SOUTHEASTERN COMMUNITY COLLEGE

2021 - 2022

Catalog & Student Handbook

VOLUME 44, NUMBER 1

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Southeastern Community College Catalog & Student Handbook

President's Message

Welcome to SCC and congratulations, you have made the first step to a future of endless possibilities.

Our goal at SCC is to serve you to maximize the alignment of education and training to meet the immediate needs of local business and industry so people of all ages will have the opportunity to prosper.

Whether you are looking to enter college for transfer opportunity, complete coursework specific training or looking to start a new career, SCC stands ready to assist you with the education and training you will need to be successful in the workforce.

We hope as you navigate the website, you find answers to the questions you may have about the college, programs, and community support.

A wide scope of student supports services is available to you throughout the college. Academic and personal counseling, financial aid advising, tutoring services, and many other services are available for students to help ensure our success at SCC.

SCC has a long, rich history in Columbus County and throughout the southeast region. The amazing work that has been accomplished by visionary leadership is evident in our community and here at the college. Regardless of your educational goals, Southeastern Community College is prepared to assist you.

I hope that as you watch new programming unfold at the college, that you too will choose to be a part of that rich history and make Southeastern Community College your first choice for educational obtainment.

By succeeding together, we can continue to build a brighter future for the region.

Sincerely,

Dr. Chris English

President

Board of Trustees

Southeastern Community College is governed by a local Board of Trustees. The General Statutes of North Carolina provides the guidelines for the composition and tenure of members of the Board. The Student Government Association President serves as an ex-officio member. The Board consists of 12 trustees – four appointed by Columbus County Commissioners, two appointed by Columbus County Board of Education, two appointed by Whiteville City Board of Education and four appointed by the Governor of North Carolina.

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Appointed by County Commissioners

SPRUELL R. BRITT
Appointed by County Board of Education

DR. MAUDIE DAVIS
Appointed by County Commissioners

HENRY J. EDMUND
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ROBERT L. EZZELL
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CRYSTAL FRINK
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JACK HOOKS (CHAIR)
Appointed by Whiteville City Schools

JOE HOOKS (VICE-CHAIR)
Appointed by Whiteville City Schools

DR. Timothy Lance
Appointed by Governor

DR. GARY LANIER
Appointed by Governor

EMMA SHAW (SECRETARY)
Appointed by Governor

EUGENE WAYMAN
Appointed by County Commissioners

General Information

Disclaimer
This catalog and handbook is intended for information purposes only. Changes in policy, fees and other changes, course structure and content, graduation requirements, and other such matters may occur after the publication of this catalog. Efforts will be made to keep changes to a minimum, but the information contained in the catalog is not binding and is subject to change without notice.

Introduction to the Student Catalog & Handbook
The Southeastern Community College (SCC) Student Catalog & Handbook is published to provide important information for students about the opportunities and services offered by SCC as well as the procedures and regulations to be followed. The Student Catalog & Handbook provides details about campus services and procedures, advisement, and student organizations. It also contains student rights and responsibilities, grievance procedures, and campus regulations. The Student Catalog & Handbook also describes academic programs, procedures, and degree requirements; continuing education programs; and special programs. It also contains course descriptions and gives information on college admissions procedures, costs, financial aid programs, student services and activities, college facilities and community outreach programs.

Because students are responsible for the information in the Student Handbook & Catalog, they should familiarize themselves with the publication. Students are responsible for the proper completion of their academic program, familiarity with all requirements, maintaining the grade point average required, knowing their academic standing, and meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All information contained in this Student Catalog & Handbook is subject to change at any time without notice.

Non-Discrimination and Anti-Harassment
Southeastern Community College is committed to providing a learning, working, and living environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of unlawful harassment and discrimination. The College strives to create and maintain an environment in which individuals are treated with dignity, decency, and respect. The environment of the college should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees/students should be able to work and learn in a safe yet stimulating atmosphere. The College considers unlawful discrimination and harassment in all its forms to be a serious offense. Accordingly, the College does not practice or condone unlawful harassment or discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, ethnicity, religion, gender, gender identity, sexual orientation, genetic information, age, disability, or political affiliation, or any other legally protected classification. For that reason, the college will not tolerate unlawful discrimination or harassment of any kind.

Through education of employees/students and by enforcement of this policy, the college will seek to prevent, correct and discipline behavior that violates this policy. The College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities ACT of 1990, and Executive Order 11375. (Policy 2.14)

Institutional Accreditation
Southeastern Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, diplomas, and associate degrees. Questions about the accreditation of Southeastern Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Accreditations and Certifications of Select Programs

The Nursing programs (Associate in Applied Science, Practical Nursing, Nursing Assistant/Nurse Aide II certificate) are approved by the North Carolina Board of Nursing, Post Office Box 2129, Raleigh, North Carolina 27602-2129, 919-782- 3211 (November 2002). The Nursing Assistant/Nurse Aide I certificate program is approved by the Division of Facility Services, Nurse Aide I Training & Registry Administration, Health Care Personnel Registry Section, 2709 Mail Service Center, Raleigh, North Carolina 27699-2709, 919-733-2786 (May 1992).

The Phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, 773-714-8880 (October 2005).

The Cosmetology program is licensed by the North Carolina State Board of Cosmetic Arts Examiners (August 1995).

The Basic Law Enforcement program is certified by the North Carolina Department of Justice Criminal Standards Division. (Post-secondary Criminal Justice Certification by the North Carolina Criminal Justice Education and Training Standards Commission [November 1994]).

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, 773-714-8880 (October 2002).

For questions about specific program accreditations or approvals, contact the organizations listed above; for other questions about Southeastern Community College, contact the Help Center at HelpCenter@sccnc.edu.

Memberships

Institutional memberships include the American Association of Community Colleges, Southern Association of Colleges and Schools Commission on Colleges, Council for Higher Education Accreditation, Council for Advancement and Support of Education, Region Ten of the National Junior College Athletic Association, North Carolina Association of Community College Trustees, North Carolina Council of Officers for Resource Development, National Council for Marketing and Public Relations, American Library Association, NC Community College Association of Distance Learning, National Safety Council, Safety and Health Council of North Carolina, Carolinas Association of Collegiate Registrars and Admissions Officers, Columbus County Chamber of Commerce and Tourism, Columbus County Fire and Rescue Association, Tabor City Chamber of Commerce, and the Fair Bluff Chamber of Commerce.

History

Chartered on February 6, 1964, Southeastern Community College (SCC) is a public, comprehensive community college providing accessible educational, cultural, and social opportunities for area residents. Dozens of occupational and liberal arts curriculum certificates, diplomas and degrees are offered by the college. Classes are small, quality is high, and student services, such as counseling and tutoring, help students realize their potential. SCC provides a wide range of continuing education courses throughout Columbus County, serving thousands of students annually. Through the college, enriching cultural events are brought to the area, and community services are provided for citizens of all ages. The 246-acre campus is on the Chadbourn Highway between Whiteville and Chadbourn in southeastern North Carolina. SCC is a one-hour drive from the historic cities of Wilmington and Fayetteville, North Carolina, as well as the beaches of both North and South Carolina.

Mission Statement

To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas.

Originally approved by the Southeastern Community College Board of Trustees, May 2004, amended November 2010; amended May 2015; amended July 2017.

Vision Statement

To be recognized as the PREMIER rural community college in North Carolina.

Approved by the Southeastern Community College Board of Trustees, July 2017.

Role and Scope

Southeastern Community College is an open-door higher education institution that is a part of the North Carolina Community College System. The College exists to improve the lives of Columbus County citizens, businesses, and industry through affordable, accessible, student-centered education and training. Offerings include pre-baccalaureate programs and applied technical diplomas, and certificates associated with business, health, public service, and engineering technologies. The College also offers basic skills and literacy education for students who need developmental work prior to or while attending the college.

The College partners with local secondary education systems to offer early college and technical education to qualifying high school students. The College also offers online classes and a variety of academic and support services.

To promote economic development in Columbus County, the college offers customized education and training for local businesses and industries through credit and continuing education, and a variety of workforce training programs.

As a part of the service to Columbus County, the College offers a variety of cultural enrichment opportunities through continuing education that improve the quality of life by focusing on continuous learning at any age.

Approved by the Southeastern Community College Board of Trustees January 2021.

Degrees and Programs

SCC offers a wide variety of college-credit curriculum programs in both face-to-face and distance learning formats. Associate degree programs prepare students to enter the workplace immediately upon graduation and/or to continue their education at a four-year institution. After program admission, full-time students can complete associate degree programs in two years if they follow the program pathway/graduation plan.

Diploma programs are primarily for those who wish to enter a trade prior to completing an associate degree and may be completed in as little as three semesters. In addition, vocational diploma programs are frequently the equivalent of the initial semesters of an associate degree program, and in all cases, courses earned in completing the diploma count toward the associate degree.

Certificate programs provide short-term training which may be immediately applicable to employment and may be completed in as little as one semester. The courses earned in completing a certificate program count toward the diploma and/or associate degree.

Financial Assistance Opportunities

SCC offers a variety of financial aid opportunities, especially for students who would be unable to begin or to continue their college education without aid. Most of SCC students receive some sort of financial aid each year. Types of financial aid include grants, scholarships, and on-campus jobs. For recent high school graduates in Columbus County, the SCC Success Scholarship, funded by the SCC Foundation, provides free tuition and fees for up to four consecutive semesters, not including

summers. Success Scholarship participants must have completed two Career and College Promise classes, have a 2.5 GPA, and meet other requirements to qualify. Financial aid is available to other students who demonstrate need, and who are enrolled in degree-granting programs as well as diploma and certificate programs. Applicants must submit the Free Application for Federal Student Aid (FAFSA) to be considered for funds from most of the programs. Some programs require additional forms. Students needing financial assistance should contact the Financial Aid Office as soon as possible for information and applications at (910) 788-6214.

Collaborative and Contractual Agreements

- Comprehensive Articulation Agreement (CAA) between the North Carolina Community College System and the University of North Carolina system (for transfer of course credits between the college and constituent institutions of the UNC system)
- Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Community College System and the North Carolina Independent Colleges and Universities (for transfer of course credits between the college and constituent institutions of the NCICU)
- North Carolina High School to Community College Articulation Agreement
- The North Carolina Early Childhood Education Articulation Agreement
- The University of North Carolina at Pembroke Brave Step Dual Enrollment Agreement with Southeastern Community College
- The University of North Carolina Wilmington Guaranteed Admissions Agreement with Southeastern Community College
- Gardner-Webb University Guaranteed Admissions Agreement with Southeastern Community College
- Memorandum of Agreement with Columbus County Schools for the operation of Columbus Career & College Academy
- Memorandum of Agreement and Understanding between North Carolina Department of Public Safety and Southeastern Community College.

Equal Opportunity Policy

The Equal Opportunity Policy is located here: https://sccnc.edu/policies-procedures/equal-employment-opportunity/

Consumer Information

The US Department of Education requires schools to provide consumer information about educational programs and the school's success. This information is

intended to allow students and families to make good decisions as they select a college, ensuring that the university delivers the services promised.

Much of the disclosure information is readily available on Southeastern Community College's different departmental web pages. This page is designed to provide a single source to link to all of the consumer information which already exists through a wide variety of campus resources.

- Availability of Information
- Availability of Staff for Disclosures

GENERAL INSTITUTION INFORMATION

- Accreditation
- Disability Services
- Family Educational Rights and Privacy Act (FERPA)
- Textbook Information
- State Authorizations
- Student Grievance Process

FINANCIAL AID INFORMATION

- Financial Assistance Available
- Financial Aid General Info
- Private Student Loan Disclosures
- Net Price Calculator
- Return to Title IV
- Tuition & Fees
- Veterans Services

COPYRIGHT INFRINGEMENT

EDUCATIONAL PROGRAMS

- Constitution Day

HEALTH AND SAFETY

- Campus Security
- Drug and Alcohol Abuse
- Emergency Management Guide
- Emergency Notification Procedure (Regroup)
- Hate Crime Reporting
- Title IX
- Vaccination Policy

STUDENT OUTCOMES

- Student Achievement Data

VOTER REGISTRATION

- Voter Registration

Student Achievement Information

Student Achievement Information

Southeastern Community College is part of the North Carolina Community College System (NCCCS). The NCCCS office prepares the Performance Measures for Student Success Report annually. This report compiles data from the previous year and serves to inform colleges and the public on the performance of each community college within the system. The current report may be found on this NCCCS webpage. The tables below summarize information from the 2020 Report.

2020 Performance Measures Results for Southeastern Community College

Measure	Baseline	System Average	Goal	SCC Measure	SCC Level
Basic Skills Progress	24.2%	45.1%	50.6%	43.4%	Above System Baseline
Student Success Rates in College-Level English Courses	40.1%	60.6%	66.6%	61%	Above System Average
Student Success Rates in College-Level Math Courses	19.5%	42.7%	46.2%	41%	Above System Baseline
First Year Progression	56.6%	70.3%	71.9%	77.5%	Above Goal
Curriculum Completion Rate	34.1%	53.4%	52.7%	46.8%	Above System Baseline
Licensure Passing Rate Index	.79	.98	1.07	1.01	Above System Average
Transfer Performance	74.4%	85.4%	89.4%	86.8%	Above System Average

2020 LICENSURE PASS RATES FOR SOUTHEASTERN COMMUNITY COLLEGE

Exam	System Average	SCC Pass Rate
Basic Law Enforcement Training	74%	88%
Cosmetology Apprentice	92%	*
Cosmetology	85%	100%
Cosmetology Esthetician	94%	*
EMT-Basic	72%	64%
AEMT	58%	*
Nurse Aide	74%	61%
Paramedic	73%	100%
Practical Nursing	89%	91%
Registered Nursing	91%	89%

Admissions

Admissions

Southeastern Community College maintains an open-door admissions policy for all applicants. The college serves students without regard to race, color, national origin, ethnicity, religion, gender, gender identity, sexual orientation, genetic information, age, disability, or political affiliation, or any other legally protected classification. Selective placement of individual students in the different programs of study within the college is determined by student services, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered. The college reserves the right to deny admissions to applicants who are suspended from another institution at the time of application pursuant to State Board Code 23 SBCCC 02C.0301 (d).

Any high school graduate, or equivalent, or any person no longer enrolled in secondary school who is at least 18 years of age may be accepted by the College. High school students may be admitted into credit and continuing education courses in accordance with the Career and College Promise enrollment policies adopted by the State of North Carolina for college transfer and technical career courses. Pursuant to the State Board of Community Colleges Code 1D SBCCC 400.2(g), Southeastern Community College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education.

Admission to some degree, diploma and select certificate programs require a high school diploma, or equivalent. Admission to the college does not imply immediate admission to the curriculum desired by the applicant, and admission to certain programs may have additional academic entrance requirements.

Applicants with a high school diploma or high school equivalency may enroll in any degree, diploma, or certificate program. Applicants without a high school diploma or high school equivalency may enroll in certain courses or programs. Qualified high school students may enroll in College and Career Promise programs.

Application Process

1. Applicants must complete an online application for admission. The online application is available at https://sccnc.edu/future-students/admissions/apply/.
2. Applicants must include a residency determination number (RDN) on the application. The residency determination application is available at www.ncresidency.org.
3. Applicants must submit an official high school transcript. Transcripts may be sent electronically or via mail from the issuing institution.
4. Applicants who wish to receive credit for coursework completed at another institution must submit official transcript(s) electronically or via mail from the issuing institution.
5. Applicants may be required to complete a placement assessment. Student Services staff will review the applicant's transcript(s) to determine if the placement assessment is required.

Residency

Beginning September 11, 2017, students applying for admission or readmission to Southeastern Community College must establish residency using a Residency Determination Service (RDS) application. This service will enable students to use one in- or out-of-state residency determination for admissions application to multiple North Carolina colleges and universities and to demonstrate residency for financial aid consideration.

Undocumented Applicants

Undocumented applicants are permitted to enroll at Southeastern Community College. They will be charged out-of-state tuition.

Home School Students

Applicants who are/were home schooled will be considered for admission on the same basis as North Carolina public school students, provided that evidence that the home school complies with state regulations.

A Transcript Must Include

1. Name of the student
2. Student's social security number
3. Courses taken and credits earned each year
4. Cumulative high school grade point average or other measure of academic progress
5. Date of graduation
6. Signature of school administrator

High School Students

Columbus Career & College Academy

The Board of Trustees of Southeastern Community College and the Board of Education for Columbus County Schools have established an early college high school on the campus of Southeastern Community College to provide the opportunity for students to be concurrently enrolled in high school and college courses. Students in this five-year program will work toward completing an associate's degree while completing their high school diploma. Students must apply for entry into this program during their eighth-grade year. Application is made to Columbus Career & College Academy. Individuals interested in Columbus Career & College Academy should contact the principal at 910-788-6281.

Career and College Promise

Career and College Promise provides structured opportunities for qualified high school students to be concurrently enrolled in high school and community college courses that provide seamless pathways that lead to a certificate, diploma, or degree, as well as provide entry-level job skills.

The program is tuition-free for all eligible North Carolina high school students. Students are responsible for the cost of books and student fees. Career and College Promise consists of:

1. College Transfer Pathways (CTP) which allows the completion of at least 30 semester hours of transfer courses.
2. Career and Technical Education Pathways (CTE) which lead to a certificate or diploma aligned with a high school career cluster.
3. Workforce Continuing Education (WCE) Pathways (CTE) which lead to industry recognized certifications and curriculum credit (where applicable).
4. Cooperative Innovative High School Programs (CIHSP) such as our Columbus Career & College provide opportunities for students to complete an associate degree or earn up to two years of college credit within five years.

Student Right to Know

The Student Right to Know Act requires institutions to disclose graduation rates for all first-time certificate, diploma, and degree-seeking full-time students. The proportion of these students first enrolled in Fall 2016 that graduated within 150 percent of their program length is 41 percent.

Social Security Numbers

Southeastern Community College (SCC) requires social security numbers from applicants, with some exceptions, for admission to ensure accurate records for mandatory federal and state reporting. SCC protects and restricts access to this information as required by the Family Educational Rights and Privacy Act (FERPA).

False Information

Applicants are expected to demonstrate honesty in the completion of all required forms. False information will be grounds for rejection or dismissal from Southeastern Community College.

TUITION REFUNDS THIS INFORMATION IS FOUND IN ANOTHER SECTION

Tuition refunds are made only under the following circumstances:

- A full refund will be made if the college cancels a class.
- A pre-registered curriculum student who officially drops from a curriculum class or from the college before the first day of the semester may request a 100% refund.
- A 75% refund may be made if a student officially drops from a curriculum class on or before the 10% point of the course.
- Students who fail to follow proper drop procedures forfeit all refunds.
- Student fees, including administrative, laboratory, malpractice insurance (if required for a program of study), and graduation fees cannot be refunded except in the case of courses cancelled by the college.

To begin the refund process, a student must complete a drop form, which is available in the Registrar's Office. Refund checks are generated after a student completes the necessary form to drop a course within the designated refund period. The tuition refund check is mailed to the student's address on record at the college. Contact the Business Office at 910.788.6329 for any questions or concerns about tuition refunds. (Policy 6.09 & Procedure 6.09.01)

Expenses

Tuition and Fees

Tuition is low at SCC—only $76* per credit hour, up to a maximum of $1,216* per semester for 16 credit hours, for North Carolina residents. Tuition and fees for one semester in 2020-2021 (fall or spring) for students who are North Carolina residents taking 16 or more credit hours are as follows:

Tuition*	$1,216.00
Activity Fee (8 hours or more)	32.00
Technology Fee	32.00
Insurance (subject to change by insurance carrier)	1.25
I.D. Fee	1.75
Campus Access Transportation & Security Fee (CATS)	12.00
Student Advancement & Graduation Fee	5.00
Maximum Total (tuition and fees for one semester)	$1,300.00

Subject to change by the North Carolina Board of Community Colleges or the General Assembly and/or the Southeastern Community College Board of Trustees.

Out-of-state students (non-residents) pay a tuition fee of $268 per credit hour, up to a maximum of $4,288 per semester. With the activity fee of $32, technology use fee of $32, I.D. fee of $1.75, Campus Access Transportation & Security fee of $12, and insurance fee of $1.25 (subject to change by insurance carrier), the total maximum semester tuition and fees for non-resident students is $4,372 for 2018-2019.

Due to special instructional/assessment processes, some courses also include special fees to cover these costs.

In cases of instruction provided by Southeastern Community College to individuals belonging to outside agencies, as permitted by the state board of community colleges, tuition and fees will be set by the agreements with those agencies based upon the student's access to campus, technology and activities. When instruction is provided to students of other institutions using Southeastern Community College resources, a campus-use fee consisting of the technology, insurance, ID and CATS fees will be charged to those students, and they will be permitted to use campus facilities in the same manner as a Southeastern Community College student. These students may also choose to pay the activity fee to be allowed to participate in student activity funded events.

Estimated Annual Expenses

Annual expenses are estimated for the academic year (fall and spring semesters) for average full-time North Carolina students in the 2018-2019 academic year.

Living at Home with Parents	In-State
Tuition and Fees (based on 16 hours)	$2,446.00
Books and Supplies	1,400.00
Board at Home	4,500.00
Transportation	2,250.00
Miscellaneous	1,350.00
Total for Two Semesters	$11,946.00

Living Off Campus	In-State
Tuition and Fees (based on 16 hours)	$2,446.00
Books and Supplies	1,400.00

Living Off Campus	In-State
Board at Home	9,450.00
Transportation	2,250.00
Miscellaneous	1,350.00
Total for Two Semesters	$16,896.00

Out-of-state students should add $6,128 to each total because of the higher tuition rates for non- residents. Married students should also expect higher costs for housing and other personal expenses.

The cost of books and supplies varies according to the programs in which students are enrolled.

Students in allied health programs must purchase malpractice insurance (approximately $17.50), clinical uniforms, and shoes; they must obtain the necessary immunizations and drug screen required by the programs. Nursing students are also required to purchase testing and laboratory supplies (totaling approximately $230). Additionally, clinical sites may require background checks for students costing approximately $94.

Students may be required to purchase class related items or pay approved fees. For example, cosmetology students must buy a cosmetology kit required by the state of North Carolina (approximate cost $800), black uniforms, and black closedtoe shoes. Fees for classes are approved by the college's Board of Trustees. For a complete list of approved curriculum fees, please contact the Executive Vice President.

Continuing Education
Costs of Continuing Education courses can be found in the "Continuing Education" section of this publication.

Student Activity Fees
Students who take at least one curriculum course and who enroll for eight or more hours pay an activity fee of $32 each fall and spring semester during the academic year. Students who enroll for seven hours or less pay an activity fee of $16. During the summer term, there is no activity fee charged. The activity fees are used by the Student Government Association (SGA) to support activities, such as intercollegiate athletics, competitions, student clubs, entertainment, and academic and athletic awards.

Students living more than 50 miles from the Whiteville, NC, campus who are only taking online courses may request a waiver of their student activity fee if they do not desire to participate in the student events on campus. Students should write a request to the Vice President of Student Services and provide appropriate documentation.

Student Identification Card

Students pay a semester fee of $1.75 for a photo I.D. card. The card admits students to SGA- sponsored activities and entitles students to admission discounts at other college events. Students enrolled in Basic Skills or similar programs will be issued a non-photo I.D. card. The student identification card also serves as a library card. There is a $5 fee for replacement cards.

Student Insurance

Low-cost student accident insurance is required of all curriculum students for a fee of $1.25 per semester (fee subject to change by the insurance company).

Malpractice insurance is required of students enrolled in certain programs such as health technologies and cosmetology.

Campus Access, Transportation & Safety (CATS) Fee

Students pay a semester fee of $12 for a permit to use of campus facilities. This fee is collected to help provide campus access, security, and safety for our students.

Student Advancement and Graduation (SAGF) Fee

The Student Advancement and Graduation fee provides funds not only for costs associated with the graduation ceremony and the printing of certificates and diplomas but also for resources to assist in improving student success. This fee does not include the costs of cap, gown, regalia, graduation announcements, and personal cards.

Residency

North Carolina residents are eligible for a lower tuition rate than non-residents. The controlling North Carolina statute (G.S. 116-143.1) states that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his/her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the State of North Carolina does not automatically qualify one for the in-state tuition rate.

Residency status is determined by the Residency Determination Service (RDS). The purpose and mission of RDS is to provide leadership and administration of residency determination in accordance with North Carolina residency laws and applicable federal statutes.

The RDS goal is to provide students access to transparent information and opportunity to claim NC residency in a simple, accurate and straightforward manner. For more information on residency for tuition purposes, contact RDS at www.ncresidency.cfnc.org/residencyInfo/, telephone 844-896-2411 or fax 919-835-2427.

Students may appeal the decision made by RDS. The RDS has up to eight days to make a decision regarding the appeal.

An out-of-state student's tuition paid by an in-state employer will be charged at the in-state rate. Students must disclose any change of residency to the registrar or director of student services.

Curriculum Tuition Refunds

The State Board of Community Colleges Code specifies the circumstances in which tuition refunds can be made. A refund will be made under the following circumstances:

1. A 100 percent refund will be made if the college cancels a course section in which the student is registered.
2. A 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic term as noted in the college calendar.
3. A 75 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to or at the official 10 percent point of the semester
4. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first class meeting. A 75 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.
5. A 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from a contact hour course section prior to the first day of class of the academic semester or term or if the college cancels the course section. A 75 percent refund will be made if the student officially withdraws from a contact hour course section on or before the tenth calendar day of the class.
6. *Refund Due to Death of Student* - When a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for

that course section shall be refunded to the estate of the deceased upon the college being made aware of the student's death.

7. *Military Tuition Refund* – Upon request of the student, each college shall:
   1. Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and
   2. Buy back textbooks through the college's bookstore operations to the extent allowable under the college's buy back procedures. The college shall use distance learning technologies and other educational methodologies to help active duty

Applicable federal regulations regarding refunds will supersede state refund regulations stated in this rule.

Financial Aid

Student Eligibility Requirements
To be eligible for financial assistance, students must meet the requirements in the following areas as determined by the award program:

1. Demonstrate financial need
2. Have a high school diploma or GED
3. Be enrolled as a regular student in an eligible program
4. Be a U.S. citizen or eligible non-citizen
5. Make satisfactory academic progress as defined by the college
6. Additional requirements may apply

Financial Aid Application Process
Students that need financial assistance should contact their high school guidance counselor or the SCC Financial Aid Office for information.

1. All applicants must complete the SCC admission application, including submission of an official copy of a high school transcript showing graduation, and/or a GED.
2. Applicants must complete the financial aid application, Free Application for Federal Student Aid (FAFSA), at studentaid.ed.gov/fafsa. To complete the FAFSA, students will need to have income information, such as federal tax returns, W-2 wage statements, and records of benefits received from sources such as child support and disability for the requested tax year. Students will

be notified by the central processor by email within two to three days. Students without email will be mailed a paper response within 10 days.

3. Applicants who are selected for verification will be required to submit additional satisfactory documentation to verify information reported on the FAFSA.
4. When all forms have been received by the SCC Financial Aid Office, the office will send students an offer letter indicating the type and amount of aid offered.

Deadlines
Students should apply as soon after October 1 as possible for financial aid for the following academic year in order to have the best chance of receiving campus-based aid and having the award process completed prior to enrollment. Students must apply for financial aid before established deadlines. Failure to meet established deadlines will delay receipt of aid. Please contact the financial aid office for more information. Offers are made as complete information is received from each student; however, applications for Pell Grant and state grants are processed throughout the academic year.

Financial Aid Policy
Southeastern Community College's financial aid policy is located here - https://sccnc.edu/policiesprocedures/financial-aid/ .

Repayment
Repayment of financial aid awarded depends upon whether the aid is a grant, scholarship, or work-study and whether the aid source requires a minimum number of hours of enrollment. For federal funding sources such as Pell Grant and Federal Supplemental Educational Opportunity Grant, students may be required to repay a portion of the funds received if they stop attending classes before the 60 percent point of the semester; this process is known as Return to Title IV or R2T4. The amount to be repaid will be determined by a formula that includes the total federal aid received for the semester and the total number of days the student attended class during the semester. Any repayment due to the institution and/or the U.S. Department of Education must be made before the student can re-enroll at SCC or receive any federal funds. The 60 percent point of each semester is published in the offer letter attachments and is also available in the Financial Aid Office.

If students have outstanding accounts, they are not allowed to register for further classes. Exceptions for

mitigating circumstances may be allowed by the President or his/her designee and will be in compliance with federal guidelines.

Refund Policy

The college's refund policy may be found here - https://sccnc.edu/policies-procedures/refunds/ .

Types of Aid

Below are brief descriptions of the financial aid programs administered by SCC.

Grants

Federal Pell Grant. The Federal Pell Grant is an award made to undergraduate students to help pay for their education after high school. Federal Pell Grant awards vary per student based on financial need. The FAFSA must be completed and on record with the U. S. Department of Education, and an electronic Student Aid Report must be received by the Financial Aid Office before consideration can be made for this grant.

Federal Supplemental Educational Opportunity Grant (FSEOG). The Federal SEOG is an award to help undergraduate students who demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients. Application is made by completing the FAFSA.

