

RAD 122 Radiographic Imaging II (1-3-0-2)
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171
    This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 Radiographic Physics I (1-3-0-2)
Prerequisite: RAD 121
Corequisites: RAD 122 and RAD 171
    This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 RAD Clinical Education I (0-0-6-2)
Corequisites: RAD 110 and RAD 111
    This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Education II (0-0-15-5)
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121
   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.

RAD 171 RAD Clinical Education III (0-0-12-4)
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131
   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.

RAD 181 RAD Clinical Elective (0-0-3-1)
   This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RAD 211 RAD Procedures III (2-3-0-3)
Prerequisites: RAD 122, RAD 131, RAD 171
Corequisites: RAD 231, RAD 241, and RAD 251
   This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Radiographic Physics II (1-3-0-2)
Prerequisites: RAD 171 or RAD 131
Corequisites: RAD 211, RAD 241, and RAD 251
   This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241 Radiobiology/Protection (2-0-0-2)
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251
   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.

RAD 245 Image Analysis (1-3-0-2)
Prerequisites: RAD 211, RAD 231, RAD 241 and RAD 251
Corequisites: RAD 211, RAD 231, and RAD 251

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 251 RAD Clinical Education IV (0-0-21-7)
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241

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.

RAD 261 RAD Clinical Education V (0-0-21-7)
Prerequisite: RAD 251
Corequisites: RAD 245, RAD 271

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.

RAD 271 Radiography Capstone (0-3-0-1)
Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245, RAD 261

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RESPIRATORY THERAPY
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.

RCP 111 Therapeutics/Diagnostics (4-3-0-5)
Prerequisite: RCP 110

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.

RCP 112 Patient Management (3-3-0-4)
Prerequisite: RCP 111
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.

RCP 113 RCP Pharmacology (2-0-0-2)
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

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.

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.

RCP 123 Special Practice Lab (0-3-0-1)
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 132 Clinical Practice I (0-0-6-2)
Corequisite: RCP 110
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.

RCP 144 Clinical Practice II (0-0-12-4)
Prerequisite: RCP 110
Corequisite: RCP 111
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.

RCP 156 Clinical Practice III (0-0-18-6)
Prerequisite: RCP 111
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.

RCP 210 Critical Care Concepts (3-3-0-4)

This course provides further refinement of acute patient care and underlying patho-physiology. 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.

RCP 211 Advanced Monitoring/Procedures (3-3-0-4)

Prerequisite: RCP 210

This course includes advanced information gathering and decision making for the respira-tory 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.

RCP 212 Home Care/Rehabilitation (2-0-0-2)

Prerequisite: RCP 111

This course provides an in-depth study of cardiopulmonary rehabilitation and alternatives to hospital care. Emphasis is placed on the procedures and technologies applied to these areas. Upon completion, students should be able to design appropriate respiratory care plans for the home and extended care environments.

RCP 214 Neonatal/Ped's RC (1-3-0-2)

Prerequisite: RCP 111

This course provides in-depth coverage of the concepts of neonatal and pediatric respira-tory 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.

RCP 238 Clinical Practice IV (0-0-24-8)

Prerequisite: RCP 111
Corequisite: RCP 210

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.

READING

RED 111 Critical Reading for College (3-0-3)

This course is designed to enhance critical reading skills. Topics include vocabulary en-richment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demon-strate comprehension and analysis and respond effectively to material across disciplines.

RELIGION

REL 111 Eastern Religions (3-0-3)

Prerequisite: DRE 098 or satisfactory test scores

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

REL 112 Western Religions (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

REAL ESTATE
RLS 112 Broker Prelicensing (5-0-5)
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 passing the state real estate license exam.

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, closing statements, 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 115 Real Estate Finance (2-0-2)
Prerequisite: RLS 112
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.

RLS 116 Real Estate Law (2-0-2)
Prerequisites: RLS 112 or current Real Estate license
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.

RLS 117 Real Estate Brokerage (4-0-4)
Prerequisite: RLS 112
This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: Real Estate brokerage, finance and sales, RESPA, fair housing issues, selected N. C. Real Estate License Law and N. C. Real Estate Commission Rule issues. Upon completion students should be able to demonstrate a knowledge of real estate brokerage, law and finance.