North Carolina Community College Grant. This is a need-based grant established by the NC Legislature to provide funds to help meet the education costs of North Carolina residents attending community colleges. Applicants must complete the FAFSA by the published deadline. Applicants must be North Carolina residents and enroll for at least half time (minimum of six credit hours) in an eligible curriculum program.

North Carolina Educational Lottery Scholarship (NCELS). To receive this grant, students must be a North Carolina resident and have an estimated family contribution of $5,000 or less, meet the Satisfactory Academic Progress requirements of Southeastern Community College, and be enrolled in at least six credit hours per semester in a curriculum program. Application is made by completing the FAFSA.

SCC Foundation Grant. Through the non-profit SCC Foundation, Inc., this grant provides assistance to both full- and part-time students having financial needs that cannot be met by other sources of financial aid. Awards vary, depending on need and available funds. A separate application is required.

Scholarships

A large number of scholarships from $100 to $3,500 are offered to SCC students by businesses, civic organizations, service clubs, individual donors, and the state of North Carolina. They are awarded annually to students who have demonstrated above-average academic ability. All scholarships require a 2.0 GPA or higher. In most cases, when scholarships are awarded, financial need is secondary to academic achievement. Some scholarships are especially for students in designated programs or from specified high schools. All scholarship amounts are based on funds available each year, and amounts vary from year to year. Separate application forms are required. Interested persons should contact the Financial Aid Office for details. For Scholarship details and applications please visit sccnc.edu/scholarships.

Student Employment Program

Federal Work-Study Program (FCWS). This federally funded program provides on-campus work opportunities for students with limited financial resources. Students are paid an hourly wage. Students must be eligible for Federal Pell Grant funds and be enrolled in at least 6 credit hours to receive FWS funds. An effort is made to assign students to jobs related to their major field of study or to utilize their specific skills and interests.

Other Sources of Aid

Students with disabilities may obtain grants-in-aid covering fees, books, and supplies through the Vocational Rehabilitation Service.

Veterans Administration funds may be available to those who have served in the armed forces, as well as to dependents of deceased veterans or disabled veterans with a service-connected disability. For more information visit sccnc.edu/veteran-service.

Eligible students may qualify for training assistance through the Workforce Innovation and Opportunity Act (WIOA) and other available programs. They may contact the Columbus County NCWorks Career Center, located in A-Building, for further information.

NC Reach is a state-funded scholarship offered to qualified applicants for up to 4 years of undergraduate study at NC public universities and community colleges. NC Reach provides comprehensive student support to help all students be able to navigate their post-secondary education. For more information and eligibility criteria visit ncreach.org/faq.

Student Life & Development

Purpose Statement

The purpose of SCC Student Services is to assist students in achieving their educational, social, and career goals by creating an environment that promotes, supports and celebrates student success. Student Services will provide opportunities for students to build upon their strengths, skills and abilities by providing them with opportunities to increase their self-confidence, leadership skills, global awareness, and community consciousness.

Goals

1. Students will collaborate with Student Services staff to co-create educational, career, and social plans and goals.
2. Students will discover their strengths and special abilities and the unique needs and potential of individuals will be acknowledged.
3. Students will be encouraged to connect with campus clubs and resources as well as the college's service area.
4. Students will be a part of a campus community that is committed to establishing an accessible and welcoming environment to individuals from diverse communities.
5. Students will be communicated with often to establish and maintain a strong connection with the campus community.

Williamson Library

Information about the Williamson Library may be found here -sccnc.edu/library/ .

Bookstore

Textbooks can be bought and resold at the Orcutt Bookstore. School supplies, computers, Rams Café cards, sportswear, greeting cards, stationery, and gift items are also available. The bookstore is located on the first floor of the Nesmith Student Center.

Student Center

The Nesmith Student Center is a popular gathering place for SCC students. A variety of food is available at the Ram's Café. The student center offers a variety of entertainment, such as a gaming center, foosball, air hockey, table tennis, and televisions. The offices of student engagement, the Student Government Association, as well as the fitness center are located in the student center.

Students with Disabilities

SCC complies with the requirements of Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 and is committed to providing opportunities to qualified persons with disabilities in employment and access to education.

The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services, or activities. Disability services are available for on-campus and distance learners. Individuals who require reasonable accommodation for a disability should make this requirement known to disability services as soon as possible.

SCC Student Services provides disability services to assist students in requesting disability- related accommodations for documented physical, learning, and psychological disabilities. For additional information regarding accommodations, contact disability services in A-Building, Room 124 or at 910-788-6327 or www.sccnc.edu/admissions/disability-services/.

Students who feel they have been discriminated against due to a disability should see the Student Grievance Process located in the *Student Handbook*.

Student Services

Academic and Career Counseling

Before students enroll at SCC, the student services staff will help them explore their life and career goals and align those goals with educational opportunities and programs at the college. Student services staff members offer in-depth career exploration services and inventories on an individual basis. These sessions are designed to assist students in further clarifying their career goals. Students needing assistance with the application process can work with a student service staff to complete the application requirements. Financial aid counseling and services are provided to students as well. Once students are enrolled, SCC student services staff members are available to help with academic, occupational, financial, and transfer concerns. They work with other faculty and staff members to assist students in finding resources to meet their needs. A Counselor is also available to provide referral assistance and guidance for those students experiencing personal concerns.

After students graduate from SCC, they may continue to receive career counseling and job readiness services. Students may also find career placement resources at the NC Works center located on the college campus in A building. Virtual Counseling

services and advising services are also available to distance learners. Students should contact student services to set up a virtual appointment.

Program Advising

New students are assigned advisors to assist with making program decisions and planning their course schedules. Students should schedule appointments to meet with their advisors to discuss academic progress and issues related to program completion.

Additionally, students planning to transfer to a four-year college or university should meet with their advisors to plan course selections.

Tutoring

Located in the library, the college offers a variety of tutoring services, including the following:

1. Free peer and staff tutoring for most courses offered by SCC
2. Computer-assisted tutoring for many basic courses.
3. Computer-assisted enrichment activities in some courses
4. Audio-visual materials to supplement the instruction in some courses

Career Planning, Job Readiness and Job Placement

Student Services assists students through the following:

1. Helping identify career options that match particular skills, interests, and personalities.
2. Helping develop individual job search plans, which include effective resume writing and job interview preparation through the NCWorks Career Center.

Student Activities

The Student Engagement Department is committed to complementing the academic experience by providing students with an opportunity to connect with other students and the campus community. Students have the opportunity to become engaged through a variety of educational, cultural, entertaining, and fun programs throughout the year.

Ambassador Program

The SCC Ambassador Program is a select group of students who represent the college at special events on campus and in the community. All ambassadors have completed a successful interview with the selection committee, have at least a 3.0 GPA, participate in a special leadership training class, and serve the college 3-5 hours each week.

Art Club

The Art Club visits exhibitions and museums and displays and sells members' works in fairs. The club also invites artists and craftspeople to campus for demonstrations and workshops. Members are exposed to an advanced level of artistry in a variety of mediums and have opportunities to work with acclaimed artists. The Art Club assists with the art shows held in the Wyche Gallery located on the 2nd floor of A-Building.

Campus Crusade for Christ (CRU)

The purpose of Campus Crusade for Christ (CRU) is to build movements of people who are transformed by Jesus Christ. The student-led movements seek to introduce students to Christ, help them grow in faith, encourage them to passionately live life in a manner consistent with belief in the God of the Bible, and inspire commitment to advancing the purposes of God in the world. The group meets for a time of devotion and prayer. CRU members coordinate the See You at the Pole event and assist with the student Christmas party. All students are welcome to participate.

Club Trio

The goal of Club TRIO is to meet the continuous need of students who are interested in pursuing higher learning. Club TRIO exposes club members to various colleges and universities through campus visits and tours. Members also participate in educational opportunities, college awareness events, and leadership workshops. The club serves our campus and community through service projects and exhibitions that enhance cultural diversity on campus. All students are invited to participate in Club Trio.

Cosmetology Club

The Cosmetology Club sponsors educational programs and trips to enhance classroom learning and to promote understanding between cosmetologists and the public. Members may participate in SkillsUSA competitions on local, state and higher levels, where students have the opportunity to earn scholarship monies. A student must be enrolled in a cosmetology program to join this club.

Future Educators Club

The Future Educators Club enhances professional growth and encourages fellowship among current and future teacher leaders. Members promote and

advocate for high quality and excellence in care, education, and service for young children, students, and families.

Medical Laboratory Technology (MLT) Club

The MLT Club provides members with information about current trends in the profession, promotes public awareness of the profession, provides funds for the MLT scholarships, and supports social activities for MLT students. MLT and pre-MLT students are encouraged to join, but the club is open to any student who has an interest in MLT.

Phi Theta Kappa

Phi Theta Kappa (PTK) is a national collegiate level academic honor society which recognizes academic excellence of SCC students. College transfer and technical students accumulating a grade point average of 3.5 or better with at least 12 semester hours are eligible for nomination to this prestigious organization. PTK provides opportunities for the development of leadership and service to the campus and community as well as opportunities for financial scholarships. The SCC chapter is the second oldest chapter in the Carolina region and has inducted over 3,000 SCC students into PTK.

Science Club

The Science Club encourages student interest in science and provides an opportunity for students and faculty to share this interest. All students are eligible to join this club. Activities usually include meetings with visiting scientists as guest lecturers; real life science-related field trips; interaction with science students from neighboring institutions; and participation in projects, such as Earth Day activities, that help the college and local communities.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps students excel by providing educational programs, events, and competitions that support career and technical education in the classroom. SkillsUSA members have the opportunity to compete at local, state, and national levels in a variety of events. Medalists in the events may be awarded scholarships to be used to further their education.

Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Southeastern Community College. All students of SCC are automatically members of SGA and are encouraged to assist with planning student activities and participate or volunteer at events as well as run for office. The SGA is a vital component of student life as it provides a variety of activities for students to participate in; it is the voice of the student body and has paved the way for open lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in SGA. The SGA president is a non-voting member of the college's Board of Trustees, and SGA representatives serve on standing college committees. Elections for SGA officer positions are held annually.

Official Announcements

Southeastern Community College publishes official college information in the *SCC Student Catalog & Handbook*. All students are responsible for information provided in these publications. The *Student Catalog & Handbook* describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. Course offerings for curriculum and continuing education programs are listed in the semester schedule, which is posted on the college website (www.sccnc.edu).

Student information and notices are distributed via student email.

Visitors

SCC encourages appropriate use of its facilities by citizens of the area in accordance with the purpose and policies of the institution, Policy 2.01 – Use of College Facilities/Equipment. Organizations may request facility use by calling (910) 788- 6346.

SCC's president has authorized appropriate college officials to ban any student or non-student from the campus whose presence or actions may be inappropriate at a particular place or event. (Policy 2.01)

Rules and Regulations

The *Student Handbook* outlines rules and regulations.

Official Announcements

Southeastern Community College publishes official college information in the SCC Catalog and the Student Handbook. All students are responsible for reading these publications. The Student Handbook supplements the Catalog. The Catalog describes academic programs and degree requirements, continuing education programs, and special programs.

It gives detailed information on college procedures, services, and regulations. The Student Handbook and the Catalog are updated annually. Course offerings for curriculum and continuing education programs are listed in the semester schedule, which is posted on the college website (www.sccnc.edu).

Student Code of Conduct, Grievance Procedures, Rules and Regulations

Code of Conduct

Students are expected to conduct themselves in accordance with generally accepted standards, while appropriately incorporating SCC's values of integrity, community, respect and responsibility. The purpose of the Student Code of Conduct is not to restrict student rights but to protect the rights of all students in their academic pursuits.

Southeastern Community College considers the behavior described in the following sub-sections as inappropriate for the SCC community and in opposition to SCC's values of integrity, community, respect, and responsibility. These expectations and rules apply to all students, whether curriculum, continuing education, basic skills, early college, or career and college promise. SCC encourages community members to report to SCC officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to sanctions.

Integrity. Southeastern Community College students exemplify honesty, honor, and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- Academic Dishonesty - Acts of academic dishonesty, including but not limited to taking or acquiring possession of any academic material from a member of the college staff or student body without permission or unethically obtained study materials; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work, plagiarism.
- Copyright Infringement - Unauthorized use of any copyrighted material.

- Unauthorized Access - Unauthorized access to any SCC building (i.e. keys, etc.) or unauthorized possession, duplication or use of means of access to any SCC building.
- Collusion. Action or inaction with another or others to violate the Code of Student Conduct.
- Election Tampering - Tampering with the election of any SCC recognized student organization.
- Taking of Property - Intentional and unauthorized taking of SCC property or the personal property of another, including goods, services, and other valuables.
- Stolen Property. Knowingly taking or maintaining possession of stolen property

Community. Southeastern Community College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- *Disruptive Behavior.* Substantial disruption of SCC operations including obstruction of teaching, research, administration, other SCC activities, and/or other authorized non-SCC activities which occur on campus.
- *Rioting.* Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- *Unauthorized Entry.* Misuse of access privileges to SCC premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from an SCC building.
- *Trademark.* Unauthorized use (including misuse) of SCC or organizational names and images.
- *Damage and Destruction.* Intentional, reckless and/or unauthorized damage to or destruction of SCC property or the personal property of another.
- *IT and Acceptable Use.* Violating the SCC Use of Information Systems policy.
- *Gambling.* Gambling as prohibited by the laws of the State of North Carolina. Gambling may include raffles, lotteries, sports pools, and online betting activities.
- *Weapons.* Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun-chucks, throwing stars, or knives with a blade of longer than four and a half inches (4 ½"), except as permitted by state law.
- *Tobacco.* Smoking or tobacco, including but not limited to vaping, e-cigarettes, or any other electronic nicotine delivery system, use in any area of campus.
- *Fire Safety*- Violation of local, state, federal or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages SCC or personal property or which causes injury.
- Failure to evacuate an SCC controlled building during a fire alarm.
- Improper use of SCC fire safety equipment; or
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on SCC property. Such action may result in a local fine in addition to SCC sanctions.

- *Ineligible Association.* Associating with a student organization without having met eligibility requirements established by SCC.
- *Animals.* Animals, with the exception of animals that provide assistance (e.g. service animals), and pets are not permitted on campus except as permitted by SCC policy.
- *Wheeled Devices.* Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside SCC buildings or on sidewalks. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to SCC property caused by these activities

Respect - Southeastern Community College students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They show positive regard for each other and act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

- *Discrimination.* Any act or failure to act that is based upon an individual or group's actual or perceived status (race, color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran and genetic information, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from SCC's educational program or activities.
- *Harassment.* Any unwelcome conduct based on actual or perceived status including race, color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran and genetic information, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the complainant and community.

- *Hostile Environment.* Sanctions can and will be imposed for the creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from SCC's educational or employment program or activities.
- *Retaliatory Discrimination or Harassment.* Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
- *By-standing*
  - Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law.
  - Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.
- *Abuse of Conduct Process.* Abuse or interference with, or failure to comply in, SCC processes including conduct and academic integrity hearings including, but not limited to:
  - Falsification, distortion, or misrepresentation of information.
  - Failure to provide, destroying or concealing information during an investigation of an alleged policy violation.
  - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
  - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
  - Failure to comply with the sanction(s) imposed by the campus conduct system.
  - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- *Harm to Persons.* Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
- *Threat.* Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- *Intimidation.* Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
- *Bullying and Cyberbullying.* Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or

intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.

- *Hazing.* Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.
- *Intimate Partner/Relationship Violence.* Violence or abuse by a person in an intimate relationship with another.
- *Stalking.* Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
- *Sexual Misconduct.* Sexual misconduct includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.
- *Public Exposure.* Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility - Southeastern Community College students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to:

- *Alcohol.* Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and within the limitations of SCC's Policy 2.04 Drug and Alcohol Policy and associated procedures.
- *Drugs*. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and within the limitations of SCC's Policy 2.04 Drug and Alcohol Policy and associated procedures.
- *Prescription Medications.* Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
- *Failure to Comply.* Failure to comply with the reasonable directives of SCC officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- *Financial Responsibilities.* Failure to promptly meet financial responsibilities to the institution.
- *Other Policies.* Violating other published SCC policies or rules, including parking and driving policies and procedures.

- *Health and Safety.* Creation of health and/or safety hazards (driving, dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
- *Violations of Law.* Evidence of violation of local, state or federal laws, when substantiated through the SCC's conduct process.

Interim Suspension

If an act of misconduct threatens the health or well-being of any member of the college community or seriously disrupts the function and good order of the college, a college official may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the college official may then suspend them from the class or the college until a resolution of the matter can be made. The college official invoking such suspension must notify the Dean of Student Services in writing of the individuals involved and the nature of the incident as soon as possible but no later than 24 hours after the incident. The Dean of Student Services is responsible for implementing student conduct procedures.

Conduct Procedures

When a student is alleged to have violated any portion of the code of student conduct, the individual must report the incident to the Dean of Student Services using the college's Conduct Report within five business days of the incident. The Dean of Student Services or a designee will serve as the conduct officer for the conduct officer for the investigation.

However, if an instructor or college official who is considering reporting a student violation believes that the student poses an immediate threat to self or others, he/she should contact Campus Police.

The conduct officer will contact the reporting individual and/or witnesses for additional information, as appropriate.

Within seven (7) working days after the conduct report is submitted, the conduct officer will complete a preliminary investigation of the incident and schedule a meeting with the student in order to determine whether sanctions should be initiated. During the meeting, the conduct officer will advise the student of the allegation(s), explain the student conduct procedures, and clarify the student's rights and responsibilities. The conduct officer will ask the student for his/her perspective regarding the allegation. Following the initial meeting the conduct officer will take one of the following actions:

1. If there is no basis for the allegation or if it does not warrant disciplinary action, the conduct officer will dismiss the allegation.
2. If the conduct officer finds the student responsible, he/she will impose sanctions.
3. If the conduct officer obtains new information from the student, he/she can continue the investigation for an additional seven (7) working days.
4. If the student fails to appear, the conduct officer may find the student responsible and impose sanctions. The student will be notified of the sanction via the postal service. The student will be granted five business days to appeal the sanction.

An advocate of the student's choosing may attend the meeting with the conduct officer. The role of the advocate is to support the student. The advocate may only advise the student, not address the conduct officer. The advocate may be asked to leave if he/she does not adhere to these conditions. To avoid any conflict of interest, employees of the college cannot serve as an advocate.

Sanctions
The following disciplinary actions may be imposed by the Dean of student services.

1. *Reprimand:* The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction. A record of this communication will be maintained.
2. *General Probation.* An individual may be placed on general probation when involved in a substantive disciplinary offense. General probation has two (2) important implications: 1) the individual is given a chance to show capability and willingness to observe the code of student conduct without further penalty; and 2) if the student errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) semesters.
3. *Restrictive Probation.* Restrictive probation results in loss of good standing, and notation of such is made in the student's conduct record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. The student will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of restrictive probation may result in immediate suspension.

4. *Suspension.* Exclusion from a class, program of the college, or all college activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the conduct officer before returning.
5. *Expulsion.* Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.
6. *Education Assignments.* Educational sanctions may include work assignments, essays, community service, participation in college-sponsored programs or activities, alcohol and/or drug education and counseling with a certified counselor, and other related educational assignments.
7. *Restitution.* Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, students and visitors. 37
8. *Delayed Registration.* A student may be required to meet with the conduct officer before registering for classes if the student has not complied with a sanction or contacted the conduct officer as required.
9. *Loss of Academic Credit or Grade.* This sanction may be imposed as a result of academic dishonesty or other violation of the Student Code of Conduct which may have impacted the student's academic credit or grade.
10. *Revocation of Admission and/or Degree.* Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
11. *Agreed-Upon Behavior Contract.* In situations where a student and the conduct officer can agree on the consequences that should result from the student's code of student conduct violation, the agreed-upon consequences can be set out in a document titled "Behavior Contract."
12. *Withholding.* Transcript, diploma, or right to register will be withheld (denied) when financial obligations are not met.
13. *Group Probation.* This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the probationary period, the group's charter may be revoked, or activities restricted.
14. *Group Restriction.* Removing college recognition during the semester in which the offense occurred or for a longer period, usually not more than one additional semester. While under restriction, the

group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

15. *Group Charter Revocation.* Removal of college recognition from a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the dean of student services.

16. *No Contact.* There is to be no communication with the party or parties by any means, including but not limited to electronic or digital, in person, or through a third party (other than an attorney).

Other than college probation, suspension, expulsion, or the revoking or withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record but will become part of the student's disciplinary record maintained by the conduct officer

Conduct Appeals

A student may appeal the conduct decision and/or sanction by requesting a hearing by the appeals committee in writing within five days of receipt of the sanction letter. The dean of student services will convene the appeals committee.

The only grounds for appeal are the following:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing.
2. To consider new evidence, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and it potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals Committee Membership

The appeals committee is made up of one student from the arts and science division and one student from the technical program divisions, appointed by the Student Government Association, one SCC ambassador appointed by the SCC ambassador president, one faculty member appointed by the faculty senate, one student services staff member appointed by the vice president of student services or his/her designee. The committee will select one of its members to serve as the chair of the committee.

Procedures for the Conduct Appeals Committee

No one can serve on the conduct appeals committee if he/she has any involvement in the incident. The dean of student services will schedule a hearing within seven

business days of receipt of the hearing request. Following the hearing, the committee will communicate the recommendation to the dean of student services. The dean of student services will either accept or deny the committee's recommendation and inform the student of the finding in writing within five business days. The decision of the conduct appeals committee and dean of student services is final. The response will be sent to the student via the postal service. Copies of the decision will be provided to the college president and all individuals involved in the conduct appeals process.

Exception

All parties will receive written notification of any deviation from specified time frame.

The NCHERM Group Model Code Project, 2013. The Southeastern Community College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

STUDENT GRIEVANCE PROCESS

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student-to-employee interaction during his/her association with SCC. General grievance appeals concerning processes, disciplinary actions or alleged unjust or discriminatory treatment may be addressed through this process. Grade appeals are addressed through the Curriculum Grade Appeal Process. Grievances involving sexual harassment should be reported to the dean of Student Services (Procedure 2.07.1, AntiHarassment).

Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

Formal Resolution

Step 1: In the event that the grievance is not resolved informally, the grievant must meet with the supervisor of the respondent individual against who said grievance has been filed, within five business days of the informal resolution meeting, and submit, in writing, a detailed explanation of the events or circumstances relevant to the grievance. This explanation should fully describe all aspects of the grievance, so it can be reviewed at every stage of the grievance process. Any necessary or pertinent documentation relevant to the grievance should be submitted with the written explanation.

The supervisor has up to five business days to conduct an investigation, which includes affording the respondent an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the appropriate vice president/dean and the grievant. The grievant decision will be sent via official SCC e-mail, and documents will be sent by U.S. Postal Service.

Step 2: If the grievance is not resolved in Step 1, the grievant must contact the vice president/dean of the division in which the individual is assigned within five business days of receipt of the response from the supervisor and request a meeting to discuss the grievance. The five-day period begins the day following the official SCC e-mail was sent by the supervisor. After meeting with the grievant, the vice president/dean has up to ten business days to conduct an investigation, which includes affording the respondent and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice president/dean is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant copy will be sent via the official SCC e-mail system and the US Postal Service.

Step 3: If the grievant or the respondent is not satisfied with the response from the vice president/dean, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days from the date that the official SCC e-mail was sent. The request for a hearing must be made to the Vice President of Student Services. The Vice President of Student Services will convene the Student Grievance Committee.

Student Grievance Committee

The Grievance Committee is made up of one student from the Arts and Science Division and one student from the Technical Program Division, appointed by the Student Government Association, one SCC Ambassador appointed by the SCC Ambassador President, one faculty member appointed by the Faculty Senate, one Student Services staff member appointed by the Dean of Student Services and the Director of Student Services or his/her designee.

Procedures for the Student Grievance Committees

No one can serve on the Student Grievance Committee if he/she has any involvement in the grievance. The Dean of Student Services will schedule a hearing within five business days of receipt of the Hearing Request form. Following the hearing, the committee will communicate the decision to the Dean of Student

Services and upon approval from the Dean of Student Services, draft a response to the grievant within five business days. If the committee's finding is not approved, the Dean of Student Services will draft the response to the grievant. The decision of the Student Grievance Committee and Dean of Student Services is final. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the President and all individuals involved in the grievance process.

Exceptions

1. All parties will receive written notification of any deviation from specified time frame.
2. The following exceptions apply if the respondent is a vice president or dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the dean of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

Campus Visitors Rules

SCC encourages appropriate use of its facilities by citizens of the area in accordance with the purpose and policies of the institution. The college president has authorized appropriate college officials to restrict or ban any student or non-student from the campus whose presence or actions may be inappropriate at a particular place or event.
Policy 2.01

DRUGS AND ALCOHOL POLICY

The drug and alcohol policy of the college is required by the Drug-Free Workplace Act. The act requires that agencies receiving federal grants certify that they are providing a drug-free workplace. The use of drugs or alcohol may impair the well-being of employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities.

Any employee or student violating this policy is subject to disciplinary action up to and including referral for prosecution, expulsion, or termination. This policy applies to both students and college employees. (Policy 2.04)

Drug and Alcohol Procedures for Students

The college does not differentiate between users and distributors. A student who manufactures, distributes, dispenses, possesses, uses, or is under the influence of a controlled substance or alcohol while on college premises or as part of any college-sponsored activities is subject to disciplinary action up to suspension, expulsion, and/or referral for prosecution. (Procedure 2.04.02)

1. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include but are not limited to "crack," PCP, cocaine, marijuana, and heroin. They also include legal drugs that are not prescribed for the student's use by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes.
2. If a student is determined to be in violation of a criminal drug statute or alcohol beverage control statute while on college premises or as part of a college-sponsored activity, he/she is subject to disciplinary action up to suspension, expulsion, and/or referral for prosecution.
3. Student use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage or according to a physician's prescription.
4. A student who take prescription and/or over-the-counter drugs must determine whether the drug may interfere with his/her safety or the safety of others on campus. The illegal or unauthorized use of prescription drugs by a student while on college premises or as part of a college-sponsored activity is prohibited. The intentional misuse, abuse or distribution of prescription drugs or over-the-counter drugs by a student is prohibited while on college premises or as part of a college-sponsored activity.
5. Visits to the campus by the Sheriff's K-9 Unit may occur on a random, unannounced basis. A student found possessing illegal drugs or alcohol may be arrested by local authorities and removed from campus.
6. Reasonable Suspicion/For Cause Testing – A student may be subject to a field sobriety test under any of the following circumstances: a. Evidence of drugs/alcohol on or about the student's person or in the student's vicinity. b. Unusual conduct on the student's part that suggests impairment or influence of drugs/alcohol.
7. If a student is suspected of being impaired, the student will not be permitted to leave college premises driving his/her vehicle and must arrange alternative transportation.
8. Post-Accident Testing – A student who is enrolled in a program and/or course that may be considered "safetysensitive" and who is involved in an in-class accident or injury during class may be required to take a field sobriety test. Examples of safety-sensitive programs and/or courses may include, but are not limited to:
    1. Advancing Manufacturing
    2. Electrical Engineering
    3. HVACR
    4. Nursing
    5. Science Labs
    6. Welding

Based on test results appropriate actions will be taken if necessary. (Procedure 2.04.02)

Tobacco Free Campus

Southeastern Community College (SCC) is committed to providing its employees and students with a safe and healthful environment. SCC recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. SCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. (Policy 2.09)

Based on Southeastern Community College Board of Trustees approval (November 2009), the college has established the 100 percent tobacco free campus policy to be implemented on August 1, 2010.

1. Use of tobacco is prohibited by students, staff, faculty or visitors in all campus buildings, facilities or Property owned or leased by SCC and in vehicles that are the property of the college.
2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff which includes smoking, chewing, dipping or any other use of tobacco products. This policy also applies to e-cigarettes or any product simulating smoking instruments.
3. The sale or free distribution of tobacco products, including merchandise, on campus or at college events is prohibited.
4. Student organizations are prohibited from accepting money or gifts from tobacco companies, including: a. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (t-shirts, hats, etc.) on campus.

b. All tobacco advertising, such as billboards and signs in/on athletic facilities owned and operated by SCC.

5. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by SCC.

6. SCC will provide accessible resources for tobacco cessation programs. These tobacco cessation programs shall be publicized in student, faculty and staff publications, emails, through the SCC website, student services, and other appropriate means.

Enforcement of Tobacco Policy
First Offense
Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy and will file a report with the Campus Police giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail or memorandum. The Campus Police will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

Second Offense
Faculty and staff members will follow the procedures identified in "First Offense." When the Campus Police determine that this is the second reported offense for a student, the Campus Police will give the student's name to the Dean of Student Services. The Dean of Student Services will send the student a first-class letter and/or Rams mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense
Faculty and staff members will follow the procedures identified in First Offense. When the Campus Police determine that this is the third reported offense for a student, the Campus Police will give the student's name to the Dean of Student Services. The Dean of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period. A student who disagrees with the decision may appeal the decision by following the student grievance procedure.

Unlawful Carrying of Firearms or Other Weapons
According to North Carolina General Statute #14-269.2, persons carrying, either openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by the college shall be convicted of a Class I felony. (Policy 8.03)

Persons carrying, either openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property or to a curricular or extracurricular activity sponsored by the college may be convicted of a Class G felony.