RLS 120 Real Estate Practice (2-0-2)
Prerequisite: RLS 112
This course emphasized the knowledge and skills necessary for a successful real estate practice. Topics include land use controls, methods of measuring improvements, commercial real estate, property management, selling techniques, and other aspects of the real estate industry. Upon completion, students should be able to demonstrate knowledge of the actual operation of a real estate practice.

RLS 121 Broker Relationships (2-0-2)
Prerequisite: RLS 112

This course provides post-licensing instruction in broker relationships and responsibilities when working with residential sellers and buyers. Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices.

RLS 122 Contracts and Closing (2-0-2)
Prerequisite: RLS 112

This course provides post-licensing instruction in broker responsibilities relating to real estate sales contracts, contract procedures, the Real Estate Settlement Procedures Act and closings. Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements.

RLS 123 Real Estate Selected Topics (2-0-2)
Prerequisite: RLS 112

This course provides post-licensing instruction in real estate on selected topics of special importance to licensees. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law, fair housing, establishing a brokerage firm, and manufactured/modular homes. Upon completion, students should be able to demonstrate knowledge of commercial real estate brokerage, residential property management, and the other topics addressed in this course.

SUBSTANCE ABUSE
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)
Prerequisite: SAB 120

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. 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.

SAB 137 Codependency 3-0-3

This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health.

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. Students will survey and practice various group techniques/therapy utilized in current substance abuse treatment programs. This course includes six hours of specific training in clinical supervision.

SAB 240 SAB Issues in Client Services (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. This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program. This course includes six contact hours in HIV, AIDS, STDS, TB, and Bloodborne Pathogens.

INFORMATION SYSTEMS SECURITY
SEC 110 Security Concepts (3-0-3)

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 170 SOHO Security (2-2-3)
Prerequisite: SEC 110

This course introduces security principles and topics related to the small office/home office (SOHO) networking environment. Topics include network topologies, network protocols, security issues, and best practices for SOHO environments. Upon completion, students should be able to design, setup, secure, and manage a small office/home office network.

SOCIOLOGY
SOC 210 Introduction to Sociology (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 213 Sociology of the Family (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 220 Social Problems (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

MEDICAL SONOGRAPHY
SON 110 Introduction to Sonography (1-3-3-3)

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111 Sonographic Physics (3-3-0-4)

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120 SON Clinical Education I (0-0-15-5)
Prerequisite: SON 110

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121 SON Clinical Education II (0-0-15-5)
Prerequisite: SON 120
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130 Abdominal Sonography I (2-3-0-3)
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

SON 131 Abdominal Sonography II (1-3-0-2)
Prerequisite: SON 130
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140 Gynecological Sonography (2-0-0-2)
Prerequisite: SON 110
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220 SON Clinical Education III (0-0-24-8)
Prerequisite: SON 121
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221 SON Clinical Education IV (0-0-24-8)
Prerequisite: SON 220
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 222 Selected SON Clinical Education (0-0-6-2)
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations.

SON 225 Case Studies (0-3-0-1)
Prerequisite: SON 110
   This course offers the opportunity to present interesting cases found during clinical educa-tion. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241 Obstetrical Sonography I (2-0-0-2)
Prerequisite: SON 110
   This course covers normal obstetrical sonography techniques, the normal fetal environ-ment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242 Obstetrical Sonography II (2-0-0-2)
Prerequisite: SON 241
   This course covers second and third trimester obstetrical complications and fetal anoma-lies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250 Vascular Sonography (1-3-0-2)
   This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 289 Sonographic Topics (2-0-0-2)
Prerequisite: SON 220
Corequisite: SON 221
   This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH
SPA 111 Elementary Spanish I (3-0-3)
Prerequisite: DRE 098 or satisfactory test scores
   This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
Note: Elementary foreign language courses are secondary humanities courses; they will not count as the sole humanities selection in an AAS degree program.

SPA 112 Elementary Spanish II (3-0-3)
Prerequisite: SPA 111
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
Note: Elementary foreign language courses are secondary humanities courses; they will not count as the sole humanities selection in an AAS degree program.

SPA 181 Spanish Lab I (0-2-1)
Prerequisite: DRE 098 or satisfactory test scores
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

SPA 182 Spanish Lab II (0-2-1)
Prerequisite: SPA 111
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

SPA 211 Intermediate Spanish I (3-0-3)
Prerequisite: SPA 112
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 212 Intermediate Spanish II (3-0-3)
Prerequisite: SPA 211
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 221 Spanish Conversation (3-0-3)
Prerequisite: SPA 212
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

SURVEYING
SRV 110 Surveying I (2-6-4)
Prerequisites: CEG 115 and MAT 171
This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.