Also, persons carrying, either openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack or metallic knuckles, razor and razor blades (except solely for personal shaving), fireworks, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance on the educational property may be convicted of a Class I misdemeanor.

Exceptions to the above are described in NC G.S. 14-269(g) (including weapons used in school-approved programming, see Policy 3.10). It is the individual's responsibility to know and understand the law and Southeastern Community College's policies and procedures prior to bringing any weapon onto campus. Failure to follow the law and SCC's policies and procedures, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; and
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and
3. The handgun remains in either; a closed compartment or container within the permit holder's locked vehicle; or a locked container securely affixed to the permit holder's locked vehicle; and

4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; and 5. The firearm remains in the closed compartment at all times

No person is guilty of a criminal violation of this section as long as both of the following apply:

1. The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.
2. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

Parking and Driving

All students taking at least one course on campus must display parking permits on their vehicles according to the directions printed on the permits. The SCC Business Office issues parking permits to students, staff, and faculty through the Welcome Center in the A Building. These permits are not transferable to another person or car. If for some reason, individuals have to drive a substitute car without a permit, they should advise the Security Officer or the Welcome Center in the A Building as soon as they arrive on campus.

Student vehicles are not allowed in parking spaces reserved for visitors. Vehicles that are double-parked, parked on the grass, blocking a driveway, parked over the designated parking lines, or disrupting an orderly flow of traffic are subject to a fine and may be towed away at owner expense.

Regulations

The following regulations constitute SCC's traffic code and are applicable to students, all members of the faculty and staff, and any other persons operating a motor vehicle on college-owned property. These regulations are in effect and enforced at all times.

1. The college reserves the right to regulate the use of any and all of its vehicle-parking facilities, including: a. Denying vehicle-parking privileges to any individual and/or groups of individuals. b. Reserving vehicle-parking facilities for the exclusive use of selected and designated individuals and/or groups.
2. The responsibility for locating legal parking spaces rests with operators of motor vehicles. Lack of parking space is not considered a valid excuse for violating any parking regulation
3. The fact that persons park and observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect.
4. Operators must keep their vehicles properly registered with the college at all times.

5. Only current vehicle permits are to be displayed according to the location specified on the permits. Vehicle permits must be removed from vehicles when they are sold or traded. Persons who have registered vehicles with the college are held responsible for all traffic violations involving those vehicles on campus.
6. The Welcome Desk Operator in the lobby of A Building must be notified of any changes in ownership or changes in license tag numbers of any vehicles registered for operation on campus.
7. The college reserves the right to change these regulations and to add, remove, or reallocate parking spaces as the need arises. These changes, if any, are effective with the posting of signs and/or markings as appropriate and are emailed to students via Rams Mail.

All regulations embodied in the General Statutes of North Carolina governing and regulating vehicular traffic are applicable to and are enforced on the college campus. In addition, the following regulations, which are unique to this institution, are enforced:

1. Vehicles may not be parked in "No Parking" zones at any time
2. The maximum speed limit on all campus streets is 20 miles per hour unless otherwise posted.
3. Movement of traffic along the campus streets must not be obstructed by vehicles stopping in the streets or in parking lots for any purpose other than parking.
4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
5. Pedestrians are given the right-of-way at all crosswalks.
6. All accidents involving motor vehicles that occur on college property must be reported immediately to Campus Police or Campus Security.
7. Vehicles illegally parked or abandoned on campus will be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
8. Parking on or over lines used to separate parking spaces is a violation.
9. Individuals with repeated violations may be banned from driving or parking on campus.

Reporting Accidents on Campus

The prompt reporting of accidents and follow up is essential if the college is to be in a position to handle accident cases in the correct manner. It is important to remember that every injury could result in a Workers' Compensation claim. As such, there are specific guidelines that must be followed to meet legal compliance. It is the policy of the college to ensure all

information pertaining to every injury is completed thoroughly, accurately and in a timely manner. (Policy 8.05) (Procedure 8.05.01)

Students should report all accidents to Campus Police and Security.

Animals on Campus

In consideration of personal safety, as well as sanitation, privately owned animals are not permitted on campus. Only in the following cases are animals allowed:

- Service Animals. (Procedure 8.08.01)
- Animals that are brought on campus for a specifically authorized and approved animal show, contest, or other event approved by the college.

Baseball/Softball Games

- Animals may be brought to the baseball and softball fields by those individuals who are attending the game.
- Animals may be present for one hour prior to the game and one hour after the end of the game.
- Animals must be on a leash and under the control of the owner at all times.
- Animals must not cause a disruption to the game or disturb other attendees.
- Owners must clean-up after their animal in a sanitary manner.

Persons violating this policy will be requested to leave campus with their animal immediately. Animals found unattended may be impounded by campus security and turned over to animal control officers. (Policy 8.08)

SERVICE ANIMAL

A service animal is defined as any dog or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. If an animal meets this definition, it is

considered a service animal for purposes of this regulation even if it has not been licensed or certified by a state or local government, or by a private agency. Special consideration will be given to determine whether reasonable accommodations in policies, practices, or procedures can be made to allow a miniature horse that serves as a service animal into a specific facility.

Under the Americans with Disabilities Act, individuals with disabilities may use service animals in any public area unless doing so would pose a danger to the health and safety of others or cause undue burden. Individuals with disabilities who use a service animal on campus are required to register with the Disability Services Coordinator in Students Services. If the Disability Services Coordinator is not available, the individual should register with campus security.

Communicable Disease

The communicable disease policy of SCC is an effort to ensure the good health and safety of all employees and students. The college adopts this policy in its effort to control communicable diseases on campus. The policy incorporates established rules and regulations of the North Carolina Division of Health Services, Department of Human Resources. Employees or employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the vice president of administrative services. Students infected with a communicable disease have the responsibility of reporting this fact to the vice president of student development services. The institution conducts a program to educate and inform employees and students about communicable disease. The education program includes, but is not limited to, written publications, seminars and workshops, and components of courses (Policy 8.06)

The communicable disease policy applies to all employees, employees of contractors or contracted services, and students of SCC.

Procedure 8.06.01

Procedure 8.06.02

Procedure 8.06.03

Copyright

College employees and students are expected to comply with Title 17 of the United States Code, entitled "Copyrights," amended by P.L. 94-553, dated October 19, 1976, and revised by the Copyright Act of 1976, effective January 2, 1978, and all subsequent amendments to the act. Information regarding this law is available through the college librarian. At

Southeastern Community College sensitive data and original works in all media are treated in accordance with copyright, trademark and patent law. The college expects employees and students to adhere to the law stated above. (Policy 2.10) (Procedure 2.10.01)

Free Speech

Southeastern Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Southeastern Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. The college will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the college. Any acts that are disruptive to normal operations of the college including but not limited to instruction, college business, or actions with interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges. (Policy 2.03, Procedure 2.03.01, Procedure 2.03.02)

Fundraising and Soliciting

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained approval from the president of his/her designee. (Policy 2.02)

Intellectual Property

Intellectual Property Policy and Procedures The following policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of Southeastern Community College. This policy is subject to applicable state and Federal law. Although Southeastern Community College might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage fairness and creativity. (Policy 2.11)

Public Assembly

1. Only allowable assemblies may be held on the college campus. Disallowable assemblies are defined as those that have a reasonable probability of any of the following:
    1. Interfering with a legitimate college activity.
    2. Showing a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the college will in fact be materially disrupted.
    3. Including matters that would subject administrators to civil liability for libel or defamation.
    4. Including matters that are obscene in accordance with prevailing legislative and judicial interpretation or that offend the conscience of the community.
2. Guidelines and application forms for use of college buildings, facilities, grounds, and equipment are available from the president or his/her designee. Each application is acted upon within ten working days of its receipt in the designated office.
3. Any party or parties using the college buildings, facilities, campus, or equipment without following the procedures identified above are subject to removal from the campus and to prosecution.
4. Assemblies in buildings or on the campus must not interfere with or disrupt in any way the regular functions and needs of the college. No such assemblies may use any sound amplification equipment, unless specifically approved in advance.
5. Littering of the campus or buildings is prohibited and is enforced under General Statutes 14-399.
6. Acceptance of donations or charges for admission to such assemblies is generally prohibited unless special approval is obtained through the process identified above in advance of the event. (Procedure 2.03.02)

Skateboards, Roller Skates, In-Line Skates and Bicycles

Skateboards, scooters, roller skates and in line skates may not be ridden anywhere on the property of Southeastern Community College. Bicycles may be ridden on campus roads that are open to public vehicles. Bike riders are required to obey the same rules of the road as other vehicles. (Policy 8.07)

Children on Campus

Children should not be on campus unless they are under direct supervision of a parent or responsible adult. Faculty should not permit children in classes or other instructional activities. (Procedure 3.01.27)

College Closings, Class Cancellations, and Delayed Openings

The president will determine the need for canceling classes, delaying opening of the college, or closing the college whenever such actions may become necessary due to inclement weather, natural disaster, or some other emergency situation. (Policy 2.12)

Recruitment of Students on Campus

Southeastern Community College will provide access to its buildings, campus and student directory information to persons or groups which make students aware of occupational or education options. This access will be on the same basis for educational institutions, occupational organizations and official representatives of the military forces of the State of North Carolina and the United States in compliance with SBCCC 115D-20 (8) which states, "If a board of trustees of an institution provides access to its buildings and campus and the student information directory to person or groups which make students aware of occupational or education options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and the United States for the purpose of informing students of educational and career opportunities available in the military." (Policy 4.11, Procedure 4.11.01)

Locating Students on Campus

For emergency situations, persons who either come to campus or telephone the college to locate a student on campus must contact the Welcome Center in the A Building. The Welcome Desk operator will notify a campus security officer who will deliver the message to the student, if appropriate.

Lost and Found

Students should check for lost items with the Student Engagement Coordinator in the Nesmith Student Center or the college Welcome Desk operator in the A Building. Students should turn in found items to the Welcome Center. Articles not claimed within 30 days are discarded or given to an appropriate charity.

Official Announcements

Southeastern Community College publishes official college information in the SCC Catalog and the Student Handbook. All students are responsible for reading these publications. The Student Handbook supplements the Catalog. The Catalog describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. The Student Handbook and the Catalog are updated annually. Course offerings for curriculum and continuing education programs are listed in the semester schedule, which is posted on the college website (www.sccnc.edu).

Student Insurance

Each curriculum student is required to purchase student accident insurance each semester. Allied health curriculum programs may require the purchase of malpractice insurance. (Policy 4.3) Students are encouraged to have their own health insurance plan.

Use of College Facilities/ Equipment

The college encourages public use of its facilities in accordance with its stated purposes and policies. Priority is given to enrolled students, employees, and guests. The Board authorizes the president and his/her designees to establish a fee schedule and to assess fees as appropriate to outside organizations utilizing college facilities. The president or his/her designee is authorized to identify any or all areas of the campus as open only to enrolled students, employees, and guests. Guests may include prospective students visiting the campus, persons attending authorized meetings, and persons using other services of the college. Use of college facilities is controlled by local guidelines and those covered specifically by other legislative policies (e.g., traffic, disruptions, and weapons). Appropriate signs may be posted stating that facilities are open only to those persons named above. The president or his/her designee is authorized to ban from campus any nonstudents who may be deemed undesirable or whose presence or actions may be inappropriate at a particular place or event. Southeastern Community College is committed to providing employees with the equipment necessary to perform their assigned duties. As such, employees are responsible and accountable for the safeguarding and proper use of college equipment. (Policy 2.01, Procedure 2.01.01)

Campus Security and Safety

It is a goal of campus security services to provide the safest educational environment possible for students at Southeastern Community College. Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported to campus police, security, or 911 as soon as possible.

Southeastern Community College police/security officers are employees of the college. These officers

are responsible for enforcing, observing, and reporting federal state, local and college laws and regulations, including parking regulations. Campus security is supplemented by support from federal, state, and local agencies having jurisdiction in the college's service area.

Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together as a campus community in crime prevention programs is essential in the successful development of a safe campus environment. Crime awareness is addressed annually at student orientation. Students participating in off-campus (college-sponsored) activities need to report criminal incidents to the law enforcement agency having jurisdiction where the crime occurred and must inform the Southeastern Community College campus security officers as soon as possible after the incident.

Campus police/security officers may be reached at:
Campus Police Officer 910.770.3232
SCC Campus Security 910.625.9089 or 910.788.6215
College Welcome Desk 910.642.7141 Ext. 0

Compliance with Title IX of the Educational Amendments Act of 1972

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The college does not discriminate on the basis of sex in educational programs or activities, recruitment, admission or employment consideration or selection, whether full-time or part time, under any educational program or activity operated by the college receiving or benefiting from federal financial assistance.

Title IX Coordinator
Mr. Bill Maultsby
Director, Human Resources
bill.maultsby@sccnc.edu
910.788.6310
A-Building, Rm 107

Title IX Deputy Coordinator
Dr. Sylvia Cox
Executive Vice President
sylvia.cox@sccnc.edu
910.788.6381
A-Building, Rm 125

Campus Sexual Violence Elimination Act (SAVE ACT)

The college policy related to the SAVE Act is located here - https://sccnc.edu/policies-procedures/campuse-save-actpolicy/ .

Clergy Disclosure of Campus Security Policy and Campus Crime Statistics

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The purpose of this procedure is to establish the parameters for compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (commonly referred to as the "Clery Act" which is part of the Higher Education Act of 1965). (Policy 2.06, Procedure 2.06.01, Procedure 2.06.02)

SCC creates and publishes an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as college policies and procedures addressing campus security and safety.

SCC annually discloses/provides access to the campus community and the public, the Annual Security Report, which provides:

- Crime data (by type);
- Security policies and procedures in place to protect the community; and
- Information on the handling of threats, emergencies, and dangerous situations.

Certain crimes are required by the Clery Act to be reported annually to the campus community, including criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (forcible and non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons.

The annual report is available at Campus Safety and Security Statistics Report.

The following definitions apply:

Illegal discrimination must be severe, pervasive (persistent) and objectively offensive and shall be defined as: The failure or refusal to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; The limiting, desegregating, or classification of any employee in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; The denial, deprivation, limitation, or any other discrimination against an individual to any educational service or program of the college when the denial, deprivation, limitation, or other discrimination is because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; Any other action of the college, its personnel, working in their official employment capacity, which is based on an individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation.

Hostile Environment shall be defined as unwelcome conduct which is severe or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, or abusive when such unwelcomed conduct is the result of some illegal discrimination. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, offensive objects or pictures, and interference with work or education. Petty slights, annoyances, isolated instances, or environments created by something other than illegal discrimination shall not rise to the level of a hostile environment. 49

Preponderance of the Evidence shall be defined as a finding that a claim or allegation is more likely than not to be true. This term does not refer to the quantity of evidence but rather to the quality of the evidence. It means that the fact finder must be persuaded, considering all the evidence, that the necessary facts to establish the allegation are more likely than not to exist.

Retaliation means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment. Retaliation against any person participating in good faith in connection with a complaint of sexual misconduct is strictly prohibited. Violations will be addressed through these procedures and/or other applicable college disciplinary policies or

procedures. Sex/Gender Discrimination shall be defined as illegal discrimination and includes the exclusion of a person from participation in or the denial of a person from the benefits of any SCC employment, education program, or SCC activity based upon their sex or gender. Without limiting the definition of Sex/Gender Discrimination, the following are defined as acts of Sex/Gender Discrimination.

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Unwanted phone calls, texts, email, or gestures
- Condition a benefit by submitting to sexual advances

Sexual Violence refers to a type of sex/gender discrimination involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts, as defined below fall into the category of sexual violence including: dating violence, domestic violence, rape, sexual assault, sexual battery, sexual coercion, and stalking. Sexual Violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex/gender discrimination prohibited by Title IX, the Board of Trustees, and college Administration.

Dating Violence is defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence is defined as asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-inhabitant, persons similarly situated under a domestic or family violence law, or anyone else protected under domestic or family law.

Rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any sexual touching of a person who has not consented. This includes rape (such as forced vaginal, anal, oral penetration), groping, forced kissing, child sexual abuse, or the torture of a victim in a sexual manner.

Sexual Battery shall be defined as an unwanted form of contact with an intimate part of the body that is made for purposes of sexual arousal, sexual gratification, or sexual abuse. Sexual battery may occur whether the victim is clothed or not.

Sexual Coercion shall be defined as any act of persuading or coercing a person into engaging in an unwanted sexual activity through physical force, the threat of physical force, or emotional manipulation. It may also include substance coercion. Coercive situations may occur along a continuum and may not be obvious, even to the coerced individual.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress. Please see section 14-277.3A of the General Statutes for North Carolina's definition of stalking.

Consent must be received prior to engaging in sexual activity and shall be defined as affirmative action through clear words or actions that create the mutually understandable permission of all parties to willingly engage in sexual activity and the conditions of such activity. Consent can only be given by one who has the mental and physical capacity to make such a decision, and it must be clear, knowing, and voluntary. Consent to engage in one form of sexual activity cannot automatically imply to consent to engage in any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sex acts. Consent can be withdrawn at any time. Consent may not be granted by a person known to be, or by one who should be known to be, mentally or physically incapacitated. It should be recognized that the lack of protest or resistance is not, in and of itself, consent, and persons who are asleep, unconscious, or unable to communicate due to a mental or physical condition are not capable of granting consent.

Reporting Alleged Sexual Misconduct

Individuals may report sexual misconduct to local law enforcement agencies by dialing 911. Individuals who make a criminal complaint may also choose to pursue a college complaint simultaneously. A criminal investigation does not release the college from its obligation to conduct its own investigation.

Individuals may choose to report alleged sexual misconduct to a campus official. The college respects and supports the individual's decision with respect to reporting; however, if information about sexual misconduct comes to the attention of the college, the college may start an investigation even in the absence of a filed complaint and/or notify appropriate law enforcement authorities if required or warranted based on the nature of the information reported.

Anyone wishing to report sexual misconduct should contact any one of the following individuals as outlined below:

Title IX Coordinator
Mr. Bill Maultsby
Director, Human Resources
bill.maultsby@sccnc.edu
910.788.6310
A-Building, Room 107

Title IX Deputy Coordinator
Dr. Sylvia Cox
Executive Vice President
sylvia.cox@sccnc.edu
910.788.6381
A-Building, Room 125

When concerns are brought to their attention or when they suspect that sexual or gender discrimination may be present, they are required to initiate and/or oversee timely investigations and provide updates to the accuser and the respondent. Initial investigations must be completed within 30 days from the date of the report; therefore, all faculty and staff are required to cooperate fully, truthfully, and expediently with investigations as outline in this procedure.

Employee Responsibility to Report

Employees, in general, have a responsibility to report incidents regarding sexual misconduct once they are informed by a complainant. Employees, (other than responsible employees) before getting the perspective from the employee/student, the employee/student will be made aware of the requirement to report the situation, including identity, to the Title IX Coordinator. The Title IX Coordinator will discuss the employee's/student's options, including confidentiality.

Responsible Employees

A responsible employee is defined as a college employee who has the authority to take action to address sexual harassment/misconduct. A responsible employee has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by employees and students to the

Title IX Coordinator, Deputy Coordinator or other responsible employee. Responsible employees are defined to include all college administrators (campus police, vice presidents, division chairs, associate chairs, faculty (to include adjunct), academic counselors, coaches, student services employees, directors, vice presidents and the president). If an employee or student is unsure of someone's duties and ability to maintain one's privacy, the employee or student should ask the person before he/she speaks to him/her. After disclosure, the student will be made aware of the requirement to report the situation, including identity, to the Title IX Coordinator. The Title IX Coordinator will discuss the employee's/student's options, including confidentiality.

Responsible employees must report incidents of alleged sexual violence to the Title IX Coordinator or other designee to initiate an investigation.

Confidential Employees

A Confidential Employee is not a Responsible Employee and is not required to report incidents of sexual misconduct to the college's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are not considered as Confidential Employees. While campus counselors do not have to report Personally Identifiable Information (PPI) such as victim's name, general information, such as nature, date time, and general location of the incident must be reported.

Bystander Intervention

Safe and positive actions may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander interventions include, but are not limited to:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective intervention options
- Taking actions to intervene

Amnesty

The health and safety of every student at Southeastern Community College is of utmost importance. The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college

strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to college officials. The college may also offer amnesty or leniency to the alleged victim or reporting witness with respect to other violations of college policy which may be disclosed as a result of such reports, depending on the circumstances involved. A bystander acting in good faith or a reporting individual (complainant) acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Southeastern officials or law enforcement will not be subject to Southeastern Community College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Interim Measures

Once the college is made aware of a complaint, steps will be taken to ensure equal access to educational programs and activities for the victim and the respondent. Options that may be presented include, but are not limited to:

- Avoiding contact
- Rearrangement of class schedules/extracurricular activities
- Assessing resources: victim advocacy, academic support, counseling
- Use of disability services, health and mental services
- Reassignment
- Legal assistance
- Right to report a crime to campus/local law enforcement

Investigation Procedures

Any complaint relating to discrimination, harassment or sexual harassment should be immediately referred to the Director of Human Resources (employee complaint) or the Executive Vice President (student complaint). (Note: If the respondent is a person that would otherwise be involved in the investigation or in the appeal process, the respondent may not participate in the investigation or appeal process; should the college President be named as a respondent, the appeals process should omit the President as being the final decision-maker. In that circumstance, the Board of Trustees or the Executive Committee of the Board should serve as the final decision-making body).

1. Within five working days of receiving the complaint, the person charged with the complaint will be notified and an investigation will be initiated to determine whether there is a reasonable basis for believing that a violation of the policy had occurred.

2. During the investigation, interviews will be conducted with all parties concerned. Within 30 working days of the complaint being filed, the investigation will be concluded and a report submitted of the findings to the college administration.
3. If it is determined that a violation of this policy has occurred, a recommendation of appropriate disciplinary action will follow. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the respondent; (iv) the quality of the evidence (first-hand knowledge, credible corroboration, etc.) If it is determined that an individual has been falsely respondent appropriate disciplinary action will follow.
4. Within five working days after the investigation is concluded, the complainant and respondent will be notified separately of the findings of the investigation.

Appeal Procedures

Either the complainant or respondent who disagrees with the results and/or sanctions of the investigation may exercise their rights by filing a written appeal to the appropriate Vice President/Dean of Student Services requesting reconsideration of the previous decision. The appeal/reconsideration of decision request must be presented in writing within five working days after receipt of the decision. The appropriate Vice President, in the case of an employee appeal, or the Title IX Coordinator, in the case of a student appeal, will render a decision on the appeal request within five working days following receipt of the request.

If either party is dissatisfied with the decision of the Vice President, a written appeal may be filed within five working days to the college President requesting reconsideration of the finding of the Title IX investigator and the Vice President. The President will review the investigation, recommendations and decisions and any other evidence. The President will render a final decision on the matter and notify the complainant or respondent within ten working days of receipt of the appeal. No additional remedy shall be granted following the decision of the President.

Protection of Complainant and Others

All reasonable actions are taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways suffer no retaliation as the result of their involvement in the process.

Protection of the Respondent

At the time the investigation commences, the respondent is informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.
In the event the allegations are not substantiated, all reasonable steps are taken to restore the reputation of the respondent if it were damaged by the proceedings.

Protection of Both Parties

To the extent possible, the proceedings are conducted in a manner that protects the confidentiality interests of both parties. After the investigation, the parties are informed of the facts developed in the course of the investigation. The parties are informed promptly in writing about the outcomes of the proceedings.

Sanctions

Possible sanctions for students may include but not limited to:

- Restricted access to buildings, events, or areas of the campus
- Suspension
- Expulsion

Education and Prevention

SCC is committed to increasing the awareness of and prevention of sexual misconduct and discrimination both on and off campus. The college makes continued efforts to provide students and employees with information and strategies intended to prevent sexual misconduct and discrimination. In an effort to promote on-going awareness on campus safety, on occasion, SCC conducts informational sessions and training on a wide variety of subjects related to the health, safety and well-being of our employees and students.

Emergency Notifications

Announcements will be made to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands upon the definition of "timely warning," as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency).

Timely warning is an announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community.

Title IX Coordinator and Campus Police work collaboratively with various offices on campus to develop, implement and oversee programs that ensure the college's overall compliance with the Clery Act and associated regulations.

For questions, additional detail, or to request changes to this policy, contact Campus Police.

Academic Information

Student Responsibility for Program Requirements

All students are responsible for knowing the academic regulations of SCC, for maintaining their academic standing, and for meeting all graduation requirements for their program of study. Advisors will assist in course planning and program completion, but the final responsibility rests with the students

Student Course Load

Students who register for more than 19 credit hours must obtain permission from the appropriate division dean/director. Dual enrolled high school students are allowed to take 18 credit hours per semester. Students wishing to take additional hours must obtain permission from the high school principal or designee and the Dean of Student Services.

Student Classification

Students may be classified as described below.

- Full-Time Student…
  - *a student enrolled for 12 or more credit hours per semester.*
- Part-Time Student…
  - *a student enrolled for less than 12 credit hours per semester.*
- Freshman…
  - *a student who has earned less than 32 credit hours.*
- Sophomore…
  - *a student who has earned 32 or more credit hours.*
- Special Student…
  - *a student taking individual credit courses but not working toward a degree. When a special student has accumulated 12 credit hours or more, he/she is encouraged to enter an academic program. A special student is generally not eligible for many types of financial assistance.*

Advising

SCC students are assigned a program advisor to help them make program decisions and plan their course schedules. Program advising is a collaborative partnership between the student and advisor. Though program advisors are available to assist students, students are ultimately responsible for monitoring their degree plans and making academic progress. Students are urged to meet with their advisors regularly and before changing their schedules, adding or dropping courses, or changing their program of study. For students planning to transfer to a four-year college or university, their advisor will assist in advising students in accordance with the Comprehensive Articulation Agreement (CAA) between the UNC System and the North Carolina Community College System. To ensure advisement time, students should schedule appointments with their advisors

Course Audits

Auditing is taking a course without receiving credit. A notation of the audited course, represented by "AU," will be made on the student's permanent record. Audit units do not count toward full-time status needed to meet health insurance and scholarship requirements; do not earn credit toward graduation requirements; do not count toward the determination of continuous enrollment for catalog purposes; and are not eligible for financial aid and veteran benefits. Audits are limited based on the space availability in the classroom. Clinical courses cannot be audited.

To audit a course, students must first obtain permission from the instructor using the Audit Request Form obtained in the registrar's office. Students undergo the same registration procedure and pay the same fees as for credit courses. Auditing students must meet all course requisite and admission requirements. Changes from audit to credit or from credit to audit must be accomplished by the ten percent date of the course.

Students auditing a course must abide by the attendance policy and may be expected, at the discretion of the instructor, to complete the same requirements as those taking the course for credit. Audit students who fail to attend classes on a regular basis may be withdrawn with a grade of W for exceeding authorized absences. Dropping and withdrawing from an audit course is governed by the same procedures as dropping and withdrawing from a course taken for credit.

Directed Independent Study

Directed Independent Study is a way for students to learn course content and receive academic credit under the direction of a faculty member. This is allowed under

special circumstances. Students should contact the relevant department dean for more information about requesting an independent study.

All independent study contracts must be processed in the registrar's office, along with an official registration/add form. Before enrolling students in independent study courses, instructors should contact the appropriate division dean or director to discuss the situation. If both agree that independent study is the best option, then the following procedure should be followed:

1. The instructor for the course must complete the contract before the advisor and student plan the student's schedule. The student must take the schedule and the independent study contract to the registrar's office for processing.
2. At the end of the semester, the instructor should forward to the division dean or director the documented number of hours that the instructor has spent with the student.

College Split Courses

In some cases, the college may split a course into segments to facilitate scheduling and/or to maximize enrollment capacity. All parts of these split courses must be completed in the offered groupings to receive credit for the whole course. If a course group is not completed as offered the entire group must be retaken in the future to receive the whole course credit. Split courses are offered as simultaneously scheduled parts or sequentially scheduled parts. Courses split in two parts are identified by AB and BB suffixes; courses split in three parts as AC, BC, CC.

Example 1: BIO 168AB and BIO 168BB are offered in a fall term. Both must be completed to receive credit for BIO 168. If an unsatisfactory grade is received in one of the two parts, both parts must be taken again in a future term to receive credit for BIO 168.

Example 2: AHR 112AB and AHR 112BB are offered with one in the fall term and one in the spring term. If the student successfully completes AHR 112AB in the fall but is unsuccessful in AHR 112BB in the spring, they have not successfully completed AHR 112 and will need to take both parts again if the course is offered in a split format in the future.

Course Substitutions

A set of courses, including a set of one course, may be substituted for a required set of courses, including a set of one course, in a curriculum if the set being substituted is the functional equivalent of the required set. In no case will substitutions be permitted which would allow completion of a program without meeting all student learning outcomes for that program.

Specific course requirements mandated by the State of North Carolina for a particular program may not be substituted. All substitutions must be approved by the program faculty, the associated curriculum division dean/director, and the Chief Academic Officer.

Changing Program

Students wishing to change their program of study should make an appointment with student services.

Removing an Incomplete Grade

A temporary grade of I may be assigned when at least 85 percent of the course work has been completed. Work must be finished by the sixth week of the following semester (fall, spring, summer) unless an earlier completion date is set. Failure to complete the work by the designated date will result in an F in the course. The course is not considered for GPA until the course is completed.

Request for a Grade Change Policy

Students requesting grade changes on their transcripts should initiate the requests within the semester following the one in which the grades were received. Students must contact instructors to initiate the changes.

Course Syllabi

Course syllabi are made available in Ram's Online for every curriculum course. The core syllabus contains, at a minimum, an identification of any prerequisites or corequisites, a course description, the course objectives, a course outline, the course requirements, the grading criteria, a statement indicating how student success will be measured (for example, any pretest and post-test measures), a general statement on student access to instructors, a statement relating to accommodations for students with a disability, the college policy on minimum attendance requirements, and a listing of supplemental resources and additional information. This core syllabus is the same for any section of a particular course. The core syllabus may contain other information which is common among all sections of a course. Along with the syllabus, an addendum prepared by the individual faculty member which gives specific information on student access to the instructor, specific information on the instructor's attendance and lateness policy, information on textbooks and/or other required materials, and other information, which may include, but not be limited to, a specific course outline with dates various topics will be covered, the projected dates for tests and/or

examinations, due dates for assignments, and any other information the instructor wants students to know at the beginning of the course.

The core syllabus will not change during the term unless changes in college policy/procedures or in knowledge on the topics covered necessitate a change, but the information in the addendum is subject to change. The instructor will notify students of any changes either orally or in writing as early as practicable. Instructors will make every effort to keep changes to a minimum but reserve the right to adjust the course as circumstances or needs dictate. Students are responsible for learning about changes if they miss a class period in which a change was announced or given in writing.

Attendance
Students are expected to attend all lecture and laboratory sessions and participate in all electronic forums in courses for which they are registered. Absences interfere with the students' progress and reduce the quality of classroom interaction. Instructors are required to drop all students who never attend a course prior to the 10 percent of the course. Instructors may elect to drop students whose absences exceed 5 percent of all scheduled contact hours for the course. Absences are counted from the first class meeting of the semester.

Students who miss class due to participation in an official college function must notify the instructor prior to the absence. (An official college function is one that has been approved by the appropriate college vice president.) Under normal circumstances, the absence should not result in the students' total absences exceeding the maximum allowed by the course syllabus. If, however, the absence would result in a violation of the class attendance policy, then students must obtain written approval from the class instructor in order to be eligible to participate in the official college function.

Attendance requirements for each class are found in the course syllabus. In addition, rules governing tardiness and leaving class early are addressed in each instructor's addendum to the syllabus.

Grading System
Student grades are available electronically after the end of the semester. End-of-semester grades become a part of student's permanent record.

Grade Explanation
SCC uses a 4.0-point system of grading:

Grade	Explanation	Quality Points/Credit Hours
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor, but passing	1.0
F	Failure	0.0

Other grades which may appear on grade reports or transcripts (No quality points are awarded.):

AU – Audit…Grade for those who register and complete a course as auditing students.

P – Passed…Grade for students in developmental coursework that indicates they have met the outcomes for the course and may now proceed to the next level developmental course or college gateway course.

I – Incomplete…Temporary grade (85 percent of course work completed). Work must be finished by the sixth week of the following semester (fall, spring, summer) unless an earlier completion date is set. Failure to complete the work by the designated date will result in an "F" in the course. Incompletes are not considered in the calculation of GPA until the course is completed.

R – Repeat…Grade indicating that a student in a developmental course has not completed all required work to receive credit but should complete the requirements in a subsequent attempt progressing at the same rate. Note: For financial aid calculations, this grade is considered to be equivalent to a withdrawal.

RA-RF – Removed from GPA…An "R" preceding a previously assigned grade, which results from students' applying for and being awarded Academic Fresh Start status.

W – Withdrawal…Assigned when students withdraw or are withdrawn from a course by their instructor prior to the exam period.

Computation of Grade Point Average (GPA)
The letter grade in each course is converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points for all courses are then divided by the total credit hours attempted to give the GPA.

Example:

ENG 111	A	4.0 x 3 =	12
BIO 163	B	3.0 x 5 =	15
PSY 150	C	2.0 x 3 =	6
TOTALS		11 =	33

A cumulative grade point average of 2.0 (C) or better is required for graduation in all programs. A lower GPA

will also affect financial aid eligibility. Grades of W, I, NA, AU and CR are not counted as hours attempted in calculating the GPA. If grades are changed, the GPA will be recomputed. Statements concerning academic honors, academic high honors, academic warning, or academic probation appear on the grade transcript for the appropriate term in which the status was earned. These statements will not be removed from the transcript by students improving their grade point average by repeating a class

Repeating a Class

Students who earn a grade below a "C" in a course or who completed the course five or more years earlier will be allowed to repeat the course. Additionally, students may repeat a course if mandated by their program of study. The last grade earned will be the grade of record for the course. The Executive Vice President may approve any exceptions on a case-by-case basis.

Students transferring courses to other institutions may find that the receiving institutions calculate the GPA based on all grades.

Academic Freedom

If a student feels that his/her academic freedom has been challenged or inappropriately restrained, he/she has the right to seek redress by filing a complaint using the college's grievance procedures. Policy 3.05 Procedure 3.05.01 Procedure 3.05.02

General Education
Definition

General education is the part of a student's education that assures that all graduates with a degree or diploma receive an appropriately broad and deep exposure to knowledge not specifically related to their field of study. General education is the part of a student's education that assures that all graduates with a degree or diploma receive appropriately broad and deep exposure to knowledge not specifically related to their field of study. Each degree offered by the college requires a minimum of 15 semester hours of general education classes. This requirement is designed to ensure that Associate degree graduates learn to communicate effectively and have exposure to the broad disciplines of human thought including communications, humanities/fine arts, social/behavioral sciences, and natural sciences/ mathematics. This general education requirement is designed to produce graduates who have a well-rounded education, which complements the specific skills they may learn relevant to their particular discipline.

Inclusion in Degrees and Diplomas

General education is an essential part of all degrees and diplomas at Southeastern Community College. Each degree or diploma meets general education outcomes (competencies) at a level appropriate for that degree or diploma, either at the college level, degree level, or transfer level.

All transfer degrees contain a minimum of 45 semester hours of courses designated as general education including at least 6 hours in communications, 6 hours in humanities/fine arts, 6 hours in social/behavioral sciences, 3 hours in mathematics, and 4 hours in natural sciences. This is in accord with the standards set by the Comprehensive Articulation Agreement between the North Carolina Community College System (NCCCS) and the University of North Carolina System, as well as between the NCCCS and the North Carolina Association of Independent Colleges and Universities in the Independent Comprehensive Articulation Agreement. All general education outcomes are met through taking appropriate courses to complete the transfer degree.

All other degrees – associate in applied science and associate in general education - contain a minimum of 15 semester hours of general education courses and meet the general education outcomes at a level appropriate for associate degree recipients.

All diplomas must contain a minimum of 6 semester hours of general education courses. These programs will meet the general education outcomes at a level appropriate for diploma recipients.

General Education Outcomes

The general education outcomes with explanations are as follows:

Demonstrate college level communication skills (writing and speaking). Communication skills are those learned behaviors which enable individuals to effectively gather, assimilate, process, and disseminate information. Demonstration of the skills indicates that students can write and speak at the college level.

Demonstrate quantitative and scientific literacy. Quantitative and scientific literacy refer to understanding the use of processes, procedures, or evidence to solve problems or make effective decisions. Demonstration indicates students solve problems or make decisions employing processes, procedures, data, or evidence.

Expectations of Students
Appropriate Academic Behavior

In order to create the most effective classroom environment possible to support learning, faculty and administration expect the following behaviors from students:

1. *Academic Participation.* Students should express their views in classroom discussions in an appropriate manner. Students should also listen respectfully to others expressing their opinions and ideas. The exchange of ideas in a noncombative, non-abusive, and orderly manner is essential for learning and fundamental to academic freedom.
2. *Academic Environment.* Students should not disrupt the learning environment through any inappropriate behavior. It is the responsibility of the instructor to ensure that the appropriate learning environment exists in the class and remove any student who disrupts the climate and interferes with other students' right to learn.
3. *Academic Courtesy.* Students should be in class for the complete class session. Entering a classroom late or leaving early is disruptive to the instructor and other students. If rare instances make students late for class, they should enter quietly, be seated as close to the door as possible, and draw as little attention as possible. Students should never leave early without the instructor's permission. Students should see the instructor after class to explain their lateness; the instructor may have already taken attendance.
4. *Academic Responsibility.* Students bear the responsibility for knowing what was covered in a missed class. They should inform an instructor before being absent from a class, if possible. Students have the responsibility to find out in advance, if possible, the assignments and activities for the missed class. Students are responsible for arranging any make up work and completing assignments due at the next class period. Students should not expect to be able to make up all work missed, especially unannounced quizzes or tests. Students are responsible for knowing what was covered in the missed class and getting notes from other classmates. It is not the responsibility of the instructor to reteach what was missed. An individual instructor's policies may be more lenient than the above, but it is still a student responsibility to learn what was missed. Students should understand that faculty are in the classroom to aid them in learning, but that faculty also have the responsibility of certifying that students have met the required outcomes of the course. Ultimately, students are responsible for their own learning.
5. *Academic Focus.* Students must focus on class activities while in class. They must not work on non-related activities or sleep. If internet use is a part of the class, students should use it only for class prescribed activities.
6. *Academic Exchange.* Students need to be prepared for a class to learn effectively. There cannot be an effective exchange between an instructor and students without this preparation. Being prepared means reading any assigned work for the class and noting questions or reactions to the reading, preparing any requested written work, or preparing questions to ask in the class. Students always have homework in a class even if nothing is specifically assigned. At the least, students should review previous class notes to check their understanding and be prepared to ask clarifying questions during the next class session.

General Expectations

Either inside the classroom or in any activities on campus or in other facilities where the college carries out classes or activities, students should observe the following:

1. Students should have food or drink only in appropriate locations. Food and drink are not permitted in classrooms, labs, or the auditorium.
2. Students should treat each other and all college personnel with respect in all interactions.
3. On-campus Basic Skills students must abide by the rules stated in their signed agreement form entitled, "SCC Basic Skills Program On-Campus Rules," in addition to the expectations stated in this section and the section above.
4. Students must abide by all policies and procedures governing their behavior in the Policies and Procedures, the Student Handbook, and in the Catalog.

Access to Student Records
Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Southeastern Community College (SCC) receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will

make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask SCC to amend a record should write the SCC registrar clearly identify the part of the record the student wants changed, and specify why it should be changed. If SCC decides not to amend the record as requested, SCC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before SCC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

SCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by SCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the SCC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SCC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202
FERPA permits the disclosure of PII from students'

education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty, within SCC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Approved 06.15.2020
Effective Immediately

Retention and Disposition of Student Records

Retention and disposition of records maintained by admissions and the registrar's office are handled in accordance with the schedules published in the Public Records Retention and Disposition Schedules as prepared by the North Carolina Community College System and the State Board of Community Colleges for institutions in the community college system.

Transcripts

Students who wish to have an official transcript mailed to another institution or potential employer must request the transcript by one of the methods below.

Military Transcripts

Prospective students who have military experience may be able to obtain some equivalencies toward an AAS degree, diploma, or certificate for training received in military services. Individuals seeking equivalency for military training must have an official Joint Services Transcript (JST) sent to the college.

The JST is a uniform transcript of all military training and experiences for service members in all branches and includes Army Officer and Warrant Officer training, joint military training conducted by other services, and Defense Activity for Non-Traditional Education Support (DANTES)-funded test scores. To obtain your official JST, visit: https://jst.doded.mil/official.html. The appropriate dean or department head may evaluate the transcript, and equivalency will be awarded as appropriate.

Electronic Ordering Options

Electronic – When placing your order online, you can select a paperless option for your official transcript. Before placing your order, find out from the recipient whether an electronic transcript is acceptable and if so, the email address you should use for delivery. Once your order has been placed, the recipient will be notified by email that a certified PDF from our transcript ordering service can be retrieved. Please note that this option is not available for those who attended the college prior to 1997.

Mail – Official paper transcripts are mailed using standard delivery through the U.S. Postal Service. Paper transcript requests will normally be processed within two business days. However, a longer period of time may be required for processing at the beginning and end of a semester. The fee for an official paper transcript ordered via the online service is $5.00.

Office Options:
On-demand – An official paper transcript can be requested on-demand during normal business operating hours in the Registrar's Office. The request must be made in person and will require a valid photo identification. The service will not be available during the two days prior to the start of the fall, spring and summer terms. The charge for an on-demand transcript is $5.00.

Office request – An official paper transcript can be requested in the Registrar's Office for free. This request must be made in person and is only available for mailed or hold for pick-up paper transcripts. Paper transcripts will be processed within two business days. However, a longer period of time may be required for processing at the beginning and end of a semester. Electronic transcripts are not available using this process.

Credit for Courses not Completed at SCC

Students seeking to transfer course work should note that they must earn at least twenty-five percent of the hours required in their degree program at SCC. This policy applies no matter how many hours are awarded through transcript evaluation or other forms of credit. Students need to be aware that awarding of credit for courses not taken at SCC does not guarantee that those courses will be accepted by another institution of higher learning. Each institution sets its own policies.

Credit for Coursework from Other Colleges and Universities Taken Before Admission to Southeastern Community College (Transcript Evaluation)

1. Other than the exceptions listed below, SCC accepts all courses from a North Carolina community college with a grade of A, B, or C for transfer if they are in the Combined Course Library.
   1. Transfer of nursing and health technologies program courses have additional requirements listed in Item 2c below.
   2. If SCC does not offer the courses, students receive elective credits, if applicable, toward specific degrees.
   3. If the courses are in a program that the college does not offer and the courses are not applicable to a degree offered, students will not receive transfer credits toward degrees.
2. Transfer of credit from any other institution must meet the following criteria:
   1. The courses must either be taught by a college or university that is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or one of the seven other federally recognized accrediting bodies (Middle States Commission on Higher Education, New England Association of Schools and Colleges Commission on Institutions of Higher Education, New England Association of Schools and Colleges Commission on Technical and Career Institutions, North Central Association of Colleges and Schools The Higher Learning Commission, Northwest Commission on Colleges and Universities, WASC Senior College and University Commission, Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges), or the student must furnish the following for each course they want to transfer:
      1. The course syllabus, which should contain a course description, course objectives, the number and type of assignments, and a topic outline
      2. The number of credit and contact hours The evaluator will use this information, along with consultation with appropriate discipline faculty to determine the transfer credit to be awarded, if any. The courses must be equivalent to courses SCC offers in content and credit hours. In some instances, students may be granted either general education credit or elective credit for courses in an area in which (e.g., science or math) the college requires specific courses, even though the college may not teach those courses. Students may submit course syllabi for classes from the regionally accredited institutions to support their equivalence to Southeastern courses.
   2. Grades for transferable courses must be A, B, or C. Grades of D, F, S, or P are not accepted. (Numerical grades will transfer if they are equivalent to A, B, or C on the transcript legend.)
   3. Students desiring to transfer courses into a nursing or health technologies program must meet the following criteria:
      1. Meet with an admission staff member to verify that all program admission requirements have been met.
      2. Have been enrolled in an approved or accredited program at the former institution within the past twelve months.
      3. Have written verification of good academic standing and consistently safe clinical performance from the former institution's program director.
      4. Have nursing courses evaluated by the director of nursing. To be eligible to transfer, the courses must be equivalent to courses offered at SCC in both theory and clinical experience.
      5. Enter the nursing or health technology program at SCC within twelve months of leaving the former institution
      6. Understand that nursing and health technology program courses over two years old will not be accepted for transfer, nor will courses that are in the second year of the associate degree nursing and medical laboratory technology programs.

3. Credit for study skills or orientation courses from other than a North Carolina community college are not accepted as the equivalent of ACA 115. To receive equivalent credit to ACA 115, students must provide the transcript evaluator with course syllabi.
4. Credit hours other than semester hours (e.g. quarter, unit) are translated to semester hours for transfer credit.
5. College junior or senior level courses may receive transfer credit for freshman or sophomore level courses if they are equivalent to lower level courses SCC teaches. No other upper division or graduate courses transfer.
6. Requests for reevaluations of transcript must be made to the Director of Student Services. Students may have to present course syllabi to the transcript evaluator to challenge denials of transfer credit. The director of student services may consult with faculty who teach in specific subject areas to determine whether credit should be awarded. The Director will then inform students of the decision. Students may appeal to the Executive Vice President whose decision is final.
7. Credit for developmental (or remedial) courses taken prior to 1997 is not awarded.
8. Courses may receive transfer credit but may not be acceptable in certain programs unless they were taken within a specific time period (e.g. BIO 168, Anatomy and Physiology taken more than ten years before entry into the ADN program). Students must meet program requirements for recentness of courses.
9. Transcript evaluation usually takes two to three weeks from the date the college receives the transcript from the sending institution. Students should check with the registrar's office to determine if their transcripts have been received by the college. If students do not receive an evaluation within three weeks of the transcripts' arriving at the college, they should contact the registrar's office.

Credit for Coursework taken at Other Colleges and Universities After Admissions to Southeastern Community College (Transient Coursework)

The programs students enroll in at SCC are designed to be taken at SCC; however, under certain circumstances, permission can be given to take courses at other institutions while attending SCC.

A student who wishes to attend another collegiate institution should contact the registrar's office at Southeastern to secure a "Consortium Form" and with their advisor determine whether the intended transfer courses are acceptable. The completed consortium form should be taken to the appropriate Southeastern Community College division dean/director for approval. Failure to obtain prior approval may result in the coursework being unacceptable for transfer to Southeastern Community College.

In some circumstances, a student may not be permitted to take coursework at another collegiate institution while concurrently enrolled at Southeastern if the course for which the student wants transfer credit is scheduled and available at SCC during the academic term in question or if it contains general education/program specific outcomes required for graduation.

The combined load of residence courses and transient courses in a term should not exceed the maximum load allowed. Once a student has enrolled in an SCC program, she or he should not enroll as a visiting student at another collegiate institution unless prior approval has been received from SCC.

Students wishing to apply for financial aid to attend other schools should contact the SCC Financial Aid Office after the registrar and the appropriate program dean/director sign the Consortium Form.

Curriculum Student Registration/ Add/Drop/Withdrawal/Never Attend (Procedure 3.01.10)
Advising and Registration

The college provides ample opportunity for students to register for classes and encourages students to maintain regular advising appointments with advisors beyond the registration period. Exact registration times and dates are announced in advance through campus publications. Currently, enrolled students should schedule an appointment with their advisor to receive advice concerning their selection of courses and degree progress. New or returning students should schedule an appointment with a Student Services Advisor to register for courses and to be coded into a program of study.

How students can add a class after classes have begun.

For most classes, the add period is the first two days of the semester or prior to the first day of the course.

Students wishing to add a class that has met more than once must complete an Add/Withdrawal Form.

Students may not add a course after the Add Period on the Schedule of Courses unless the following procedure is followed:

1. The student should complete the Add/Withdrawal Form, which will route to the appropriate division dean.
2. The dean, after consulting with the faculty, should deny the request, if he or she thinks the student has missed too much class to be successful.
3. If the dean, after consulting with the faculty, thinks the student can start the class and be successful, the dean will accept the form and discuss the petition with the Executive Vice President.
4. The Executive Vice President will either approve or deny the request and direct the dean to communicate the decision to the student.
5. If approved, the form will be delivered to the registrar, who will add the student to the course.
6. If denied, the dean will communicate the decision to the student.

How students can drop a class.

Students can drop a course prior to the census date (10% point) of a class by dropping the course in Self Service or coming to the registrar's office and requesting a class to be dropped. Dropped courses are not recorded on students' transcripts and are not calculated in attempted hours for student completion.

How students can withdraw from a class.

Students wishing to withdraw from a class should complete the Add/Withdrawal Form or email their instructor to request a withdrawal. After the 10% point, but before the beginning of the exam period, a grade of W will be entered on the student's transcript. After the exam period begins, a grade will be issued in accordance with the grading policies and will be recorded on the students' transcript, unless the student officially withdraws from all courses.

Never Attend - Instructors should identify students who never attend a course.

Instructors will record students' first day of attendance in a course. Students who never attend a course will be marked as a no-show and will be removed from the course prior to the census date.

Instructors may withdraw students with excessive absences.

Instructors may withdraw students who have excessive absences. Students withdrawn for excessive absences

will receive a grade of W until the day before the exam period. After that time, instructors may issue a grade in accordance with grading policies.

How students should withdraw from all classes.

Students desiring to completely withdraw from all classes should contact Student Services for the forms and procedures necessary for official withdrawal. Students may withdraw from the college with a grade of W in all courses the day after the 10% date and prior to the first day of the final examination period. After the final exam period, student grades are assigned in accordance with Procedure 3.01.11.

Prerequisites

Prerequisite courses are courses that must be completed before students can enroll in subsequent courses. Students must comply with catalog requirements and courses may not be taken until all prerequisites have been met. (Exceptions may occur when students are in specially designed curricula that allow for meeting prerequisites in an alternative manner. Such programs will have been approved by the appropriate faculty and academic dean/director and authorized by the Executive Vice President upon the presentation of specific documentation showing how the prerequisite skills or knowledge content are being met.) Advisors will assist, but it is the responsibility of students to check course prerequisite requirements. Registering for a course without having the appropriate prerequisite will result in students being dropped from courses when improper registrations are discovered. The removal from a course may have an effect on full-time status and/or financial aid. (Any refund will be based on the college's current refund policy.)

If students feel that they have met a prerequisite by one of the following means, they should work with their advisor and the appropriate division dean to initiate a prerequisite wavier:

1. A course or combination of courses taken at another institution covering the knowledge and abilities equivalent to those specified in the prerequisite course.
2. Documented knowledge and abilities through work experience, experiential learning, or formal assessment equivalent to those specified in the prerequisite course.
3. Professional certification and/or licensure demonstrating the knowledge and abilities equivalent to those specified in the prerequisite course.

The Executive Vice President shall approve or deny prerequisite waiver requests. The vice president's decision is final.

Under no circumstance will prerequisites be waived without completion of one of the above procedures.

Corequisites

Corequisite courses are courses that must be taken at the same time as another course or prior to the course to be taken. Note: Some lecture courses having corequisite labs are "Split Courses" and must be taken together during the same semester. Additionally, the following courses with labs must be taken together: COS 111/112, COS 113/114, COS 115/116, and COS 117/118.

Students must comply with catalog requirements in that courses may not be taken without the appropriate corequisite. (Exceptions may occur when students are in specially designed curricula that allow for meeting corequisites in an alternative manner. Such programs will have been approved by the appropriate faculty and division dean/director and authorized by the Executive Vice President upon the presentation of specific documentation showing how the corequisite skills or knowledge content are being met.)

Advisors will assist, but it is the responsibility of students to check course corequisite requirements. Registering for a course without having the appropriate corequisite will result in students being dropped from courses when improper registrations are discovered. The removal from a course may affect students' full-time status and/or financial aid. (Any refund will be based on the college's current refund policy.)

If students feel that they have met a corequisite by one of the following means, they should work with their advisor and the appropriate division chair to initiate a corequisite waiver:

1. A course or combination of courses taken at another institution covering the knowledge and abilities equivalent to those specified in the corequisite course.
2. Documented knowledge and abilities through work experience, experiential learning, or formal assessment equivalent to those specified in the corequisite course.
3. Professional certification and/or licensure demonstrating the knowledge and abilities equivalent to those specified in the corequisite course.

The Executive Vice President shall approve or deny corequisite waiver requests. The vice president's decision is final.

The corequisite components of COS 111/112, COS 113/114, COS 115/116, and COS 117/118, may not be waived.

Under no circumstances will a corequisite be waived for other courses without completion of one of the above procedures.

Some programs/curricula have admission or continuation requirements that are not courses. These requirements function as prerequisites that must be met. (See individual programs for specific requirements.)

Statement on Official Electronic Communications

To ensure that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit, the college requires use of its official email systems. The official system for students relies on the issuance of a student identification number to all students when they are admitted to the college. Students then follow guidelines posted on the college website to create logins and passwords. No other student may be permitted to access the email system using the created logins and passwords, and students may not allow access under their individual logins and passwords.

Students and faculty communicating with each other about any course-related questions or when sending or receiving assignments must do so using college-approved email systems or through an approved college platform, such as Aviso or Rams Online.

All personnel and students must use official college communication systems when electronically communicating about college classes, activities, services, and business.

Credit for Prior Knowledge, Experience, or Certifications

Southeastern Community College supports learning as a lifelong process and recognizes that knowledge is acquired in many different ways. To promote the recognition of learning outside of the college's credit curriculum, the President shall establish procedures to award college credit for the relevant and appropriate knowledge, skills, and abilities that students acquire outside of the curriculum instruction offered at Southeastern Community College. These procedures should include, but not be limited to, the awarding of college credit for the completion of recognized industry

credentials, articulated high school courses, military education and training, national and local proficiency exams, and portfolio assessments. (Policy 3.09)

Non-Course Credit (NC)
Non-course credit is assigned for credit for prior knowledge, experience or certifications; College-Level Examination Program (CLEP) tests, and certain high school tech prep and advanced placement courses. The non-course equivalency given is based on the credit hour(s) of the course(s); no grade or point value is assigned.

North Carolina Community College Systems – University of North Carolina Comprehensive Articulation Agreement (CAA)
Transfer Assured Admissions Policy (TAAP)

The TAAP assures admission to one of the 16 UNC institutions under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an associate in arts or associate in science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of C or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, then he or she will be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website (wwww.cfnc.org) where the student will be given information regarding space availability and contacts in the respective UNC Admission offices. It is the student's responsibility to contact each institution's admissions office to get specific information about admission and available majors.

If the previous steps do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

Transfer of Credits
The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

Eligibility. To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of C or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

Definition of the General Education Courses and Pre-Major Courses. The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of 60-61 semester hours credit for graduation and are transferrable to any UNC institution. The overall total is comprised of both lowerdivision general education and pre-major courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

The AA and AS degree programs of study are structured to include two components:

- *Universal General Education Transfer Component* comprises a minimum of 30 semester hours of credit, and
- *Additional general education, pre-major, and elective courses* that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of

credit. Additional general education, pre-major, and elective courses should be selected based on a student's intended major and transfer institution.

Each receiving institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique. Students are directed to the pre-majors for specific courses and distribution.

Transfer of Associate in Arts and Associate in Science Degree Program.

1. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
2. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
3. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower-division general education requirements.
4. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
5. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of C or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
6. Requirements for admission to some major programs may require additional pre-specialty courses beyond the premajor taken at the community college. Students entering such programs may need more than two academic

years of course work to complete the baccalaureate degree, depending on the requirements of the program.
7. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
8. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a C will not negate the provisions of the CAA.

UNC Minimum Admission Requirements (MAR) and Minimum Course Requirements (MCR).

1. A student who completes the Associate in Arts or the Associate in Science degree will satisfy UNC's minimum admission requirements (MAR) and minimum course requirements (MCR).
2. A transfer student will also be considered to have satisfied (MAR) and (MCR) if he or she has:
    1. received the baccalaureate, or any higher degree, or
    2. completed at least six (6) semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-04 and beyond) a second language.

Student not completing the Associate in Arts or Associate in Science degrees.

A North Carolina community college student who satisfactorily completes, with a grade of C or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university's lowerdivision general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

Certification of University General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion. Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully

completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

Four-Year Degree Plan for Community College Transfer Students. Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC institution will develop, publish, and maintain four-year degree plans identifying community college course that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower-division general education and other degree requirements.

Transfer of courses taken in other associate degree programs. Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in Applied Science (AAS) or Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of C or better in all courses that are designated for college transfer will receive credit for those courses. AAS or AFA students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or premajor/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution.

Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs.

The TAC encourages the development of new bilateral articulation agreements among institutions; however, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

Transfer of courses not originated at North Carolina Community Colleges. Transfer courses that do not originate at a North Carolina community college or UNC institution may be used under the CAA with the following stipulations:

1. Courses must be completed at a regionally accredited (e.g., SACS) institution of higher education;
2. Courses must meet general education requirements; and
3. Courses may total no more than 14 semester hours of general education course credit.
4. For courses not originating at a North Carolina community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

Transfer of Advanced Placement (AP) course credit. Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the CAA. Student who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy.

Transfer Credit Appeal
If a transfer student perceives that the terms of the CAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix E of the CAA located at https://www.nccommunitycolleges.edu/sites/default/files/basicpages/academic- programs/attachments/caa_tac_08.2016.pdf.

Students Enrolled Prior to Fall Semester 2014
Students officially enrolled in an Associate in Arts or Associate in Science program at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the CAA in place at the time of their initial enrollment as long as they have remained continuously enrolled.