SRV 111 Surveying II (2-6-4)
Prerequisites: SRV 110
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III (2-6-4)
Prerequisite: SRV 110
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law (2-2-3)
Prerequisite: SRV 110
This course introduces the law as related to the practice of surveying. Topics include survey-ors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying

SRV 240 Topographic/Site Surveying (2-6-4)
Prerequisite: SRV 110
This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

SOCIAL WORK
SWK 110 Introduction to Social Work (3-0-3)
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

TELECOMMUNICATION NETWORKING
TNE 111 Campus Networks I (2-3-3)
This course is designed to introduce the fundamentals of data/computer networks. Topics include an overview of data communication standards, protocols, equipment, and how they are integrating into network topologies and systems. Upon completion, students should be able to demonstrate an understanding of telecommunication and networking.

TNE 121 Campus Networks II (2-3-3)
This course covers the operating systems and topologies associated with networking. Topics include the various operating systems used in networking and the topologies explained on a network to network level. Upon completion, students should be able to use and explain operating systems and topologies.

TRANSPORTATION TECHNOLOGY
TRN 110 Introduction to Automotive (1-2-2)
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120 Basic Transportation Electricity (4-3-5)
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 120A Basic Transportation Electrical Lab (0-3-1)
Corequisite: TRN 120
This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

TRN 130 Introduction to Sustainable Transportation (2-2-3)

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 140 Transportation Climate Control (1-2-2)

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and 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 diagnose and repair vehicle climate control systems.

TRN 140A Transportation Climate Control Lab (1-2-2)

Corequisite: TRN 140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 Advanced Transportation Electronics (2-3-3)

Prerequisite: TRN 120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

WORK-BASED LEARNING

WBL 111 Work Based Learning I (0-10-1)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 Work Based Learning I (0-20-2)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 114 Work Based Learning I (0-40-4)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 Work Based Learning Seminar I (1-0-1)
Corequisite: Take One: WBL 111, WBL 112, WBL 113 or WBL 114

WBL 121 Work Based Learning II (0-10-1)
   This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 125 Work Based Learning Seminar II (1-0-1)
Corequisite: Take One: WBL 121, WBL 122, WBL 123 or WBL 124

WEB TECHNOLOGIES
WEB 110 Internet/Web Fundamentals (2-2-3)
   This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 111 Introduction to Web Graphics (2-2-3)
   This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 115 Web Markup & Scripting (2-2-3)
   This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 Introduction to Internet Multimedia (2-2-3)
   This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools (2-2-3)
   This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 151 Mobile Application Development (2-2-0-3)
   This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB 180 Active Server Pages (2-2-3)
Prerequisite: CIS 115
   This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

WEB 182 PHP Programming (2-2-3)
Prerequisite: CIS 115
   This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 210 Web Design (2-2-3)
   This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 225 Content Management Systems (2-2-0-3)
Prerequisite: WEB 110
   This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 230 Implementing Web Servers (2-2-3)
Prerequisites: NET 110 or NET 125
   This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250 Database Driven Websites (2-2-3)
Prerequisites: CIS 115 and DBA 110
   This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 251 Mobile Application Development II (2-2-0-3)
Prerequisite: WEB 151
   This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity. Upon completion, students should be able to demonstrate effective programming techniques to develop advanced mobile applications.

WEB 285 Emerging Web Technologies (2-2-0-3)
This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

WEB 289 Internet Technologies Project (1-4-3)
Prerequisite: WEB 250
This course provides an opportunity to complete a significant Web technologies 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 an Internet project from the definition phase through implementation.

WELDING
WLD 110 Cutting Processes (1-3-2)
Corequisite: WLD 111
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 111 Oxy-Fuel Welding (1-3-2)
Corequisite: WLD 110
This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 115 SMAW (Stick) Plate (2-9-5)
Prerequisites: WLD 110 and WLD 111
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)
Prerequisite: WLD 115
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)
Prerequisite: WLD 121
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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- Part-time Employees

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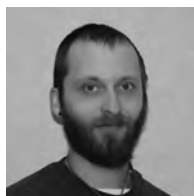
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