North Carolina Community College Systems –North Carolina Independent Colleges and Universities (ICAA)

The 2015 Independent Comprehensive Articulation Agreement (ICAA) between Signatory Institutions of the North Carolina Independent Colleges and Universities (NCICU) and the North Carolina Community College System (NCCCS) is intended to provide smooth transfer for community college students who wish to continue their education at an NCICU Signatory Institution. The ultimate goal of this agreement is the seamless articulation from the community college to the NCICU institution with minimal loss of credit or repetition of work. The Signatory Institutions which adopt this agreement do so for the benefit of the transferring student. The Signatory Institutions include: Barton College, Belmont Abbey College, Bennett College, Brevard College, Campbell University, Chowan University, Gardner-Webb University, Greensboro College, Guilford College, Johnston C. Smith University, Lees-McRae College, Lenoir-Rhyne University, Livingstone College, Mars Hill University, Meredith College, Methodist University, Montreat College, North Carolina Wesleyan College, Pfeiffer University, Saint Augustine's University, Salem College, Shaw University, St. Andrews University, University of Mount Olive, William Peace University, and Wingate University.

The ICAA rests upon assumptions common to successful articulation agreements. The primary assumption is that institutions recognize the professional integrity of other public post-secondary institutions that are regionally accredited for college transfer programs. All courses approved for college transfer under this agreement will be taught by faculty who meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements. Another assumption is that substantial commonality exists in the lower-division general education requirements and courses currently offered at senior institutions and community colleges for the purpose of transfer.

The general education requirements of the receiving institutions remain in effect for all students not participating in this articulation agreement. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower-level courses required for each major at the senior institution are determined by the senior institution and outlined in the baccalaureate degree completion plans published by the senior institution. Upper-division general education requirements and graduation requirements at the senior institution are not affected by this agreement.

Transfer of Credits

The ICAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a signatory institution of the NCICU. The ICAA does not address admission to a specific institution or to a specific major within an institution.

Eligibility. To be eligible for the transfer of credits under the ICAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree, have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale, and a grade of C or better in all ICAA courses. Students who do not complete the degree are eligible to transfer credits on a course by course basis.

Definition of General Education Courses and Pre-Major Courses. The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of sixty or sixty-one semester hours credit for graduation and are transferable to Signatory Institution of North Carolina Independent Colleges and Universities. The degrees are comprised of both lower-division general education and pre-major courses. The curricula reflect the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving senior institution's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

The AA and AS degree programs of study are structured to include:

- the **Universal General Education Transfer Component (UGETC)** which includes a minimum of 30 semester hours of credit, and
- **Additional general education, pre-major, and elective courses** that prepare students for successful transfer into selected majors at the senior institution and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and preferred transfer institution before completing 30 semester hours of credit at the community college. Each receiving senior institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency. Additional general education, pre-major, and elective courses in the associate degree should be selected based on a student's intended major and the baccalaureate degree plan published by the senior institution.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique.

Transfer of Associate in Arts and Associate in Science degree programs.

1. The ICAA enables North Carolina community college graduates of two-year associate in arts and associate in science degree programs who are admitted to signatory institutions of the NCICU to transfer with junior status if they follow the senior institution's published baccalaureate degree completion plans.
2. Senior institutions cannot place requirements on students transferring under the ICAA that are not required of their native students.
3. Students who completes the Associate in Arts or Associate in Science degree prior to transfer to the senior institution will have fulfilled the senior institution's lower-division general education requirements.
4. Due to degree requirements in some majors, additional courses at the senior institution may be required beyond the general education courses and pre-major courses taken at the community college. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a Signatory Institution of the ICAA.
5. Requirements for admission to some major programs may require additional pre-specialty courses beyond the premajor taken at the

community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
6. All courses approved for transfer in the ICAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
7. ICAA courses taken beyond the 60-61 SHC of credit in which the student received a grade of less than a "C" will not negate the provisions of the ICAA.

Students not completing the Associate in Arts or Associate in Science degrees. A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component will receive equivalency credit applied toward the senior institution's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/ Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

Certificate of Universal General Education Transfer Component Courses, Associate in Carts Degree or Associate in Science Degree Completion. Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at whichthe courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

Four-Year Degree Plan for Community College Transfer Students. Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's baccalaureate major or program emphasis. Each senior institution will develop, publish,

and maintain four-year baccalaureate degree completion plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by the senior institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the senior institution with all courses fulfilling lower division general education and other degree requirements .

Transfer of courses taken in other associate degree programs. Upon admission to a Signatory Institution of the ICAA, a community college student who was enrolled in an Associate in Applied Science (AAS) or Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer will receive credit for those courses. Students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution.

Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled through bilateral articulation agreements. Under bilateral agreements, individual senior institutions and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs.

Transfer of courses not originated at North Carolina community colleges. Transfer courses that do not originate at a North Carolina community college may be used under the ICAA with the following stipulations:

1. Courses must be completed at a regionally accredited (e.g., SACSCOC) institution of higher education;
2. Courses must meet general education requirements; and
3. Courses may total no more than 14 semester hours of general education course credit.
4. For courses not originating at a NC community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis

Transfer of Advanced Placement (AP) course credit. Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the ICAA. Students who receive AP course credit at a community college, but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the senior institution's AP policy.

Transfer Credit Appeal

If a transfer student perceives that the terms of the ICAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix C of the ICAA located at http://www.nccommunitycolleges.edu/sites/default/files/basicpages/academic- programs/attachments/icaa_with_signatures_04.30.2018_1.pdf.

Students Enrolled Prior to Fall Semester 2014

The 2015 ICAA is based on the community college AA and AS degrees which were effective for students beginning their enrollment at a community college for Fall Semester 2014. Students enrolled at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the ICAA in place at the time of their initial community college enrollment as long as they have remained continuously enrolled.

Academic Progress/Probation/Suspension

Southeastern Community College policies for academic progress are designed to assist students in successfully completing their program of study. It is the student's responsibility to be aware of their academic progress. Counseling, tutoring services, and faculty advising are available to help students maintain satisfactory academic progress.

Students working toward completion of a degree, diploma, or certificate, must complete all courses in their program with a minimum 2.0 grade point average (GPA) to be eligible for graduation. Other programs may have additional requirements, and students are directed to meet with their advisor to review grade policy and requirements for their particular program.

All students are subject to the academic progress policy, including those not seeking degrees. Satisfactory academic progress will be determined based on the final grades and a minimum 2.0 cumulative GPA for attempted credit hours.

Unsatisfactory progress is defined as follows:

Academic Probation

Students who have earned less than a minimum 2.0 cumulative GPA are placed on academic probation. When a student's cumulative GPA reaches or exceeds 2.0, he or she will be removed from academic probation and considered to be in good standing. A student who has been on academic probation for two consecutive semesters of attendance may be subject to academic suspension. A student is notified by Rams Mail of his/her status and the steps that must be taken to remove the status of probation.

Students on academic probation must make an appointment to meet with their faculty or academic advisor to register. The advisor may:

- Limit their enrollment to nine (9) credit hours or less for the semester.
- Prescribe specific developmental or required courses for enrollment.
- Specify the mechanism by which courses are delivered, e.g., student may be restricted from taking any online courses.
- Require the student to meet with the advisor at various times throughout the semester to discuss the student's academic progress.
- Require students with a grade of "F" to repeat failed course(s) before registering for new additional courses in the subsequent semester.

Reinstatement

Reinstatement Students seeking to return to Southeastern Community College after academic suspension must meet with their advisor to discuss their program of study and course selection. The advisor will notify the registrar's office and the student's status will be returned to Academic Probation. Credit hours may be restricted. Students raising their cumulative GPA to 2.0 or above will return to good standing.

Students receiving financial aid must meet all the requirements of the financial aid progress policy. Students are advised to contact the financial aid office (910.788.6214) regarding their status.

Academic Suspension

A student may be placed on academic suspension for consistent failure to show active initiative toward fulfillment of his/her chosen educational goal. A student remains on academic suspension for a minimum of one semester. A student is notified by Rams Mail of his or her status and the steps that must be taken to remove the status of academic suspension.

Students who wish to appeal the academic suspension must follow the Student Grievance Process.

Academic Fresh Start

Academic Fresh Start is designed for students who have a GPA lower than a 2.0 in their initial period of enrollment at Southeastern Community College and who have resumed their post-secondary education after a period of re-enrollment in which they have made significant improvements in their academic achievement. A student who has not been enrolled in curriculum courses at the college for three years (36 months) and then re-enrolls may request Academic Fresh Start from the director of student services.

- The returning student must be enrolled the semester prior to making the request, having completed a minimum of six credit hours within a period of one year (12 months) in his/her curriculum, and must be in a curriculum program having earned at least a C grade in every course attempted since reentry.
- The request must be made within twelve months of re-enrollment at the college.
- Responses to requests for fresh start will be made within five working days of receipt of the request.

If approved, the student's new grade point average (GPA) will be recalculated including all previous courses with a C or better. These courses can be applied to meet graduation requirements.

- To meet program completion/graduation requirements, the student must complete a minimum of one-half the total credit hours required in the program after the Academic Fresh Start re-enrollment period has begun.
- Previous major courses of C or better will be treated like transfer courses where grades are not assigned.
- Transfer institutions may not acknowledge Academic Fresh Start. They may consider all credits and may calculate the student's entire GPA for their purposes. It is at the discretion of the transfer institution to determine how they will interpret this policy.
- Academic Fresh Start may not affect admission or readmission to a health technology program at Southeastern Community College.
- Due to federal regulations, the Financial Aid Office does not acknowledge Academic Fresh Start when calculating eligibility for financial aid.
- Approval of a request for recalculation of grade point average under this policy is only granted once for each student.

Effective Fall 2020

Financial Aid

The college provides the opportunity for all students to apply for federal, state and local financial aid programs. The college administers these programs in accordance with all applicable rules and regulations. (Policy 4.07)

Pell Grant - Work Study

The Federal Pell Grant is an award made to undergraduate students to help pay for their education after high school. The Free Application for Federal Financial Aid (FAFSA) must be completed at www.fafsa.gov and received by the college's Financial Aid Office before consideration can be made for this grant. It does not require repayment.

Scholarships

More than 80 privately funded scholarships are offered through the SCC Foundation, Inc. These scholarships must be applied for independently of financial aid. A list of scholarships and application guidelines may be viewed online at Scholarships.

Satisfactory Academic Progress Requirements for Financial Aid Recipients

Financial Aid Procedures

Financial Aid Warning

To determine your academic progress status and eligibility for financial aid, your academic record will be evaluated at the end of each term. Following the first term of failure to maintain cumulative satisfactory academic progress, you will be granted **one term** to regain satisfactory academic progress. This term is known as your "Warning" term. During your Warning term, you may continue to receive financial aid provided you are otherwise eligible.

Participation in the following success strategies while on warning may positively impact students' performance as well as positively impact any appeal due to the loss of financial aid. It is *recommended* that students do the following.

1. When offered, complete an "Academic Success Workshop" during the semester on warning.
2. Meet with student's Success Coach or Academic Advisor twice during the semester on warning.
3. Consider repeating failed courses within a program of study.
4. Consider limiting enrollment to ten hours or less for the semester.

5. Consider the mode (face-to-face, hybrid, online) and length (16 weeks, 12 weeks, 8 weeks, other) of courses for the semester.
6. Visit or access student success services such as computer lab, Upswing Tutoring or workshops provided by an instructor or success coach.

If you are able to regain satisfactory academic progress with the courses completed successfully during your Warning term, the Warning status is lifted. If you have not regained satisfactory academic progress, you are placed on Financial Aid Suspension and you are no longer eligible for financial aid at SCC until your cumulative progress is again satisfactory.

Financial Aid Suspension

Students who fail to meet the conditions of a warning, which are to maintain a minimum cumulative GPA of 2.0 and complete 67% of classes attempted, are placed on suspension. Once on suspension, the student will be notified of the termination of financial aid. Students who are placed on suspension forfeit their financial aid. Students may either appeal to have their financial aid eligibility reinstated or may notify the financial aid office once they are meeting the satisfactory academic progress policy for students receiving financial aid so that their financial aid eligibility can be reconsidered.

Below are options to regain financial aid eligibility:

Financial Aid Probation

Students who are suspended may appeal to the Financial Aid office to have their financial aid eligibility reinstated. The reinstatement is for one probationary payment period (semester). (See the appeal process outlined below). A student on probation may not receive financial aid for the subsequent payment period unless:

1. The student is now meeting the financial aid satisfactory academic progress policy at the end of the probation period (semester).
2. The Financial Aid Office determines the student met the requirements specified in the appeal which is maintaining a 2.0 GPA and a 75% completion rate for each semester while on probation. This is a Financial Aid Success Plan to help students regain Satisfactory Academic Progress.

Continued Probation

As long as the student continues to make progress as identified by the Financial Aid Student Success Plan, the student will remain eligible for financial aid on continued probation until the expiration date of their Financial Aid Student Success Plan. Students will be

notified of their status at the end of each payment period (semester) or when they first apply for financial aid.

Financial Aid Appeal Process

Students who are suspended for not making satisfactory academic progress standards may appeal to the Financial Aid Office for reinstatement of financial aid eligibility for one semester if they have extenuating circumstances which are generally beyond their control such as death in the immediate family, serious illness or injury, etc. The procedure for appeal is:

1. Complete and submit the appropriate Satisfactory Academic Progress Appeals Request form with all required documentation by designated deadline. Appeal forms may be obtained from the financial aid website or the financial aid office.
2. The student will indicate in writing to the Financial Aid Office the reasons why he/she did not make satisfactory academic progress and why his/her financial aid should not be suspended.
3. Documentation to support the appeal is required and must be attached to the appeal form. Appeals submitted without documentation will not be reviewed.

Approved Appeals

If your appeal is approved, you will be placed on "Probation with Appeal" and expected to follow your Financial Aid Student Success Plan as implemented by Financial Aid Office until the completion of current program of study or expiration of the Plan.

Students that fail to meet Satisfactory Academic Progress during the probationary semester or as designated in the Financial Aid Student Success Plan, may be denied for future financial aid. At this point, students may be referred to the Satisfactory Academic Appeals Committee. The Satisfactory Academic Appeals Committee (SAP Committee) will review the appeal and documentation to determine whether or not students' financial aid eligibility will be reinstated. Students will be able to view the decision on their Self-Service account under Financial Aid Information. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. Each appeal is reviewed on a case by case basis. Paying out of pocket for classes or sitting out a semester is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have an appeal approved to have aid reinstated.

Subsequent appeals may be requested for consideration but you will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal.

Denied Appeals

If a student's appeal is denied or if the student does not meet the conditions of an approved appeal, the student will be asked to attend at his/her own expense and earn the deficiency either in the hours, GPA or both (a student cannot make up a deficiency if his/her appeal was due to exceeding the maximum timeframe to earn a degree). If a student did not maintain SAP due to a deficiency in credit hours, a student may take the credit hours at another institution as long as SCC accepts the transfer hours. After the student completes the semester (or semesters), he/she must submit an appeal form to the Financial Aid Office so his/her progress can be reevaluated.

The decision of the Satisfactory Appeals Committee is final.

NOTE: All notices regarding students' academic progress for financial aid purposes will be available through the Financial Aid section of students' Self-Service account. Students are responsible for monitoring this information.

Financial Obligations and Business Relationships

The accountability of the college for its various fiscal and business relationships with students is dictated in part by the regulations governing the college and in part by its desire to encourage students to maturely and responsibly meet their commitments in these areas. The college assumes no responsibility for, nor acts in the collection of, privately incurred debts or obligations involving students in relationships with parties outside the college. (Policy 4.02)

Religious Observances

In compliance with N.C.G.S. 115D-5, as amended in the 2010 legislative session, and 23 N.C.A.C. 02C.0213 of the state administrative code, students are permitted a minimum of two excused days each academic year for religious observances required by their faith. Students will be entitled to make up any tests or other work missed due to an excused absence for a religious observance. To be eligible for these excused absences, students must complete the written application process within the appropriate time frame. (Policy 3.07)

Religious Observances for Curriculum Classes

Students are permitted to request two excused absences each academic year for religious observances required by the faith of the student and are entitled to make up any tests or other work missed. The following process delineates how to obtain and use these absences: (Procedure 3.07.01)

1. At least 48 hours prior to the beginning of the class or two weeks prior to the religious observance, whichever is later, the student will notify the campus Help Center in writing either by completing the paper form in the library at the Help Center desk or via email from his/her Rams mail account to HelpCenter@sccnc.edu.
2. The email and/or form must include the student's name, ID number, date to be missed for religious observance, brief description of the religious observance, classes that will be missed due to the religious observance (including course/section numbers, course titles and instructors' names).
3. After verifying that the student still has religious observance days remaining, the Help Center staff will email the student and all indicated instructors that the student is using a religious observance day for the date requested.
4. Upon receipt of the email, the student should immediately contact their instructor(s) to arrange appropriate makeup work.
5. The student make-up work may be completed any time after notification of the instructor by the Help Center or within five school days after the absence. If fewer than five school days remain in the term, the student may receive an "I" in the course and finish the course during the next term.
6. If the make-up work is completed in the appropriate time frame, the student will receive credit for the missed work with no penalty. If the make-up work is not completed in the appropriate timeframe, the student will receive no credit for the missed work.

Curriculum Final Grade Appeal Process

Grades are determined by the course instructor and must be based on a fair and consistent system for all students. Students may appeal the final course grade using the following process:

Appeals concerning final grades given for a course must be directed to the faculty member who assigned the grade. The student should contact the faculty member and request an initial conference to discuss the grade. The faculty member assigning the grade and the student appealing the grade shall discuss the issue and attempt to resolve the difference. Every reasonable effort should be made to resolve the issue during the conference. This initial conference should occur within five business days of the end of the term. If the faculty and student fail to reach a satisfactory resolution, the student may appeal the grade by following these steps:

1. The student shall present a written letter of appeal to the appropriate division dean within five business days after the conference with the instructor.
    1. The letter of appeal must contain the following components:
        1. Date, student's name, student's signature, student's SCC email address, and student's current telephone number.
        2. Prefix and number of course for the grade being appealed.
        3. Name of instructor issuing the grade.
        4. The date of the conference with the instructor.
        5. The grade the student received and the grade the student believes he or she should have received.
        6. An explanation, in three pages or less, listing and describing factual and valid reasons why the student thinks the assigned grade is incorrect. The letter must specifically describe the student's reasoning for appealing the grade. This reasoning must be logical and based on their perception of a discrepancy in how the grading policy in the syllabus was incorrectly applied, or how they believe the grade was not based on a fair and consistent system for all students. In ideal situations, the student will have clear documentation that supports their reasoning. Unsubstantiated information, hearsay, and/or information irrelevant to the grading policy may not be included in the letter of appeal.
        7. The dean may return the letter to the student and recommend clarification, additional factual information, and/or removal of irrelevant information, hearsay, or unsubstantiated information. If the dean recommends revisions, the student must submit the revised letter to the division dean within 1 business day after being notified of the need for modifications.
    2. The dean may deny the appeal if the letter of appeal does not conform to the stipulations described above. Should the dean deny the

letter of appeal, the student may appeal the decision to the Executive Vice President (See step 2).

3. If the dean accepts the letter of appeal, the division dean shall confer with the student and faculty member and attempt to seek a resolution by mutual agreement.

4. The division dean will make a decision to uphold the grade or change the grade based on the conversations with the faculty member and the student.

2. If the student wishes to appeal the decision of the division dean, the student must submit the letter of appeal to the Executive Vice President within five business days of the decision of the dean.

3. The Executive Vice President may require the student to adjust the letter of appeal in a way that will bring clarification, remove irrelevant information, or add additional factual information. If adjustments to the letter are required, the student must submit changes within 1 business day of receiving the recommendations from the Executive Vice President.

4. Upon receipt of a satisfactory letter of appeal, the Executive Vice President will convene the Academic Review Committee. The meeting will be scheduled within seven business days of the receipt of the approved letter of appeal delivered to the Executive Vice President.

5. The Academic Review Committee will consist of four faculty members (two technical, two general education), at least one of whom, if possible, shall be qualified to teach the course; a division dean (technical or general education); and a student representative. The division dean will not be the dean who is responsible for the course that is the focus of the grade appeal. The faculty member assigning the grade does not serve on the committee. During the appeal process, the appropriate division dean and/or faculty member will provide all relevant information to the Academic Review Committee. The student's written letter of appeal will also be provided to the committee.

6. The division dean will serve as the chair of the Academic Review Committee. He or she will not vote, but will ensure the meeting is fair, civil, and efficient. Participants must follow the directions from the dean.

7. The committee may reject the appeal if the procedures described herein have not been followed by the student.

8. The faculty member and the student shall be afforded the opportunity to personally appear and provide pertinent information to the committee and to ask questions of anyone providing documentation to the committee. Upon receipt of all relevant information, the committee shall determine whether the grade assigned by the instructor shall be upheld or overturned.

9. Should the committee find that the grade received by the student is appropriate, the committee chair will communicate the decision to the Executive Vice President, and upon approval by the Executive Vice President, draft a response to the student within five business days.

10. If the grade is not upheld, the committee shall make a decision as to how the grade shall be assigned to the student and will communicate the decision to the Executive Vice President. If the Executive Vice President approves the committee's decision, the Vice President shall notify, in writing, the faculty member; the student; and the appropriate division dean of the committee's decision within five business days. The grade change must be submitted using the established college process.

11. If the Executive Vice President does not approve the committee's decision, the Vice President will respond to the student, the division member, the appropriate faculty chair, and the committee members, with his/her decision within five business days of the committee meeting.

12. Failure of a student to pursue a grade appeal in accordance with the provisions of this process or any publications derived therefrom shall be deemed unacceptable and the grade assigned will be the grade of record.

13. The decision of the Executive Vice President is final.

This process shall apply to all credit courses offered by the college regardless of length, credit awarded, method of delivery, time of delivery or other factors.

Distance Education

The college seeks to provide learning opportunities for students without the restrictions of time and place. The college offers internet courses, hybrid courses, and blended courses.

Internet Courses. These classes are delivered over the internet using devices such as a computer. These courses may have proctored testing, but instruction is delivered online. In order to take an internet course at SCC, students are required to have a personal computer at home or access to a computer elsewhere. (The SCC Computer Labs and the SCC Library have Internet/ computer stations that may be used by students.)

In order to sign up for these courses, students must know (at a minimum) how to use the internet, how to use Microsoft Word, and how to save a file to portable media. They must be able to send an email message with a document attached. In addition, students

registering for specific courses may be required to have additional software as specified in the course syllabus at the time of enrollment. If students enter Internet courses without the minimum computer skills or software, they may be dropped from those courses.

Students enrolling in an internet course must complete a required Enrollment Key Quiz. This quiz can be completed online by accessing the internet course section via Rams Online and represents the student's first day of attendance in the course. Students not completing this quiz will be reported as "never attending" the course.

Blended Courses. These classes are delivered primarily by face-to-face meetings but have some coursework (up to 50%) required over the internet through the computer. In order to take a blended course at SCC, students are required to have a personal computer at home or access to a computer elsewhere. (The SCC Library has internet/computer stations that may be used by students.)

In order to sign up for these courses, students should know (at a minimum) how to use the internet, how to use Microsoft Word, and how to save a file to portable media. They must be able to send an e- mail message with a document attached. In addition, students registering for specific courses may be required to have additional software as specified in the course syllabus at the time of enrollment. If students enter blended courses without the minimum computer skills or software, they may be dropped from those courses.

Students enrolling in a blended course must complete a required Enrollment Key Quiz. This quiz can be completed online by accessing the blended course section via Rams Online and represents the student's first day of attendance in the course. Students not completing this quiz will be reported as "never attending" the course. www.sccnc.edu/login/index.php.

Hybrid Courses. These classes are primarily delivered over the internet (51-99%) through the computer but have some required face-to-face meetings. In order to take a hybrid course at SCC, students should have a personal computer at home or access to a computer elsewhere. (The SCC Library has internet/computer stations that may be used by students.)

To sign up for hybrid courses, students must know (at a minimum) how to use the internet, how to use Microsoft Word, and how to save a file to portable media. They must be able to send an e-mail message with a document attached. In addition, students registering for specific courses may be required to have additional software as specified in the course syllabus at the time of enrollment. If students enter hybrid courses without the minimum computer skills or software, they may be dropped from those courses.

Students enrolling in a hybrid course must complete a required Enrollment Key Quiz. This quiz can be completed online by accessing the hybrid course section via Rams Online and represents the student's first day of attendance in the course. Students not completing this quiz will be reported as "never attending" the course. www.sccnc.edu/login/index.php

Graduation Requirements

To receive a certificate, diploma, or degree, students must (1) complete all state-approved program requirements with a minimum cumulative program GPA of 2.0 (a C average), (2) complete a minimum of 25% of the total credit hours required in the program at SCC, (3) complete less than 25% of the total credit hours required in the program through credit for prior knowledge, experience, or certifications unless otherwise specified in the program, (4) apply for graduation, and (5) pay any outstanding fees and/or fines.

Graduation exercises are held at the end of the spring semester for all students who have completed degree requirements during the academic year to include those earning certificates. Prospective summer graduates who will enroll in their final coursework are allowed to participate in the spring ceremony. Students wishing to participate in the graduation ceremony must complete the online graduation application in Self-Service by the deadlines posted on the college website. There is no fee to participate in the graduation ceremony except for purchasing a cap and gown from the official college vendor. Students who are eligible to graduate who do not wish to participate in the graduation ceremony should also complete the online graduation application in Self-Service to assure the timely awarding of student degrees.

Students meeting the requirements for graduation may also be identified by the college and the students' degrees will automatically award the degree. The college will notify students that have met the requirements for graduation and will award those students with appropriate credentials. While the college will make every effort to identify students that have met the requirements for graduation, students are ultimately responsible for monitoring their progress toward graduation and submitting a graduation application in the final semester of their program.

Program Progression to Graduation

Students entering into a program of study leading to a diploma or degree must remain in continuous attendance fall and spring semesters in order to graduate with the diploma or degree requirements in place at the time they enter the college. If a program

has required summer term courses, students must also remain in continuous attendance during summer terms to meet those requirements as well.

Requirements must be completed within a five-year period from date of entry. If program requirements are not met within the five-year period, students must meet the requirements in effect at the conclusion of that five-year period within the next five years. (Some programs of study have more restrictive requirements than these, e.g. Associate Degree in Nursing. Refer to the particular degree requirements in this catalog.

If students discontinue working toward a degree or diploma, they will, upon reentry to the college, be required to complete degree requirements in effect at the time of reentry, whether to the same program in which they were previously enrolled or a new one. Students who change programs must meet the requirements of the new program. Students cannot return to the old program requirements once they have been moved to a new program or program year. However, students may choose to adopt new program requirements which went into effect after their entry by requesting to be moved to a new program year.

Once they make the choice, they may not return to the older requirements.

If students completed courses to be applied toward a certificate, diploma, or degree that are over ten years old, the college reserves the right to require the student to demonstrate current knowledge in the course area or require that the course be repeated. (Some programs of study have more restrictive requirements on timeliness of coursework. Refer to a particular program in the college catalog for any specific information.)

Academic Honors

Recognition of full-time students who excel in their academic work at SCC includes the following:

1. Full-time students who are enrolled in a degree, diploma, or certificate program and who earn a GPA of 3.5 to 3.749 (with no I, D, or F grades) will be recognized on the semester Dean's List. Students who earn a GPA for the semester of 3.75 or better under the conditions stated above will be recognized on the President's List.
2. Two-year degree students who maintain a cumulative program GPA of at least 3.50 on 12 or more credit hours per semester are invited to join Phi Theta Kappa, a national honor society for junior college students.
3. Students having a program GPA of 3.5 or above at graduation are awarded special recognition during the graduation ceremony. Various divisions may

also recognize outstanding students during the SGA Academic Awards Ceremony held each year at the end of spring semester.

Work-Based Learning

The Work-Based Learning (WBL) Program gives students the opportunity to integrate classroom study with practical work experience in their major field. Generally, students alternate study and work periods or work part time while enrolled at the college.

Student Eligibility Requirements

1. Minimum age to participate in work-based learning is subject to the rules and regulations of the North Carolina Department of Labor (NCDOL) Youth Employment Laws, the United States Department of Fair Labor Standards Act, as well as State Board of Community Colleges Code that apply to students participating in curriculum courses in general. Colleges should inform students under the age of 18 that they must complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.
2. A student participating in a WBL course must be enrolled in the appropriate program and be considered in good academic standing and progressing in the program. Normally, this means that the student maintains a GPA of 2.0 or better in the program courses and has completed or is currently completing prerequisite and corequisite courses. Colleges must ensure that students take WBL courses in sequence with other program courses to enhance student learning.
3. Students must have completed a minimum of nine semester hours within the appropriate program of study and a minimum of three semester hours from core classes within the major.
4. Students must be recommended by their advisor as having the skills to be suitable employees.

Insurance Requirements

There are several types of insurance coverage for which students and employers must be provided information before accepting any WBL position.

1. Accident Insurance. The student is highly encouraged to be covered by adequate health and accident insurance during a WBL experience. WBL students are highly encouraged to purchase their personal "accident" insurance, either through the college or through an individual policy. This insurance should cover the WBL student en route as well as on the work site. The WBL student may be required to provide the name of the insurance company and policy number on the "Placed

Student Information Worksheet" prior to beginning the WBL activity, if not automatically covered by the college student insurance policy. This information should be placed in the student's WBL file.

2. Workman's Compensation Insurance. The employer may be required to provide "workman's compensation" coverage at the place of employment for the WBL student (for paid positions) during the entire length of the WBL activity. North Carolina law requires all employers to provide this coverage if employing three (3) or more employees.

3. Unemployment Insurance. By action of the federal government and the North Carolina General Assembly, WBL students may not apply for unemployment insurance based upon WBL employment. Therefore, unemployment insurance premiums shall not be paid on WBL students working in the state. NOTE: Reference the General Statutes of NC, 1974 Cumulative Supplement, Chapter 96-8, Section G, No 16 and the ratification of HB247, on April 2, 1985, Section 1.G.S.

4. Additional Insurance Information
    1. A college may require WBL students to obtain professional liability insurance from the college (in addition to accident insurance). Typically, this requirement is for early childhood, human services, and nursing curriculums.
    2. An employer may provide health and accident insurance for WBL students as a benefit of employment.
    3. An employer may require that a WBL student enrolled in an Early Childhood Program be covered by a "Child Care liability" insurance policy. If so, the provision of this insurance becomes the responsibility of the employer.

Academic Credit

Credit of one semester hour is awarded for satisfactory completion of each 160 hours of work experience. The WBL coordinator or faculty advisor will assign a grade for the WBL class based on reports submitted by the student, on-site visits, and employer evaluations.

A maximum of three credit hours may be earned in WBL per student per semester. The total maximum academic credit that may be earned through WBL depends on the credential. For the Associate in Applied Science degree, 8 SHC may be earned. A total of 4 SHC may be earned for a diploma. And, a total of 2 SHC may be earned for the certificate.

Application Procedure

1. Students should obtain a "Work-Based Learning Application" form from their advisors or WBL

coordinator and make an appointment to review the completed application, along with a current resume and college transcript

2. The advisors or WBL coordinator will conduct an in-depth interview with students regarding career interests and possible work assignments.

3. The advisor or WBL coordinator will work with them to locate appropriate training positions and to complete appropriate documentation.

For further information, students should contact any division dean/director or the WBL coordinator.

Continuing Education

Continuing Education Objectives

SCC plays an active role in the continuing education/ life-long learning of the citizens of Columbus County. They college's Workforce and Community Development Division provides the following educational opportunities:

Workforce Continuing Education Training

Workforce Continuing Education Training programs are designed to provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses that provide instruction around skill competencies that lead to an industry recognized credential (licensure, certification, renewal, registry listing) or meets local workforce labor needs.

Human Resources Development

The Human Resources Development (HRD) program provides skills assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. HRD courses address six core components: assessment of an individual's assets and limitations; development of a positive self-concept; development of employability skills; development of communication skills; development of problem-solving skills; and awareness of the impact of information technology in the workplace.

Basic Skills Programs

Basic Skills Programs are provided for students with low basic education skills in writing, reading, math, and computer literacy. Integrated education and training is provided to low-skilled adults, individuals with disabilities, literacy program participants, out-of-school

youth, ex-offenders, and English language acquisition students. Students receive instruction and support as they complete the requirements for a nationally recognized high equivalency diploma.

Personal Interest (Community Service)

Community Service programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth.

Continuing Education Units

SCC awards continuing education units (CEUs) for non-credit occupational extension courses. CEUs will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each 10 hours of instruction. Fractions of CEUs will be awarded; thus, a student completing a 24-hour course will earn 2.4 CEUs. CEUs will not be awarded to students who fail to satisfactorily complete a course.

Student Transcripts

Students enrolling in continuing education courses will have a permanent transcript on file at Southeastern Community College which lists all non-credit training taken through the college.

The following procedures must be followed in order for official transcripts to be released:

1. Occupational Extension/Community Service Transcript Request. Students must complete a Continuing Education Transcript Request form located on the college website and in the Continuing Education/Workforce & Community Development office in T-Building.
2. GED/Transcript Request. Official North Carolina High School Equivalency Diploma (GED) transcript request can be fulfilled though DiplomaSender.com. Follow the instructions to request to your transcript or contact the Basic Skills Recruiter/HSE Examiner in T-112.

Admission and Registration

Adults 18 years of age or older and not enrolled in a secondary school may be admitted to continuing education classes. A minor, age 16 and 17, may enroll in Continuing Education course sections at SCC subject to the following:

- Minors shall not displace adults.
- Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver or financial assistance.

- If the minor is enrolled in high school, the following restrictions apply:
  - Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
  - Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (ID SBCCC 300.4 (c)(1)(D)).

The provisions within statue and code provide Workforce Continuing Education the ability to effectively respond to workforce training impacting minors, age 16 or 17, whether through the high school directly (juniors and seniors within an approved Workforce Continuing Education Career and College Promise pathway) or within the community broadly.

Minors, 16 and 17 years old, enrolling in Basic Skills classes must officially withdraw from public school and obtain a Minor Applicant form from appropriate public school personnel, and attend a required pre-enrollment meeting with the basic skills recruiter/HSE examiner. Both student and parent/legal guardian must be in attendance. To schedule an appointment, call (910) 788-6432.

A course schedule is published and made available to the public prior to the beginning of each semester. Courses which begin during a semester are announced through the media. Up-to-date schedule information may be obtained by calling the Workforce & Community Development Division at the college and/or accessing the class schedule (www.sccnc.edu/)

Class Locations

Many continuing education courses and services are provided on the main campus. Other classes are conducted in surrounding communities or within a particular business or industry in Columbus County. Almost any course can and will be organized in specific geographical area of the county when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

Course Descriptions

Although course descriptions for most continuing education offerings are not provided in this publication, examples of the types of courses that are offered are listed. Specific course descriptions are furnished upon request. Courses, in addition to those listed in this

publication, may be offered to meet expressed needs of the community when evidence of these needs is presented to the college.

Expenses/Fee Structure*

Fee Schedule
$70 for 0-24 hours of instruction
$125 for 25-50 hours of instruction
$180 for 51 or more of instruction

Personal Interest (Community Service)

All personal interest classes are self-supporting. People enrolling in these courses are required to pay registration fees which are based on instructional costs associated with each class.

Additional Fee Information

- Registration fees are waived for EMS, fire service, and law enforcement officers enrolling in courses designed to meet their training requirements.
- Student insurance fees are charged for select courses.

*Registration fees and supply costs associated with continuing education classes and/or seminars are subject to change without notice.

Supplies and Materials
In special cases, students may be responsible for purchasing supplies and materials for continuing education classes. Books and many supplies are available through the college bookstore.

Continuing Education Refund Policy
The State Board of Community Colleges Code specifies the conditions for registration fee refunds for occupational extension classes:

1. A full refund will be made if the college cancels a class.
2. A student who officially withdraws from a continuing education membership hour class prior to the first class meeting shall be eligible for a 100 percent refund.
3. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)

4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10% date of the class.
5. Refunds of registration fees for community service, self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the vice president of workforce and community development prior to the first session of the class or activity.
6. If a student who paid the required registration fee for a semester or term dies during that semester or term, all registration fees for that semester or term may be refunded to the estate of the deceased.
7. A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of North Carolina. In addition, the college will buy back textbooks through the college's bookstore to the extent possible.
8. Request for refunds must be made in writing to the vice president of workforce and community development.

Basic Skills Program
Adult Basic Education (ABE)

The purpose of the Adult Basic Education program is to provide instruction to those individuals who are functioning below a ninth-grade level. Instruction covers the fundamentals of mathematics, science, social studies, reading, digital literacy, and oral and written communication. Upon the completion of ABE-level courses, the individual should be equipped to enter the High School Equivalency Preparation program. For more information, interested persons should contact the Basic Skills Program at (910) 788-6326 or (910) 788-6432.

Adult Secondary Education (ASE)

The purpose or the Adult Secondary Education program is to prepare individuals for the official High School Equivalency test and enhance workplace employability skills. Instruction covers digital literacy, mathematics, social studies, science, reading, and language arts.

There are no registration fees. All materials have been specifically prepared for adults with emphasis on individual needs and interests. Off-campus sites are located throughout the county. The High School Equivalency Preparation program is available online to individuals who qualify.

For more information, interested persons should contact the Basic Skills Program at (910) 788- 6326 or (910) 788-6432.

High School Equivalency (HSE) Preparation

Those receiving an acceptable passing score on all sections of the HSE test will receive a High School Equivalency Diploma awarded by the State Board of Community Colleges. The sections of the HSE test are: Reasoning through Language Arts; Reading; Mathematical Reasoning; Social Studies; and Science. The test is given approximately every month. North Carolina has adopted three different high school equivalency diploma options. These tests are offered as a Computer-Based Testing (CBT) and Pencil-Based Testing (PBT).

- HiSET (CBT & PBT) consists of 5 tests. The fee for taking the HiSET (CBT) is $53.75 or $10.75 per test or (PBT) $75 or $15 per test.
- TASC (PBT only) consists of 5 tests. The fee for taking the TASC is $56 or $11.20 per test.
- Pearson (GED Testing Service/CBT only) consists of 4 tests. The fee for taking the GED test is $80.

Accommodations are available for test takers with diagnosed disabilities that include, but are not limited to:

- Attention deficit/hyperactivity disorder
- Psychological or psychiatric disorders
- Learning and other cognitive disabilities
- Physical disorders/chronic health disabilities
- Intellectual disabilities
- Hearing and visual impairment

HSE test is accepted as a valid means of awarding a high school diploma. Most employers and training programs accept HSE in the same manner as traditional high school diplomas. In addition, students may enroll in any community college program with the HSE diploma. Universities will accept HSE graduates after they meet other admission requirements. Students usually complete their first two years at a community college and then transfer to a four-year school. Certain branches of the military will also accept HSE graduates while some branches may have additional requirements.

Adults who have not completed high school may take the HSE test at SCC.

Adult Basic Education for Individuals with Disabilities

SCC provides instruction for individuals with developmental disabilities at sites throughout Columbus County. Individuals enrolled in this program learn the fundamentals of mathematics, science, social studies, reading, technology, and oral and written communication. At the same time instructors are preparing students for employment and economic self-sufficiency. For more information, interested persons should contact the Basic Skills Program at (910) 788-6326 or (910) 788-6432.

English Language Learners (ELL)

The English Language Acquisition Program is designed for individuals whose native language is not English. These classes include instruction in literacy and English language acquisition, instructions on the rights and responsibilities of citizenship and civic participation and may include workforce training. Interested students are encouraged to enroll in the Basic Skills program in the college's Basic Skills Lab (B-103) and at locations throughout Columbus County.

Workforce Development Training Programs
Occupational Extension

Occupational extension courses are designed to provide training in a specific area. These courses may teach a new skill or upgrade present skills, leading to job promotion, supplemental income, or employment. Instructional activities include, but are not limited to, the following:

Healthcare Pathways

Certified Professional Coders Exam Prep
Medical Billing & Coding (CPT & ICD-10)
Medical Office Assistant
Medical Terminology
Medication Aide Exam Prep (Adult Group Home)
Medication Aide Exam Prep (Skilled Nursing)
Nurse Aide I & II
Nurse Aide I Refresher
Nurse Aide II Competency Evaluation (Refresher)
Ophthalmic Assistant
Personal Home Care Aide
Pharmacy Technology
Pharmacy Technology Exam Prep

General Workforce Training

Accounting Banking Bartending
Career Readiness Certificate
Construction Trades (Masonry, HVAC, Electrical,

Carpentry)
Culinary Arts
DSS Caseworker Phase I & II
Effective Teacher Training
Grant Writing
Sign Language
Small Engine Repair
Spanish Welding/Pipefitting
Computer Skills
Computer Programming
Digital Photography
Intro to Computers & Microsoft Office Applications
Intro to PC Maintenance
QuickBooks
Social Media
Web Design

Industrial Training

Computer Numerical Control (CNC)
General Industry Forklift
OSHA 10-Hour General Industry
Programmable Logic Controller (PLC) SCC
Manufacturing Technician Welding

Instructor-Facilitated On-Line Learning

Accounting & Finances
Business and Management
Computer Applications
Computer Fundamentals
Grant Writing/Non-Profit
Healthcare & Medical
Languages
Teaching and Education
Veterinary Assistant
Writing and Publishing

NCWorks Customized Training Program (CTP)

SCC's Customized Training Program (CTP) provides education, training and support services for new, expanding and existing business and industry in Columbus County. The goal is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

Services range from:

- Job profiling
- Pre-employment training and assessment
- Post-hire technical and critical soft skills training

For more information, call (910) 788-6208.

Management Development Programs

In an effort to meet the supervisory and managerial needs of business and industry, a progressive program in management development training is offered by SCC. Emphasis is placed on improving the competency of supervisory and mid- management personnel as well as on developing the potential of persons interested in becoming supervisors. Programs are 304 tailored to meet local needs and are conducted on the campus or within an individual plant or organization.

Topics/programs include the following:

- Leadership Development Communication Skills
- ISO 9000
- Team Building Quality
- Problem Solving

Instructor-Facilitated On-line Learning

Instructor-facilitated on-line courses are designed to provide opportunities to update personal/professional skills, discover a new talent, or chart a career path at one's own convenience and/or pace.

Course offerings through the Education to Go site (https://www.ed2go.com/sccnc/) include, but are not limited to, the following categories:

- Computer Fundamentals
- Computer Applications
- Business and Management
- Grant Writing/Non Profit
- Healthcare
- Languages
- Networking/Troubleshooting
- Veterinary Assistant
- Writing and Publishing
- Teaching and Education

SCC also offers courses in EMS, Healthcare and Volunteer Management through the college's Rams Online site.

Emergency Medical Services (EMS) Training

Courses are designed to prepare competent entry-level EMS personnel in the cognitive, psychomotor, and affective learning domains required for the pre-hospital emergency setting. Courses include, but are not limited to, the following:

- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)
- Advanced Emergency Medical Technician (AEMT)
- Paramedic
- Advanced Cardiac Life Support
- Pediatric Advanced Life Support

- International Trauma Life Support

Technical Rescuer Series

Courses are designed to encompass the total spectrum of the Emergency Rescue Technician Program. Courses include, but are not limited to, the following:

Technical Rescuer Technical Rescuer (Vehicle)

Technical Rescuer (Ropes, Trench, Structural Collapse, Water Rescue, Confined Space, and Machinery and Agriculture)

Fire Service Training

Fire Service Training can be taken directly to the individual firefighting groups to meet their needs. Training sessions are held in the local fire departments, allowing personnel to be trained as an organized group and utilize equipment they would ordinarily use in controlling fires. Fire Service courses include, but are not limited to, the following:

- Fire Fighter Certification HazMat Level One Responder
- Fire Life Safety Educator Training
- NC First Apparatus Driver-Operator Certification (Driver Operator Training, Pump Operations Training, and Aerial Operations Training)

A more detailed listing of classes can be obtained by contacting the Workforce and Community Development Division.

Law Enforcement Training

Law enforcement courses are specially designed as in-service education for those engaged in law enforcement activities and are provided at the request of local law enforcement agencies.

Program emphasis is on legal and technological law enforcement advancements. Workshops and courses such as the following are offered in many areas, but are not limited to:

- Department of Public Safety In-Service Training
- Laws of Arrest, Search, and Seizure
- Traffic Accident Investigation
- Motor Vehicle Laws
- Traffic Interdiction
- Narcotics Investigation
- Court Structure & Procedure
- Legal Updates
- Police Administration
- Operators School
- Riot and Crowd Control
- Criminal Investigation
- Fingerprint Identification

- Juvenile Law
- Juvenile Minority Sensitivity Training
- Police-Community Relations
- Career Survival Topics
- Firearms Training
- Chemical Tests for Alcohol
- Bloodbourne Pathogens
- Hazardous Materials Radar
- Operator
- Radar Re-certification

Nurse Aide
Nurse Aide I

This course prepares graduates to provide personal care and to perform basic nursing skills for the elderly and other adults. Emphasis is on the aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure, function and related common disease/disorders, communication and documentation, death and dying, and role of the nurse aide and health team members. The course includes class, laboratory and clinical learning experiences and prepares the graduate for competency evaluation required for nurse aide listing. Upon satisfactory completion of the course and the state approved competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Health Services Regulation. In all employment settings, the listed Nurse Aide I will work under the direction and supervision of licensed personnel. Prerequisite: High School Diploma or High School Equivalency Diploma (formerly known as GED).

Nurse Aide II

Nurse Aide II prepares graduates to perform more complex skills for patients or residents regardless of the setting. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. In all employment settings, the listed Nurse Aide II will work under the direction and supervision of licensed personnel. Prerequisite: High School Diploma or HSE and current listing on the N.C. Nurse Aide I Registry.

Course Admission Requirements

SCC Requirements

- Submission of a copy of high school diploma or HSE certificate.
- Submission of an official copy of test scores with a minimum ACT score of 22, minimum SAT score

of 500, TABE reading test score (576 minimum scale on 11D or 12D test), or CASAS reading test score (244 minimum scale score).

Continuation

Enrollment and continuation in nurse aide courses is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Additional requirements include, but are not limited to:

- Malpractice insurance (paid upon registration for class)
- OSHA training on Standard Precautions and Bloodborne Pathogens
- Successful completion of Basic Cardiac Life Support
- Certification from students of the ability to perform essential functions.
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public.
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public
- Completed health form with current physical examination (done within 12 months prior to class end)
- TB test within 12 months prior to class end

Immunizations (required)

- Three DPT or Tetanus vaccines (one within last 10 years)
- Two MMRs or two rubeolas (measles), one mumps, one rubella (German measles) or proof of positive titers
- Completed Hepatitis B series or declination statement
- Documented history of varicella or two doses of varicella vaccine or positive varicella titer
- Other requirements as listed by the clinical agency

Students accepted into nurse aide courses with previous physical, emotional, or behavioral problems which conflict with the safety essential to nurse aide practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Eligibility for Listing on Nurse Aide I Registry and Nurse Aide II Registry

Students earning a grade of S in the Nurse Aide I course will receive a certificate of course completion from SCC and will be eligible to apply for the written and skills competency examinations administered though Pearson Vue. Students must successfully complete the written and skills competency examinations administrated by Pearson Vue to be eligible to apply for listing on the NC Nurse Aide I Registry with the NC Division of Health Services Regulation.

Applicants who are currently listed on the Nurse Aide I Registry and who meet current Nurse Aide II course admission requirements may enroll in Nurse Aide II. Students earning a grade of S in the Nurse Aide II course will receive a certificate of course completion from SCC and will be eligible to apply for listing on the NC Nurse Aide II Registry with the NC Board of Nursing.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to participating in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign or to withdraw any student from the clinical agency when the student is unacceptable to the agency because of health, performance, a positive drug screen or criminal background check, orother reasonable causes. Without access to the clinical facilities, the student will be unable to satisfactorily complete the nurse aide courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control work in their facility.

Dismissal of Students

Faculty teaching nurse aide courses follow published college policies and practices that provide for identification and dismissal of students who do the following:

- Demonstrate physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe clinical practices or behavior which conflicts with safety essential to nurse aid practice.

Students who demonstrate behavior that conflicts with safety essential to nurse aide practice can be

dismissed from nurse aide courses regardless of whether treatment or counseling has occurred. Re-admission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to nurse aide practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Pharmacy Technology

The course is designed to prepare individuals with the theoretical, technical, and clinical sills needed to assist and support licensed pharmacists in providing prescription medications, over-the- counter drugs, medical equipment and supplies, pharmaceutical care services, and other health care products and services for patients. Class format includes lecture, laboratory, and clinical activities.

Successful completion prepares individuals for employment as a pharmacy technician in hospitals and pharmacies. After completion of class, individuals may be eligible to sit for national certification as a Certified Pharmacy Technician (CPhT). Prerequisite: High School Diploma or High School Equivalency Diploma (formerly known as GED).

Course Admission Requirements

SCC Requirements

- Submission of a copy of high school diploma or HSE certificate.
- Submission of an official copy of test scores with a minimum ACT score of 22, minimum SAT score of 500, TABE reading test score (576 minimum scale score on 11D or 12D test) and math test score (577 minimum scale score on 11D or 12D test), or CASAS reading test score (244 minimum scale score) and math test score (231 minimum scale score).

Continuation

Enrollment and continuation in pharmacy technology courses is contingent upon the submission of the required documentation on or before the specified date communicated by the college.

Additional requirements include, but are not limited to:

- Malpractice insurance (paid upon registration for class)
- OSHA training on Standard Precautions and Bloodborne Pathogens
- Successful completion of Basic Cardiac Life Support

- Certification from students of the ability to perform essential functions.
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe care to the public.
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe care to the public
- Completed health form with current physical examination (done within 12 months prior to class end)
- TB test within 12 months prior to class end
- Immunizations (required)
    ◦ Three DPT or Tetanus vaccines (one within last 10 years)
    ◦ Two MMRs or two rubeolas (measles), one mumps, one rubella (German measles) or proof of positive titers
    ◦ Completed Hepatitis B series or declination statement
    ◦ Documented history of varicella or two doses of varicella vaccine or positive varicella titer
    ◦ Other requirements as listed by the clinical agency

Students accepted into pharmacy technology courses with previous physical, emotional, or behavioral problems which conflict with the safety essential to pharmacy technology practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Eligibility for Listing with the Pharmacy Technician Certification Board

Students earning a grade of S in the pharmacy technology course will receive a certificate of course completion from SCC and will be eligible to apply for the Pharmacy Technician Certification Exam administered though Pearson Vue. Students must successfully complete the written examination administrated by Pearson Vue to be eligible for listing on the Pharmacy Technician Certification Board.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to participating in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not

assign, or to withdraw, any student from the clinical agency when the student is unacceptable to the agency because of health, performance, a positive drug screen or criminal background check, or other reasonable causes. Without access to the clinical facilities, the student will be unable to satisfactorily complete the nurse aide courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control work in their facility.

Dismissal of Students

Faculty teaching pharmacy technology courses follow published college policies and practices that provide for identification and dismissal of students who do the following:

- Demonstrate physical or emotional problems which conflict with the safety essential to pharmacy technology practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe clinical practices or behavior which conflicts with safety essential to pharmacy technology practice.

Students who demonstrate behavior that conflicts with safety essential to pharmacy technology practice can be dismissed from pharmacy technology courses regardless of whether treatment or counseling has occurred. Re-admission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to pharmacy technology practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Medical Office Assistant

The course will prepare individuals for national certification as a Certified Medical Administrative Assistant (CMAA). Individuals enrolled in the course will have the opportunity to learn skills required to work in a medical office setting. Topics include medical terminology; communication skills; vital signs; CPR; administrative duties; office procedures; and introduction to medical coding and insurance billing and coding. Upon successful completion of the class, individuals will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam given by National Healthcareer Association (NHA). Prerequisite: High school diploma or high school equivalency diploma (formerly known as GED).

Course Admission Requirements
SCC Requirements

Submission of an official copy of high school transcript verifying graduation, adult high school diploma, or high school equivalency diploma.

Submission of an official copy of test scores with a minimum ACT score of 22, minimum SAT score of 500, TABE reading test score (576 minimum scale score on 11D or 12D test) and math test score (577 minimum scale score on 11D or 12D test), or CASAS reading test score (244 minimum scale score) and math test score (231 minimum scale score).

Eligibility for Listing with the National Healthcareer Association (NHA)

Students earning a grade of S in the medical office assistant course will receive a certificate of course completion from SCC and will be eligible to apply for the Certified Medical Administrative Assistant (CMAA) exam administered by the National Healthcareer Association (NHA). Students must successfully complete the written examination administered by NHA to be eligible for listing as a Certified Medical Administrative Assistant (CMAA).

NCWorks Career Center

The Columbus County NCWorks Career Center at Southeastern Community College is a user- friendly facility providing job seekers, training seekers and employers access to a variety of employment and training services. The Center also serves as a connection between employers and qualified workers.

In the NCWorks Career Center, customers come first. By offering a wide range of service options, from self-service to full-service, the NCWorks Career Center offers comprehensive training and employment services to the community, all under one roof. Free services available include career and personal assessments, employment readiness preparation, shortterm skills training, job placement assistance, resume preparation, and career counseling.

Students and job seekers have access to the Career Resource Center for extensive career exploration and job search efforts. Customers also have access to representatives from NC Vocational Rehabilitation, NC Disabled Veterans Outreach Program, NC Commission of Indian Affairs, NC Commerce Division of Workforce Solutions, Job Corp, and the Workforce Innovation and Opportunity Act.

Businesses can access applicant resumes and referrals, review labor market information and on- the-job training programs, receive prescreened

applications, utilize space for interviewing job applicants, and receive employment and training services customized to their needs.

Located in A-Building, the Center is open Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 3 p.m. The Columbus County NCWorks Career Center is chartered by the Cape Fear Workforce Development Board and the NC Department of Commerce.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is the nation's principal workforce development legislation, providing funds to address the employment and training needs of adults, dislocated workers and youth. WIOA is intended to be customer-focused, to help customers (current workers and job seekers) access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

Southeastern Community College operates WIOA Title I programs for adults, dislocated workers, and youth under contract from the Cape Fear Workforce Development Board and through the operation of the Columbus County NCWorks Career Center located in A-Building.

Through WIOA Title I, eligible students may receive financial assistance with books and fees, uniforms, training-related supplies, and licensing fees. Individuals enrolled in WIOA programs must maintain a minimum cumulative GPA of 2.0 in selected classes, and meet regularly with assigned counselors. Participant follow-up services are provided for one year after exiting from the program. Businesses may also receive financial assistance through the On-the-Job Training (OJT) Program to offset the costs of training new employees who are Columbus County residents.

Small Business Center

The mission of the Small Business Center (SBC) is to increase the success rate and number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention.

Business seminars, confidential business counseling, loan program information and vital resources are offered to residents of Columbus County free of charge.

The Center works cooperatively with businesses, civic leaders, organizations, state and local governments, universities and other colleges in promoting assistance to small business firms. In addition, the Center

facilitates a Microenterprise Loan Program through the NC Rural Center that provides access to loans from $500 to $50,000 on a group lending basis for business start-up or expansion; and offers entrepreneurship training in adult students through a 24-hour continuing education program entitled REAL—Rural Entrepreneurship through Action Learning in which the participants develop entrepreneurial traits, knowledge and skills to create and operate a small business.

The Small Business Center has a resource library that contains books, pamphlets, cd's, business magazines, and other related materials, all available on a checkout basis.

For more information about the Small Business at Southeastern Community College, call (910) 788-6419 or (910) 788- 6397.

Off-Campus Educational Programs
Continuing Education

SCC strives to make classes and programs accessible throughout the county. Classes are offered in places such as the Columbus County and Whiteville school systems' facilities, rescue squad facilities, fire departments, industrial training centers, business locations, churches, and community centers. The courses offered in off-campus settings meet the same criteria as do classes being offered on campus.

Programs and Services

Southeastern Community College's Workforce Continuing Education training programs and services provide employer/customer—driven instructional opportunities for individuals seeking to gain new and/or upgrade current job related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and/or meet local workforce labor needs. Additionally, opportunities are provided for people to obtain a high school equivalency diploma, start and/or expand a small business, as well as experience personal growth.

Adult Basic Education (ABE)

The purpose of the Adult Basic Education program is to provide instruction to those individuals who are functioning below a ninth grade level. Instruction covers the fundamentals of mathematics, science, social studies, reading, and oral/written communication. There are no registration fees. All materials have been specifically prepared for adults with emphasis on individual needs and interests. Upon the completion of ABE level courses, the adult should be equipped to enter the High School Equivalency

Preparation program. The online High School Equivalency Program is available to individuals who qualify.

Adult Secondary Education

The High School Equivalency (HSE) program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency assessment. The three nationally-recognized assessments used to obtain a High School Equivalency Diploma awarded by the State Board of Community Colleges are Pearson (GED Testing Service), HiSET® and TASC. All three High School Equivalency assessments are recognized by US Department of Education and cover the same content areas. Both the HiSet and TASC are offered as a Computer-Based Testing (CBT) and PencilBased Testing (PBT). Passing any one of the assessments will lead to the same High School Equivalency Diploma issued by the North Carolina State Board of Community Colleges.

English Language Learner

The English Language Learner program is designed for individuals whose native language is not English. These classes provide instruction in conversational communication. Interested students are encouraged to enroll in the Basic Skills program in the college's Basic Skills Lab (B-103) and at locations throughout Columbus County.

On-Line Learning

Online courses are designed to provide opportunities to update personal/professional skills, discover new talent, or chart a career path at one's own convenience and/or pace.

NCworks Customized Training Program

The NCWorks Customized Training Program (CTP) is designed to provide customized training assistance in support of full-time production and direct customer service positions created in Columbus County, thereby enhancing the growth potential of companies located in the county while simultaneously preparing Columbus County's workforce with the skills essential to successful employment in emerging industries.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- Job Growth
- Technology Investment
- Productivity Enhancement

Licensure And Certifications

A significant number of occupations in North Carolina require licensure and/or certification as a prerequisite to employment. Licensure and certifications are granted by an independent agency or board. For many of these occupations, the educational requirement consists of short term workforce continuing education courses offered at SCC.

Workforce And Continuing Education Training (Occupational Extension)

Workforce continuing education classes are designed to provide training in a specific area. The courses may teach a new skill or upgrade present skills leading to job promotion, supplemental income, or employment.

Small Business Center

The mission of the Small Business Center (SBC) is to increase the success rate and a number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention. Business seminars, confidential business counseling, loan program information, and vital resources are offered free of charge.

Personal Interest

Courses offered for personal growth or enjoyment are considered personal interest classes. They cover a variety of topic areas and are designed to make interested students stronger, well-rounded individuals as well as enhance the quality of life.

Columbus County NCWorks Career Center

Southeastern Community College serves as the host agency for the Columbus County NCWorks Career Center which is instrumental in connecting talent with local area employers. The Center provides job-training programs and services to help interested customers increase their skill sets and obtain meaningful employment.

At the NCWorks Career Center, customers have free access to labor market information and computers to search for job opportunities, along with access to job fairs and workshops that will help them connect with employers. Also, individuals can find out how to earn a Career Readiness Certificate, which is a recognizable skills credential that facilitates job placement, retention, and advancement.

The Center staff will help customers set up their profile on NCWorks Online, the state's official job search portal. Having a profile on NCWorks Online exposes individuals to employers across NC as well as matches their skills with those required for a job and provides access to wage and occupation projections.

Continuing Education Student Registration

Students registering for a continuing education class will complete a continuing education registration form, pay a registration fee, and sign receipt roster. (Procedure 3.1.9) Persons 18 years of age or older are eligible to enroll in continuing education offerings. Minors, 16 and 17-year-olds, enrolling in Basic Skills classes must officially withdraw from public school and obtain a Minor Applicant form from appropriate public school personnel, and attend a required pre-enrollment meeting with the High School Equivalency Diploma Examiner. Both student and parent/legal guardian must be in attendance. To schedule an appointment, call 910.788.6432.

Registration Fee(s) And Other Costs

- Occupational Extension/Workforce Continuing Education registration fees are set by the NC Legislators.
- Current fees are:
  - 0– 24 hours $ 70
  - 25– 50 hours $125
  - 50+ hours $18
- Note: Registration fees are waived for EMS, fire service, and law enforcement officers enrolling in courses designed to meet their training requirements.
- High School Equivalency testing fee(s) vary. Contact the High School Equivalency Diploma Examiner, for more information at 910.642.7141, ext. 432.
- Personal Development (community service) class registration fees are based on all instructional costs associated with each class.
- Student insurance fees are charged for select courses.
- Supplies and materials are needed for some classes.
- Registration fees and supply costs associated with classes are subject to change without prior notice.

Method(s) Of Payment

All fees may be paid by cash, check or money order.

Financial Assistance

Financial assistance with registration fees and books to gain new employment-related skills may be available through the Workforce Innovation and Opportunity Act (WIOA) and other funding sources. Interested persons should contact the Columbus County NCWorks Career Center located in the A Building or 910.642.7141 ext. 261.

Registration Fee Refunds

Registration fee refunds are made only under the following circumstances:

- A full refund will be made if the College cancels a class.
- A student who officially withdraws from a continuing education class prior to the first class meeting shall be eligible for a 100 percent refund.
- After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the ten percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the College cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- Refunds of registration fees for community service self-supporting classes and activities will be granted only in the case of paid pre-registration if requested in writing to the VP of Workforce and Community Development prior to the first session of the class.
- If a student who paid the required registration fee dies during that semester, all registration fees for that semester or term may be refunded to the estate of the deceased.
- A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of NC. In addition, the College will buy back textbooks through the college's bookstore to the extent possible.

Continuing Education Units

SCC awards continuing education units (CEUs) for non-credit occupational extension/workforce continuing education courses. CEUs will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for every 10 hours of instruction. Fractions of

CEUs will be awarded; thus, a student completing a 24-hour course will earn 2.4 CEUs. CEUs will not be awarded to students who fail to satisfactorily complete a course.

Transcripts

Students enrolling in workforce/continuing education courses will have a permanent transcript on file at Southeastern Community College which lists all non-credit training taken through the college.

Occupational Extension/Personal Interest Transcript Request. Students must complete a Continuing Education Transcript Request form located on the College website and in the Workforce and Community Development Division office in T-building.

Official North Carolina High School Equivalency Diploma (GED) Transcript Request. Contact the High School Equivalency Diploma Examiner 910.642.7141, ext. 432.

Course Schedule

A course schedule is published and made available to the public prior to the beginning of each semester. Courses that begin during a semester are announced through the media. Up-to-date schedule information may be obtained by calling the Workforce and Community Development Division at the College and/or accessing the class schedule (www.sccnc.edu).

Class Location

Many continuing education courses and services are provided on the main campus. Other classes are conducted in surrounding communities or within a particular business or industry in Columbus County. Almost any course can and will be organized in a specific geographical area of the county when a sufficient number of citizens indicate an interest in having a class brought to a particular location

Class/Seminar/Workshop Cancellation(S)

SCC's Workforce and Community Development Division reserves the right to cancel classes/seminars/workshops due to insufficient pre-registration and/or enrollment. A course may be canceled if fewer than eight (8) students enrolled. Many classes require that students are in attendance for the first class meeting.

Student Withdrawals – Continuing Education

Continuing Education students may withdraw from a class at any time during the semester. The instructor is required to withdraw a student from a class if he/she has missed five consecutive class meetings without contacting the instructor. Withdrawals must be indicated on the attendance sheet with a "W" on the date the student is withdrawn. (Procedure 3.1.26)

Identification Cards

All Workforce Continuing Education Nurse Aide and Pharmacy Tech students must obtain SCC photo identification (ID) cards. Cards are issued in the Nesmith Student Center. Students must present a valid driver's license or state-issued ID card and their class schedule at the time the ID card is made.

The student ID card is valid for one academic year ending in August of each year. SCC ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. The ID card also serves as a library card for curriculum students. Persons who do not have and/or display proper identification may be subject to disciplinary sanctions and/or asked to leave campus. Temporary ID cards will be issued to students and staff at the switchboard in the A-Building lobby. Repetitive issuance of ID cards will be monitored and addressed as needed. Lost ID cards must be replaced and a fee of $5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Nesmith Student Center in order to have their ID card replaced.

All on-campus Basic Skills students must obtain an SCC Basic Skills identification (ID) card issued in the Basic Skills Lab. The ID cards must be displayed visibly on the outer clothing at all times while on campus, and under no circumstances should they be altered or lent to another person. The card may be required for identification or participation in various student activities or events. Persons who do not have and/or display proper student identification may be subject to disciplinary sanctions and/or asked to leave campus. Lost ID cards must be replaced by an instructor in the Basic Skills Lab.

Religious Observances For Continuing Education Classes

In compliance with N.C.G.S. 115D-5, as amended in the 2010 legislative session, and 23 N.C.A.C. 02C.0213 of the state board of community colleges code, students

are permitted a minimum of two excused days each academic year for religious observances required by their faith. Students will be entitled to make up any tests or other work missed due to an excused absence for religious observance. To be eligible for these excused absences, students must complete the written application process within the appropriate timeframe. (Policy 3.7)

Students are permitted to request up to two (2) excused absences per class each semester for religious observances required by the faith of the student. Continuing education students will be granted the opportunity to make up work missed while absent from class for excused religious observances. The following outlines student and instructor responsibilities associated with these requests: (Procedure 3.7.2)

- Students must provide written request(s) for absence(s) to their instructor(s) at least one week in advance of religious observance. The written request should include student name, the course title, date of absence and a brief description of religious observance. Written requests will become part of class file(s) and will be turned in with attendance sheets at the end of each class.
- Instructor(s) will assist students on a case-by-case basis to make-up missed work.

The above procedure does not supersede continuing education attendance requirements for satisfactory course completion.

Workforce Continuing Education Grade Appeal Process

Grades are determined by the course instructor and must be based on a fair and consistent system for all students. Students may appeal the final course grade using the following process:

Appeals concerning final grades given for a course must be directed to the instructor who assigned the grade. The student should contact the instructor and request an initial conference to discuss the grade. The instructor assigning the grade and the student appealing the grade shall discuss the issue and attempt to resolve the difference. Every reasonable effort should be made to resolve the issue during the conference. This initial conference should occur within five business days of the end of the term. If the instructor and student fail to reach a satisfactory resolution, the student may appeal the grade by following these steps:

1. The student shall present a written letter of appeal to the appropriate division dean or director within five business days after the conference with the instructor.
   1. The letter of appeal must contain the following components:
      1. Date, student's name, student's signature, student's email address, and student's current telephone number.
      2. Prefix and number of course for the grade being appealed.
      3. Name of instructor issuing the grade.
      4. The date of the conference with the instructor.
      5. The grade the student received and the grade the student believes he or she should have received.
      6. An explanation, in three pages or less, listing and describing factual and valid reasons why the student thinks the assigned grade is incorrect. The letter must specifically describe the student's reasoning for appealing the grade. This reasoning must be logical and based on their perception of a discrepancy in how the grading policy in the syllabus was incorrectly applied, or how they believe the grade was not based on a fair and consistent system for all students. In ideal situations, the student will have clear documentation that supports their reasoning. Unsubstantiated information, hearsay, and/or information irrelevant to the grading policy may not be included in the letter of appeal.
      7. The chair or director may return the letter to the student and recommend clarification, additional factual information, and/or removal of irrelevant information, hearsay, or unsubstantiated information. If the chair or director recommends revisions, the student must submit the revised letter to the division dean or director within one business day after being notified of the need for modifications.
   2. The chair or director may deny the appeal if the letter of appeal does not conform to the stipulations described above. Should the chair or director deny the letter of appeal, the student may appeal the decision to the Executive Vice President. (See step 2).
   3. If the chair or director accepts the letter of appeal, the division dean or director shall

confer with the student and instructor and attempt to seek resolution by mutual agreement.

    4. The division dean or director will make a decision to uphold the grade or change the grade based on the conversations with the instructor and the student.

2. If the student wishes to appeal the decision of the division dean or director, the student must submit the letter of appeal to the Executive Vice President within five business days of the decision of the chair or director.

3. The Executive Vice President may require the student to adjust the letter of appeal in a way that will bring clarification, remove irrelevant information, or add additional factual information. If adjustments to the letter are required, the student must submit changes within one business day of receiving the recommendations from the Executive Vice President.

4. Upon receipt of a satisfactory letter of appeal, the Executive Vice President will convene a Workforce & Continuing Education Grade Appeal Committee. The meeting will be scheduled within seven business days of the receipt of the approved letter of appeal delivered to the Executive Vice President.

5. The Workforce & Continuing Education Grade Appeal Committee will consist of two faculty members at least one of whom, if possible, shall be qualified to teach the course, three directors, and a student representative. The division dean or director will not be the chair or director who is responsible for the course that is the focus of the grade appeal. The instructor assigning the grade does not serve on the committee. During the appeal process, the appropriate division dean or director and/or instructor will provide all relevant information to the Workforce & Continuing Education Grade Appeal Committee. The student's written letter of appeal will also be provided to the committee. The committee shall elect a committee chair, who will write the committee's recommendation letter to the Executive Vice President.

6. The committee may reject the appeal if the procedures described herein have not been followed by the student.

7. The instructor and student shall be afforded the opportunity to personally appear and provide pertinent information to the committee and to ask questions of anyone providing documentation to the committee. Upon receipt of all relevant information, the committee shall determine whether the grade assigned by the instructor shall be upheld or overturned.

8. Should the committee find that the grade received by the student is appropriate, the committee chair or director will communicate the decision to the Executive Vice President, and upon approval by the Executive Vice President, draft a response to the student within five business days.

9. If the grade is not upheld, the committee shall make a decision as to how the grade shall be assigned to the student and will communicate the decision to the Executive Vice President. If the Executive Vice President approves the committee's decision, the Executive Vice President shall notify, in writing, the faculty member; the student; and the appropriate faculty division dean or director of the committee's decision within five business days. The grade change must be submitted using the established college process.

10. If the Executive Vice President does not approve the committee's decision, the Vice President will respond to the student, the faculty member, the appropriate division dean or director, and the committee members, with his/her decision within five business days of the committee meeting.

11. Failure of a student to pursue a grade appeal in accordance with the provisions of this process or any publications derived therefrom shall be deemed unacceptable and the grade assigned will be the grade of record.

12. The decision of the Executive Vice President is final.

This process shall apply to all noncredit courses offered by the college regardless of length, method of delivery, time of delivery or other factors.

Student Grievance Process – Workforce And Continuing Education

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student-to-employee interaction during his/her association with SCC. General grievance appeals concerning processes, disciplinary actions or alleged unjust or discriminatory treatment may be addressed through this process. Grievances involving sexual harassment will be addressed by following Procedure 2.7.1, Anti-Harassment.

Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

Formal Resolution

Step 1: In the event that the grievance is not resolved informally, the grievant must meet with the supervisor/program director of the respondent individual against who said grievance has been filed, within five business days of the informal resolution meeting, and submit, in writing, a detailed explanation of the events or circumstances relevant to the grievance. This explanation should fully describe all aspects of the grievance, so it can be reviewed at every stage of the grievance process. Any necessary or pertinent documentation relevant to the grievance should be submitted with the written explanation.

The supervisor/program director has up to five business days to conduct an investigation, which includes affording the respondent an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the Vice President of Workforce and Community Development and the grievant. The grievant decision will be sent via official SCC e-mail, and documents will be sent by U.S. Postal Service.

Step 2: If the grievance is not resolved in Step 1, the grievant must contact the Vice President of Workforce and Community Development in which the individual is assigned within five business days of receipt of the response from the supervisor/program director and request a meeting to discuss the grievance. The five-day period begins the day following the official SCC e-mail that was sent by the supervisor.

After meeting with the grievant, the vice President has up to ten business days to conduct an investigation, which includes affording the respondent and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice President is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant copy will be sent via the official SCC e-mail system and the US Postal Service.

Step 3: If the grievant or the respondent is not satisfied with the response from the vice President, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days from the date that the official SCC e-mail was sent. The request for a hearing must be made to the Vice President of Student Services. The Vice President of Student Services will convene the Student Grievance Committee.

Student Grievance Committee For Students Enrolled In Workforce Continuing Education Programs

The Grievance Committee for workforce continuing education issues is made up of two continuing education students, one continuing education instructor, and two continuing education staff persons. Appointments to the Workforce Continuing Education Grievance Committee are made by the President or his/her designee.

The Decision Of The Student Grievance

If this document is not accessible, contact Disability Services at 910.788.6327, disabilityservices@sccnc.edu, or in A-124. Committee and Dean of Student Services is final. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the President and all individuals involved in the grievance process.

Exceptions
- All parties will receive written notification of any deviation from specified time frame.
- The following exceptions apply if the respondent is a Vice President or Dean. The Step 1 supervisor shall be another Vice President appointed by the President. Step 2 will be omitted in the event that the grievance is against a Vice President or dean. If the Dean of Student Services is involved in the grievance, the individual will request a hearing through the President's Office. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

Due Process

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions

in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility.

As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that Community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline is initiated when the presence of the students on campus or at college sponsored activities disrupts the educational process of the college, or if college discipline is required by law. When students' violations of the law also adversely affect the college's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If students' behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

Rights
- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina are not denied to students.
- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- Students have the right to inquire about and to propose improvements in policies, regulations, and procedures 317 affecting government procedures, campus committees, and college offices.
- No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon students without due process. Due process procedures are established to guarantee students respondent of student code of conduct violations the right to a hearing, a presentation of charges; and evidence

for charges, the right to present evidence; the right to have witnesses on their behalf and to hear witnesses on behalf of the complainant (s); and the right of appeal.

Student Conduct
Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits. (Policy 4.5)

The College reserves the right to maintain 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 is taken to restore and protect the sanctity of the community.

Interim Suspension
If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the College until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension notifies the appropriate workforce continuing education program director/coordinator in writing of the individuals involved and the nature of the infraction as soon as possible but no later than 24 hours after the incident. The appropriate workforce continuing education program director/coordinator is responsible for implementing student discipline procedures.

Conduct Procedures
In order to provide an orderly protocol for handling student disciplinary cases in accordance with due process and justice, the following procedures are followed:

- Charges: Any administrative official, instructor, or student may file charges with the appropriate workforce continuing education program director/ coordinator against any student or student organization for violations of college regulations.

The individual(s) initiating the action must specify, in writing, the following:

1. Name of the student(s) involved

2. The alleged violation of the specific code of conduct
3. The time, place, and date of the incident
4. Names of person(s) directly involved or witnesses to the infractions
5. Any action taken that related to the matter
6. Desired solution(s)

The completed charge form is forwarded directly to the program director/coordinator.

Investigation And Decision

Within five working days after the charge is filed, the program director/coordinator completes an investigation of the charge and reviews findings with the Executive Vice President. After discussing the infraction with the Vice President, the program director/coordinator meets with the respondent student(s) to discuss the alleged infraction at which time the program director/coordinator impose a sanction consistent with those described below

Sanctions

- Reprimand: The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction. A record of this communication will be maintained.
- General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense or based upon a student's history of sanctions. General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action is taken. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final.
- Restrictive Probation: Restrictive Probation results in loss of good standing and may be used depending upon the severity of the violation and the student's history of sanctions. Restrictive conditions may limit activity in the College community. Unless otherwise noted, the individual is not eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation can be in effect for up to one year from the time the initial decision is made and all appeals are final. Any violation of Restrictive Probation may result in immediate suspension.

- Restitution: The individual must pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
- Interim Suspension: The student is excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- Loss of Academic Credit or Grade: This sanction is imposed as a result of academic dishonesty or suspension for violation of the Student Code of Conduct.
- Withholding of Transcript, Diploma, or Right to Register: This sanction is imposed when financial obligations are not met.
- Suspension: The student is excluded from class(es) and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Workforce and Community Development before returning to campus.
- Expulsion: The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.

Appeal Process

To appeal a disciplinary decision, a student may request a hearing by the Student Grievance Committee. Refer to Step 3, Formal Resolution, in the Student Grievance Process.

Services to the Community

Williamson Library

Southeastern's Williamson Library houses a large microform collection (4,319) which includes The New York Times from its beginning in 1851 to a collection of local census and county records, and North Carolina historical newspapers.

The Williamson Library collection also includes over 61,500 books, more than 6500 audio-visual materials, and 40 print periodical subscriptions. The library provides access to the online catalog, local and NC LIVE databases, Research Guides, SCC Archives, and Veterans' Oral History Project at the Williamson Library webpage.

Students, faculty, staff, and community members have access to not only local resources but in-state and out-of-state resources through an Interlibrary Loan Service.

The Williamson Library provides 14 computer workstations for students and community members. Individual and group study rooms are also available on a first-come, first-served basis. The open computer (16 computers) and tutoring lab, testing center, and Distance Learning Department are now housed in the library.

The library maintains daytime and evening hours Monday through Thursday and daytime hours on Friday when classes are in session.

Cultural Events

The Richard F. Burkhardt Fine & Performing Arts Series brings the finest in performing artists to the community at affordable prices. Offerings have included The Platters, actresses Shirley Jones and Anna Maria Alberghetti, The Count Basie Orchestra, the Broadway musical "Brigadoon," Emmy Award winner Gary Burghoff in "Last of the Red Hot Lovers," and classical musicians.

Actress/comedienne Phyllis Diller and feminist leader Gloria Steinem have presented programs at SCC. The college's free T. Elbert Clemmons Series has brought to Columbus County such notable speakers as authors Maya Angelou, Pat Conroy, and Scott Peck and oceanographer Jean-Michel Cousteau.

An African-American dance troupe, storyteller Lloyd Wilson, and a Jamaican-style Jonkonnu festival have been featured in Black history celebrations at SCC.

SCC also hosts a weekly show on the county's cable television local access channels. The program, "SCC Presents," showcases groups, events, and services of interest to the community.

Guest Speakers

College faculty and staff visit area schools upon request to provide special talks and programs in their areas of expertise. As a community service, Southeastern also shares its talented faculty and staff with community and civic organizations at no cost. The group of speakers is versed in a variety of topics. Persons desiring information on guest speakers should call the college at (910) 642-7141.

Child Care Resource and Referral (CCR&R)

Region 4 Childcare Resource and Referral (CCR&R) serves as a lead Child Care Resource and Referral agency in southeastern North Carolina serving seven counties. As a lead CCR&R, we ensure statewide project goals and outcomes are accomplished by collaboration with childcare facilities and agencies serving children and families with young children in Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender and Sampson counties in North Carolina.

CCR&R Core services include consumer education and referral, professional development, technical assistance, data collection, analysis and dissemination, and public awareness. Services support families and the childcare system by:

- Gathering supply and demand data to show a need and help improve the local early education/school-age system.
- Equipping families with consumer education and public awareness materials that educate and inform on early care and education and assist with choosing childcare for their children.
- Providing referrals to childcare facilities when parents are searching for childcare arrangements.

Services also include the facilitation and development of pathways to higher education for the early childhood workforce by:

- Providing professional development and technical assistance opportunities to childcare providers.
- Maintaining and using a childcare/early care and education database, to document childcare needs and gaps and to generate reports.
- Playing a key role in informing the public and those affected by childcare policies.
- Acting as a partner in community planning for early care and education.

Americorps Seniors

The Columbus County Americorps Seniors provides any person 55 years of age and older, employed or retired, an opportunity to volunteer in Columbus County. There are no restrictions based on education, income, or experience. Americorps Seniors provides volunteers with a variety of service opportunities in various public or non-profit agencies. Volunteers work in a variety of focus areas such as financial literacy, tutoring, companionship, disaster services, and improving waterways. They provide food to those in need, build ramps and rails for the disabled and elderly, as well as teach children to read. For more information, please contact (910) 788-6294.

Programs for High School Students

Columbus Career & College Academy

The Board of Trustees of Southeastern Community College and the Board of Education for Columbus County Schools have established an early college high school on the campus of Southeastern Community

College to provide the opportunity for students to be concurrently enrolled in high school and college courses. Students in this five-year program will work toward completing an associate degree while completing their high school diploma. Students must apply for entry into this program during their eighth-grade year. Application is made to Columbus Career & College Academy. Individuals interested in Columbus Career & College Academy should contact the principal at 910-788-6281.

Career and College Promise

Career and College Promise provides structured opportunities for qualified high school students to dually enroll in community college courses that provide seamless pathways that lead to a certificate, diploma, or degree, as well as provide entry-level job skills.

The program is tuition-free for all eligible North Carolina high school students. Books and fees do apply.

Career and College Promise consists of:

1. College Transfer Pathways (CTP) which requires the completion of at least 30 semester hours of transfer courses.
2. Career and Technical Education Pathways (CTE) which lead to a certificate or diploma aligned with a high school career cluster.
3. Workforce Continuing Education (WCE) Pathways (CTE) which lead to industry recognized certifications and curriculum credit (where applicable).

Educational Talent Search

Educational Talent Search is funded by the United States Department of Education to serve sixth through twelfth grade students in Columbus County. Two-thirds of the students enrolled must be from low-income families where they would be the first potential college graduate. The project's primary goal is to promote educational advancement by assisting students in obtaining a high school diploma, enrolling in a post-secondary institution, and obtaining a college degree. Free supportive services include career, academic, and financial literacy counseling; exposure to college campuses and cultural enrichment activities; connections to tutoring; assistance with college entrance exam preparation; and financial aid and college admissions application completion. For more information, interested persons should call (910) 788-6394.

Campus Facilities

Campus Facilities

A-Building houses the offices of the president; institutional advancement and the SCC Foundation; college research and reporting; the cashier; administrative services; financial aid; information technology services; NCWorks Career Center; educational talent search program; and student services, which includes counseling/admissions and the registrar's office.

B-Building provides classroom and laboratory space for the cosmetology, engineering, and industrial programs and the basic skills lab, which provides the adult basic education and general educational development programs.

C-Building houses the science classrooms, laboratories, and offices.

CART-Building (Cartrette Technology Center) houses many of the college technology programs including broadcasting & production, business technology, information technology, medical office administration, and office administration. The administrative offices of the Arts & Sciences, Public Services, and Business & Technical Program Divisions, the offices of the mathematics, English, and communication departments, and Americorps Seniors are housed in CART.

D-Building contains the auditorium, music classrooms and offices, and audio-visual facilities. Art classrooms, including a studio for drawing, painting and sculpture, and a complete pottery studio are located on the north side of the building.

H-Building is designed specifically for the early childhood education program. Lectures and labs, where students work directly with children, are conducted in this building and on an adjacent playground.

HHS-Building (Health and Human Services) houses basic law enforcement training (BLET), emergency medical services (EMS), fire service, in-service (continuing education) law enforcement training for local law enforcement agencies and NC Dept. of Public Safety, and continuing education healthcare training programs.

L-Building / The Williamson Library is a 12,000 square-foot library with spacious reading and study areas as well as two meeting rooms. Distance education, testing services, and tutoring services are located in the library. The library also contains an open computer lab for students to use.

M-Building is a one-story multipurpose structure that houses the Columbus Career and College Academy (CCCA), and the welding and air conditioning, heating, and refrigeration programs.

N-Building houses the Printing Department and medical laboratory technology classrooms.

NES-Building (Nesmith Student Center) provides space for student activities and services including the bookstore, Ram's Café, and fitness center. The offices of the Athletic Director and the Physical education faculty are also located on the first floor. The second floor contains the Child Care Resource and Referral (CCR&R) program, the phlebotomy program, the Early Childhood programs, and other classroom spaces.

R-Building provides classroom, laboratory, and office facilities for the nursing and allied health programs; and the administrative offices for the Nursing and Health Technologies Division.

S-Building houses shipping/receiving, maintenance, and the carpentry shop.

T-Building contains a classroom, laboratory, training, and meeting facilities for business/industry programs and the Small Business Center along with the Janice B. Simms Small Business Resource Center and houses several administrative offices of the Workforce and Community Development Division. In addition, the building houses the college's television and radio production facilities, as well as the Sasser Industrial Training Center and the Advanced Manufacturing Training Center.

T-Building houses Security

In addition, SCC operates ongoing educational programs at Columbus County Industries and for inmates at the Columbus and Tabor City Correctional Units. Part-time teaching centers for SCC's short-term, non-credit continuing education courses are established whenever the need arises at locations throughout Columbus County which include senior centers, schools, community centers, churches, and libraries.

Campus Map

Southeastern Community College Campus Map
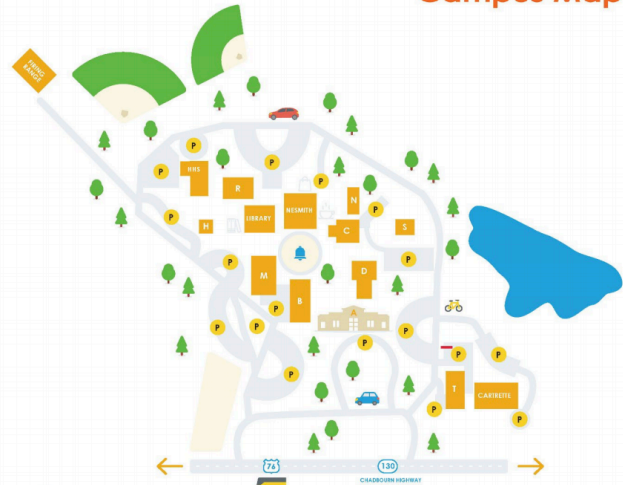
Key

A	Administration
B	Technical
C	Science
	Cartrette Building
D	Auditorium
H	Child Development
HHS	Health & Human Services

	Library – Williamson Library
M	Multipurpose
	Nesmith Student Center
N	Printing Services & Classrooms
R	Nursing & Allied Health
S	Maintenance
T	Workforce Continuing Education

| P | Parking |

Phone
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Curriculum Calendar

Curriculum Calendar - 2021 - 2022

Fall Semester 2020

All Employees Meeting First Workday of Semester	Monday, August 10
Faculty Campus Days	Monday-Friday, August 10-13
Fall Registration	Monday-Thursday, August 11-12 *(8 am-7 pm)* Friday, August 13 *(8:00-12 noon)*
Classes Begin	Monday, August 16
Add Period	Monday-Tuesday, August 16-17
First 8-Week Session	Monday-Wednesday, August 16-October 14
14-Week Session	Monday-Tuesday, August 30-December 14
Holiday - Labor Day	Monday, September 6
12-Week Session	Tuesday-Tuesday, September 14-December 14
All Employees Meeting (No Classes)	Tuesday, September 21
Fall Break	Monday-Tuesday, October 11-12
Second 8-Week Session	Thursday-Tuesday, October 15-December 14
Priority Registration for Spring 2022 Semester	Monday-Friday, October 18-29
Registration Begins for Spring 2022 Semester	Monday, November 1
Holiday - Thanksgiving	Wednesday-Friday, November 24 - 26
Exam Period *(last scheduled class meeting)*	Wednesday-Tuesday, December 8-14
End of Semester	Tuesday, December 14
Grades due by 12 Noon	Wednesday, December 15
Faculty Campus Days	Wednesday-Friday, December 15-16

Spring Semester 2022

All Employees Meeting First Workday of Semester	Monday, January 4 *(8:00-12 noon)*
Faculty Campus Days	Monday-Thursday, January 4-6
Spring Registration	Monday, January 4 *(1:00-7:00 pm)*

	Tuesday-Thursday, January 5-7 *(8:00-7:00 pm)*
Classes Begin	Friday, January 7
Add Period	Friday-Tuesday, January 10-11
First 8-Week Session	Friday-Friday, January 8-March 5
Holiday - Martin Luther King, Jr.	Monday, January 18
14-Week Session	Monday-Tuesday, January 24-May 10
12-Week Session	Monday-Tuesday, February 7-May 10
All Employees Meeting *(No Classes)*	Tuesday, February 15
Second 8-Week Session	Monday-Tuesday, March 8-May 11
Priority Registration for Summer/Fall 2022 Semesters	Monday-Friday, March 14-25
Registration Begins for New Students	Monday, March 28
Holiday - Good Friday	Friday, April 15
Spring Break	Monday-Friday, April 18-22
Exam Period *(last scheduled class meeting)*	Wednesday-Tuesday, May 4-10
End of Semester	Tuesday, May 10
Grades due by 12 Noon	Wednesday, May 11
Faculty Campus Days	Wednesday-Thursday, May 11-12
Graduation	Friday, May 13

Summer Semester 2021

	Thursday, May 19 *(8am-7pm)*
Summer Registration	Friday, May 20 *(8am-12 Noon)*
Classes Begin	Monday, May 23
Holiday - Memorial Day	Monday, May 23
Holiday - Independence Day	Thursday, July 4
Exam Period *(last scheduled class meeting)*	Monday-Thursday, July 25-29
End of Semester	Thursday, July 29

This calendar is subject to periodic review and revision.

Degrees/Certificates
Agriculture

The Agribusiness Technology curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education. The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Agribusiness Technology
Type: Associate in Applied Science
Credential Number:
A15100

Curriculum Requirements

General Education Requirements
Communication

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
	COM 231 or ENG 112	3

Humanities/Fine Arts
Take 3 credits

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Science/Math
Take 3 credits

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3

Work-Based Learning

Item #	Title	Credits
WBL 111	Work-Based Learning I	1

Pesticides/Alternatives

Item #	Title	Credits
AGR 140	Agricultural Chemicals	3

Agribusiness Technology

Item #	Title	Credits
AGR 130	Alternative Ag Production	3
AGR 160	Plant Science	3
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3

Other Major Requirements

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AGR 121	Biological Pest Mgmt	3
AGR 150	Ag-O-Metrics	3
AGR 210	Agricultural Accounting	3
AGR 261	Agronomy	3
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
	Total credits:	**65**

Agribusiness Technology

The Agribusiness Technology curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education. The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:

A15100

General Education Requirements - Communication - Group 1
Take 3 credits from

Communication - Group 2
Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Science/Math
Take 3 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 12 credits from

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3

Work-Based Learning
Take 1 credit from

Item #	Title	Credits
WBL 111	Work-Based Learning I	1

Pesticides/Alternatives
Take 3 credits from

Item #	Title	Credits
AGR 140	Agricultural Chemicals	3

Agribusiness Technology
Take 12 credits from

Item #	Title	Credits
AGR 130	Alternative Ag Production	3
AGR 160	Plant Science	3
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3

Other Major Requirements - Required Courses
Take 22 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AGR 121	Biological Pest Mgmt	3
AGR 150	Ag-O-Metrics	3
AGR 210	Agricultural Accounting	3
AGR 261	Agronomy	3
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
	Total credits:	**62**

Agribusiness Technology
Type: CTE Certificate
Credential Number:
C15100H

Curriculum Requirements

Major Requirements

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
ANS 110	Animal Science	3

Agribusiness Technology

Item #	Title	Credits
AGR 212	Farm Business Management	3
	Total credits:	**12**

Agribusiness Technology
Type: CTE Certificate
Credential Number:
C15100H

Major Requirements - Required Courses
Take 9 credits from

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
ANS 110	Animal Science	3

Agribusiness Technology
Take 3 credits from

Item #	Title	Credits
AGR 212	Farm Business Management	3
	Total credits:	**12**

Agribusiness Technology
Type: CTE Diploma
Credential Number:
D15100H

Curriculum Requirements

General Education Requirements
Communication

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
	COM 231 or ENG 112	3

Humanities/Fine Arts
Take 3 credits

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Science/Math

Take 3 credits

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3

Pesticides/Alternatives

Item #	Title	Credits
AGR 140	Agricultural Chemicals	3

Agribusiness Technology

Item #	Title	Credits
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3
AGR 130	Alternative Ag Production	3
AGR 160	Plant Science	3

Other Major Requirements

Take 22 credits

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AGR 121	Biological Pest Mgmt	3
AGR 150	Ag-O-Metrics	3
AGR 210	Agricultural Accounting	3
AGR 261	Agronomy	3
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3

Work-Based Learning

Item #	Title	Credits
WBL 111	Work-Based Learning I	1
	Total credits:	**35**

Agribusiness Technology

Type: CTE Diploma
Credential Number:
D15100H

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math

Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses

Take 12 credits from

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3

Pesticides/Alternatives

Item #	Title	Credits
AGR 140	Agricultural Chemicals	3

Agribusiness Technology

Take 6 credits from

Item #	Title	Credits
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3

Other Major Requirements - Required Courses

Take 10 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AGR 210	Agricultural Accounting	3
BUS 110	Introduction to Business	3
	Total credits:	**35**

Agribusiness Technology

Type: Diploma

Credential Number:
D15100

Curriculum Requirements

General Education Requirements
Communication

Natural Science/Math
Take 3 credits

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3

Pesticides/Alternatives

Item #	Title	Credits
AGR 140	Agricultural Chemicals	3

Agribusiness Technology

Item #	Title	Credits
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3

Other Major Requirements

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AGR 210	Agricultural Accounting	3
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
	Total credits:	**34**

Agribusiness Technology
Type: Diploma
Credential Number:
D15100

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math
Take 3 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 12 courses from

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3

Pesticides/Alternatives
Take 3 credits from

Item #	Title	Credits
AGR 140	Agricultural Chemicals	3

Agribusiness Technology
Take 6 credits from

Item #	Title	Credits
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3

Other Major Requirements - Required Courses
Take 10 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AGR 210	Agricultural Accounting	3
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
	Total credits:	**37**

Agribusiness Technology
Type: Certificate
Credential Number:
C15100

Curriculum Requirements

Major Requirements

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
ANS 110	Animal Science	3

Agribusiness Technology

Item #	Title	Credits
AGR 212	Farm Business Management	3
	Total credits:	**12**

Agribusiness Technology
Type: Certificate
Credential Number:
C15100H

Major Requirements - Required Courses

Take 9 credits from

Item #	Title	Credits
AGR 139	Intro to Sustainable Ag	3
AGR 170	Soil Science	3
ANS 110	Animal Science	3

Agribusiness Technology

Take 3 credits from

Item #	Title	Credits
AGR 212	Farm Business Management	3
	Total credits:	**12**

Air Conditioning, Heating and Refrigeration

Air Conditioning, Heating, and Refrigeration Technology

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 startup, 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.

Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, andpossible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A35100

General Education Requirements - Communication
Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
HUM 115	Critical Thinking	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Science/Math
Take 3 credits from

Item #	Title	Credits
MAT 110	Math Measurement & Literacy	3
MAT 121	Algebra/Trigonometry I	3

Major Requirements - Required Courses
Take 17 credits from

Item #	Title	Credits
AHR 110	Intro to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4

Electricity
Take 3 credits from

Item #	Title	Credits
AHR 111	HVACR Electricity	3

Air Cond., Htg. & Refrig.
Take 12 credits from

Item #	Title	Credits
AHR 160	Refrigerant Certification	1
AHR 211	Residential System Design	3
AHR 212	Advanced Comfort Systems	4
AHR 213	HVACR Building Code	2
AHR 215	Commercial HVAC Controls	2

Other Major Requirements - Required Courses
Take 17 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AHR 120	HVACR Maintenance	2
AHR 151	HVAC Duct Systems I	2
AHR 180	HVACR Customer Relations	1
BPR 130	Print Reading-Construction	3
BUS 230	Small Business Management	3
CIS 110	Introduction to Computers	3
ELC 113	Residential Wiring	4
ISC 112	Industrial Safety	2

Work-Based Learning
Take 1 credit from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	65

Air Conditioning, Heating, & Refrigeration Technology
Type: CTE Certificate
Credential Number:
C35100BH

Major Requirements - Required Courses
Take 9 credits from

Item #	Title	Credits
AHR 110	Intro to Refrigeration	5
AHR 113	Comfort Cooling	4

Electricity
Take 3 credits from

Item #	Title	Credits
AHR 111	HVACR Electricity	3

Air Cond., Htg. & Refrig.
Take 1 credit from

Item #	Title	Credits
AHR 160	Refrigerant Certification	1
	Total credits:	13

Air Conditioning, Heating, & Refrigeration Technology
Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.

Type: CTE Diploma
Credential Number:
D35100H

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math

Take 3 credits from

Item #	Title	Credits
MAT 121	Algebra/Trigonometry I	3

Major Requirements - Required Courses

Take 17 credits from

Item #	Title	Credits
AHR 110	Intro to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4

Electricity

Take 3 credits from

Item #	Title	Credits
AHR 111	HVACR Electricity	3

Air Cond., Htg. & Refrig.

Take 1 credit from

Item #	Title	Credits
AHR 160	Refrigerant Certification	1

Other Major Requirements - Required Courses

Take 11 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AHR 151	HVAC Duct Systems I	2
BPR 130	Print Reading-Construction	3
CIS 110	Introduction to Computers	3
ISC 112	Industrial Safety	2
	Total credits:	**38**

Air Conditioning, Heating, & Refrigeration Technology

Type: Diploma
Credential Number:

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math

Take 3 credits from

Item #	Title	Credits
MAT 110	Math Measurement & Literacy	3
MAT 121	Algebra/Trigonometry I	3

Major Requirements - Required Courses

Take 17 credits from

Item #	Title	Credits
AHR 110	Intro to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4

Electricity

Take 3 credits from

Item #	Title	Credits
AHR 111	HVACR Electricity	3

Air Cond., Htg. & Refrig.

Take 1 credit from

Item #	Title	Credits
AHR 160	Refrigerant Certification	1

Other Major Requirements - Required Courses

Take 11 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
AHR 151	HVAC Duct Systems I	2
BPR 130	Print Reading-Construction	3
CIS 110	Introduction to Computers	3
ISC 112	Industrial Safety	2
	Total credits:	**38**

Air Conditioning, Heating, & Refrigeration Technology

Type: Certificate
Credential Number:
C35100

Major Requirements - Required Courses

Take 9 credits from

Item #	Title	Credits
AHR 110	Intro to Refrigeration	5
AHR 113	Comfort Cooling	4

Electricity

Take 3 credits from

Item #	Title	Credits
AHR 111	HVACR Electricity	3

Air Cond., Htg. & Refrig.

Take 1 credit from

Item #	Title	Credits
AHR 160	Refrigerant Certification	1
	Total credits:	13

Art

Associate in Arts Degree

This degree program is designed to prepare students to transfer into a baccalaureate degree program in arts, business, communications, social sciences, or a similar area. The course options allow for alignment in many programs with many area institutions including, but not limited to, East Carolina University, Fayetteville State University, Mount Olive College, North Carolina Wesleyan College, the University of North Carolina at Greensboro, the University of North Carolina at Pembroke, and the University of North Carolina Wilmington, providing 60 hours of credit towards a four-year degree. The program provides 60 hours of credit towards a four-year degree.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of the University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with junior status. Courses may also transfer through bilateral agreements between institutions.

Students should work with their advisors to choose courses that best align with their intended major at the university level.

Type: Associate in Arts
Credential Number:
A10100

General Education Requirements - English Composition

Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts

Take 9 credits from

*Minimum 2 subjects

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 9 credits from

*Minimum 2 subjects

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

Math

Take 3 credits from

*Maximum 4 credits

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Natural Sciences - Group 1

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4

Natural Sciences - Group 2

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
BIO 111	General Biology I	4

Natural Sciences - Group 3

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4

Natural Sciences - Group 4

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Additional Gen Ed
Take 14 credits from

*Maximum 14 credits

NOTE: Foreign Language Competency: *All University of North Carolina system institutions and most other four-year institutions require proficiency in a foreign language for admission. Students that have not completed two years of foreign language instruction as part of their high school curriculum must complete the two elementary level courses. This may account for up to six hours of this Additional General Education Coursework area. If required, take 6 credits from:* SPA-111 and SPA-112

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 117	Non-Western Art History	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
CHM 131	Introduction to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Prog & Logic	3
COM 110	Introduction to Communication	3
COM 120	Intro Interpersonal Com	3
COM 140	Intro Intercultural Com	3
COM 231	Public Speaking	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
ENG 113	Literature-Based Research	3
ENG 114	Prof Research & Reporting	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3

Item #	Title	Credits
HIS 132	American History II	3
HUM 115	Critical Thinking	3
HUM 160	Introduction to Film	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 241	Developmental Psych	3
PSY 281	Abnormal Psychology	3
REL 110	World Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Other Required Hours - Required Course
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Additional Coursework

Take 14 credits:

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4
ACC 121	Prin of Managerial Accounting	4
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 117	Non-Western Art History	3
ART 121	Two-Dimensional Design	3
ART 122	Three-Dimensional Design	3
ART 131	Drawing I	3
ART 171	Digital Design I	3
ART 132	Drawing II	3
ART 231	Printmaking I	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 250	Surface Design: Textiles	3
ART 275	Introduction to Graphic Design	3
ART 281	Sculpture I	3
ART 283	Ceramics I	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
BIO 150	Genetics in Human Affairs	3
BIO 163	Basic Anat & Physiology	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 250	Genetics	4
BIO 271	Pathophysiology	3
BIO 275	Microbiology	4
BIO 280	Biotechnology	3
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CHM 131	Introduction to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 251	Organic Chemistry I	4
CHM 252	Organic Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Prog & Logic	3
CJC 111	Intro to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 110	Introduction to Communication	3
COM 120	Intro Interpersonal Com	3
COM 140	Intro Intercultural Com	3

COM 150	Intro. to Mass Comm.	3
COM 231	Public Speaking	3
CSC 139	Visual BASIC Programming	3
CSC 151	JAVA Programming	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 221	Children with Exceptionalities	3
ENG 113	Literature-Based Research	3
ENG 114	Prof Research & Reporting	3
ENG 125	Creative Writing I	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
GEO 111	World Regional Geography	3
HEA 110	Personal Health/Wellness	3
HEA 112	First Aid & CPR	2
HEA 120	Community Health	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 116	Current World Problems	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
HIS 236	North Carolina History	3
HUM 115	Critical Thinking	3
HUM 160	Introduction to Film	3
HUM 230	Leadership Development	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 151V	Class Music I - Voice	1
MUS 152P	Class Music II - Piano	1
MUS 242	Ensemble IV	1
PED 110	Fit and Well for Life	2
PED 111	Physical Fitness I	1

PED 112	Physical Fitness II	1
PED 117	Weight Training I	1
PED 118	Weight Training II	1
PED 119	Circuit Training	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 125	Self-Defense: Beginning	1
PED 126	Self-Defense: Intermediate	1
PED 138	Archery	1
PED 139	Bowling-Beginning	1
PED 140	Bowling-Intermediate	1
PED 148	Softball	1
PED 150	Baseball – Beginning	1
PED 151	Baseball/Intermediate	1
PED 187	Social Dance-Beginning	1
PED 240	Advanced PE Skills	1
PED 252	Officiating/Bsball/Sfball	2
PED 256	Coaching Baseball	2
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
PHS 130	Earth Science	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4
POL 120	American Government	3
POL 130	State & Local Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 241	Developmental Psych	3
PSY 243	Child Psychology	3
PSY 263	Educational Psychology	3
PSY 281	Abnormal Psychology	3
REL 110	World Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
	Total credits:	**60**

Basic Law Enforcement Training

Basic Law Enforcement Training Certificate

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

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

Students must successfully complete and pass all units of study. Upon completion of all BLET units of study, students are eligible to take the certification examination mandated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriff's Education and Training Standards Commission.

Special Admission Requirements

As authorized by 23 NCAC 02C .0301(b), in addition to other admission requirements required of all students, students applying for admission to C55120 Basic Law Enforcement Training (BLET) must meet requirements established under G.S. 17C (North Carolina Criminal Justice Education and Training Standards Commission) and G.S. 17E (North Carolina Sheriffs' Education and Training Standards Commission).

As required under 12 NCAC 09B.0203 and 12 NCAC 10B.0713, the following requirements must be met in order to be eligible for entry into C55120 Basic Law Enforcement Training (BLET):

1. The student must be a citizen of the United States.
2. The student must be at least 20 years of age.
3. Students who are 19 years of age who wish to take BLET must receive written approval from NC Criminal Justice Education and Training Standards.
4. Priority will be given in admission to individuals holding full-time employment with criminal justice agencies.
5. Make a satisfactory score on a reading placement assessment.

6. Provide the state required medical examination reports indicating the individual's fitnessto perform the essential job functions of a criminal justice officer.
7. The student is a high school graduate or has passed the General Educational Development Test. High school diplomas earned through correspondence enrollment are not recognizedfor this requirement.
8. Provide a certified criminal record check for local and state records for the time periodsince the trainee has become an adult and from all locations where the trainee has resided since becoming an adult.
9. Has not been convicted of any of the following:
    1. a felony;
    2. a crime for which the punishment could have been imprisonment for more thantwo years;
    3. a crime or unlawful act defined as a "Class B Misdemeanor" within the five-yearperiod prior to the date of application for employment unless the individual intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission;
    4. four or more crimes or unlawful acts as defined as "Class B Misdemeanors" regardlessof the date of conviction;
    5. four or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two years prior tothe date of enrollment;
    6. a combination of four or more "Class A Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction. (Note: Individuals charged with crimes as specified in this Rule, and such offenses were dismissed or the person was found not guilty, may be admitted into the Basic Law Enforcement Training Course but completion of theBasic Law Enforcement Training Course does not ensure that certification as a law enforcement officer or justice officer through the North Carolina Criminal Justice Education and Training Standards Commission will be issued.)
10. Provide notice of all criminal offenses which the trainee is arrested for or charged with, pleads no contest to, pleads guilty to or is found guilty of, and all Domestic Violence Orders (G.S. 50B) and Civil No Contact Orders (G.S. 50C) which are issued by a judicial official that provide an opportunity for both parties to be present. This includes all criminal offenses except minor traffic offenses and specifically includes any offense of Driving Under the Influence (DUI) or Driving While Impaired (DWI). A minor traffic offense is defined, for the purposes of this Paragraph, as a G.S. 20

offense, or similar laws of other jurisdictions, where the maximum punishment allowable by law is 60 days or less. Other offenses under G.S. 20 (Motor Vehicles) or other similar laws of other jurisdictions which shall be reported include G.S. 20-139 (persons under influence of drugs), G.S. 20-28 (driving while license permanently revoked or permanently suspended), G.S. 20-30(5) (fictitious name or address in application for license or learner's permit), G.S. 20-37.8 (fraudulent use of a fictitious name for a special identification card), G.S. 20-102.1 (false report of theft or conversion of a motor vehicle), G.S. 20-111(5) (fictitious name or address in application for registration), G.S. 20-130.1 (unlawful use of red or blue lights), G.S. 20-137.2 (operation of vehicles resembling law enforcement vehicles), G.S. 20-141.3 (unlawful racing on streets and highways), G.S. 20-141.5 (speeding to elude arrest),

G.S. 20-166 (duty to stop in event of accident) and any other offenses included in the Class B Misdemeanor Manual. The notifications required under this Paragraph must be in writing, must specify the nature of the offense, the court in which the case was handled, the date of the arrest or criminal charge, the date of issuance of the Domestic Violence Order (G.S. 50B) or Civil No Contact Order (G.S. 50C), the final disposition, and the date thereof. The notifications required under this Paragraph must be received within 30 days of the date the case was disposed of in court. The requirements of this Paragraph are applicable at all times during which the trainee is enrolled in a Basic Law Enforcement Training Course.

Type: Certificate
Credential Number:
C55120

Major Requirements - Required Courses
Take 20 credits from

Item #	Title	Credits
CJC 110	Basic Law Enforcement BLET	20

Developmental Courses - Corequisite Rqmts

Item #	Title	Credits
ACA 085	Improving Study Skills	1
	Total credits:	**20**

Broadcast Production

Broadcasting & Production Technology

Students enrolled in the Broadcasting & Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications.

Training will emphasize speech, script writing, production planning, editing, and post production. Students will also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

The program at Southeastern emphasizes entrepreneurial applications using digital audio and video production/post-production with distribution via electronic formats, the internet, the campus radio station and campus public access cable station.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements
- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Meet with the program advisor to discuss program requirements, connected careers,and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A30120

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 160	Introduction to Film	3
MUS 110	Music Appreciation	3

Social/Behavioral Sciences
Take 3 credits from

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

Natural Sciences
Take 4 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1

Major Requirements - Required Courses
Take 13 credits from

Item #	Title	Credits
BPT 110	Intro to Broadcasting	3
BPT 111	Broadcast Law & Ethics	3
BPT 112	Broadcast Writing	4
BPT 113	Broadcast Sales	3

Other Major Requirements - Required Courses

Take 36 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
BPT 131	Audio/Radio Production I	4
BPT 140	Intro to TV Systems	2
BPT 215	Broadcast Programming	3
BPT 231	Video/TV Production I	4
BPT 232	Video/TV Production II	4
BPT 250	Institutional Video	3
BPT 255	Computer-Based Production	3
BPT 285	Broadcast Prod Capstone	3
CIS 110	Introduction to Computers	3
DME 110	Intro to Digital Media	3
DME 140	Intro to Audio/Video Media	3
	Total credits:	**65**

Broadcasting & Production Technology – Intro to BPT Certificate

Courses included in this CTE program of study are offered in the college's traditional, local certificate as listed in the college catalog.

Type: CTE Certificate
Credential Number:
C30120AH

Other Major Requirements - Required Courses

Take 14 credits from

Item #	Title	Credits
BPT 131	Audio/Radio Production I	4
BPT 140	Intro to TV Systems	2
BPT 231	Video/TV Production I	4
BPT 232	Video/TV Production II	4
	Total credits:	**14**

Broadcasting & Production Technology Diploma
Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements
- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Complete or have place out of DRE 096.
- Meet with the program advisor to discuss program requirements, connected careers and possible transfer opportunities.

Type: Diploma
Credential Number:
D30120

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3

Social/Behavioral Sciences

Take 3 credits from

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

Major Requirements - Required Courses

Take 13 credits from

Item #	Title	Credits
BPT 110	Intro to Broadcasting	3
BPT 111	Broadcast Law & Ethics	3
BPT 112	Broadcast Writing	4
BPT 113	Broadcast Sales	3

Other Major Requirements - Required Courses

Take 18 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
BPT 131	Audio/Radio Production I	4
BPT 140	Intro to TV Systems	2
BPT 231	Video/TV Production I	4
BPT 232	Video/TV Production II	4
CIS 110	Introduction to Computers	3
	Total credits:	**40**

Broadcasting & Production Technology – Intro to BPT Certificate

Type: Certificate
Credential Number:
C30120A

Other Major Requirements - Required Courses

Take 14 credits from

Item #	Title	Credits
BPT 131	Audio/Radio Production I	4
BPT 140	Intro to TV Systems	2
BPT 231	Video/TV Production I	4
BPT 232	Video/TV Production II	4
	Total credits:	**14**

Business

Business Administration – Banking & Finance, A.A.S. Degree

Type: Associate in Applied Science
Credential Number:
A25120B

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3

Natural Sciences/Math

Take 3 credits from

Item #	Title	Credits
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core

Take 12 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3

Accounting

Take 4 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Concentration Requirements - Banking and Finance
Take 12 credits from

Item #	Title	Credits
BAF 110	Principles of Banking	3
BAF 131	Fund of Bank Lending	3
BAF 141	Law & Banking: Principles	3
BAF 222	Money and Banking	3

Other Major Requirements - Other Major Hours - Group 1
Take 2 Groups

Take 16 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
BUS 121	Business Math	3
BUS 225	Business Finance	3
BUS 260	Business Communication	3
CTS 130	Spreadsheet	3
OST 286	Professional Development	3

Other Major Hours - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ACC 121	Prin of Managerial Accounting	4
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Appl	2
BUS 125	Personal Finance	3
BUS 153	Human Resource Management	3
BUS 230	Small Business Management	3
CTS 115	Info Sys Business Concepts	3
DBA 110	Database Concepts	3
MKT 223	Customer Service	3
OST 136	Word Processing	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	**65**

Business Administration – General, A.A.S. Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions and 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.

Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A25120A

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core
Take 12 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3

Accounting
Take 4 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Concentration Requirements - General Business Admin
Take 12 credits from

Item #	Title	Credits
BUS 121	Business Math	3
BUS 125	Personal Finance	3
BUS 153	Human Resource Management	3
BUS 260	Business Communication	3

Other Major Requirements - Other Major Hours - Group 1
Take 4 Groups

Take 10 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
CTS 130	Spreadsheet	3
MKT 223	Customer Service	3
OST 286	Professional Development	3

Other Major Hours - Group 2
Take 2 credits from

Item #	Title	Credits
ACC 140	Payroll Accounting	2
BUS 230	Small Business Management	3

Other Major Hours - Group 3
Take 2 credits from

Item #	Title	Credits
ACC 150	Accounting Software Appl	2
BUS 225	Business Finance	3

Other Major Hours - Group 4
Take 4 credits from

Item #	Title	Credits
ACC 121	Prin of Managerial Accounting	4
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Appl	2
BAF 110	Principles of Banking	3
BAF 131	Fund of Bank Lending	3
BAF 141	Law & Banking: Principles	3
BAF 222	Money and Banking	3
BUS 225	Business Finance	3
BUS 230	Small Business Management	3
CTS 115	Info Sys Business Concepts	3
DBA 110	Database Concepts	3
OST 136	Word Processing	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	**64**

Business Administration CTE Certificate
Type: CTE Certificate
Credential Number:
C25120H

Major Requirements - Required Courses
Take 9 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3

Concentration Requirements - Required Course
Take 3 credits from

Item #	Title	Credits
BUS 125	Personal Finance	3
	Total credits:	**12**

Business Administration CTE Diploma
Type: CTE Diploma
Credential Number:
D25120H

General Education Requirements - Communication
Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Major Requirements - Required Courses
Take 12 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3

Accounting
Take 4 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Concentration Requirements - General Business Admin
Take 9 credits from

Item #	Title	Credits
BUS 121	Business Math	3
BUS 153	Human Resource Management	3
BUS 260	Business Communication	3

Other Major Requirements - Other Required Hours - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Other Required Hours - Group 2
Take 6 credits from

Item #	Title	Credits
BUS 230	Small Business Management	3
CTS 130	Spreadsheet	3
	Total credits:	**41**

Business Administration Diploma
Type: Diploma
Credential Number:
D25120

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Major Requirements - Technical Core
Take 12 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3

Accounting
Take 4 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Concentration Requirements - General Business Admin
Take 9 credits from

Item #	Title	Credits
BUS 121	Business Math	3
BUS 153	Human Resource Management	3
BUS 260	Business Communication	3

Other Major Requirements - Other Major Hours - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Other Major Hours - Group 2
Take 6 credits from

Item #	Title	Credits
BUS 230	Small Business Management	3
CTS 130	Spreadsheet	3
	Total credits:	**41**

Business Administration Accounting Certificate
Type: Certificate
Credential Number:
C25120D

Major Requirements - Accounting
Take 4 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4

Other Major Requirements - Other Major Hours - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Other Major Hours - Group 2
Take 2 Groups

Take 11 credits from

Item #	Title	Credits
ACC 121	Prin of Managerial Accounting	4
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Appl	2
CTS 130	Spreadsheet	3
	Total credits:	**16**

Business Administration Certificate
Type: Certificate
Credential Number:
C25120

Major Requirements - Technical Core
Take 9 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3

Concentration Requirements - General Business Admin
Take 3 credits from

Item #	Title	Credits
BUS 125	Personal Finance	3
	Total credits:	**12**

Business Administration Certificate
Type: Certificate
Credential Number:
C25120FH

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Concentration Requirements - General Business Admin
Take 3 credits from

Item #	Title	Credits
BUS 125	Personal Finance	3
	Total credits:	**12**

Business Administration General Business Administration Certificate
Type: Certificate
Credential Number:
C25120F

Major Requirements - Technical Core
Take 6 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Concentration Requirements - General Business Admin
Take 3 credits from

Item #	Title	Credits
BUS 125	Personal Finance	3
	Total credits:	**12**

Computer Information Technology

Information Technology – Computer Programming & Development (Transfer), A.A.S. Degree
Type: Associate in Applied Science
Credential Number:
A25590EA

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
HUM 230	Leadership Development	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 131	American History I	3
HIS 132	American History II	3
PSY 150	General Psychology	3
POL 120	American Government	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math

Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core - Group 1

Take 2 Groups

Take 9 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3

Technical Core - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CIS 115	Intro to Prog & Logic	3

Concentration Requirements - Computer Prgmg & Develop

Take 6 credits from

Item #	Title	Credits
CSC 134	C++ Programming	3
CSC 234	Advanced C++ Programming	3

Other Major Requirements - Computer Prgmg & Develop - Group 1

Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Computer Prgmg & Develop - Group 2

Take 2 Groups

Take 30 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv Hard/Software Support	3
CTS 240	Project Management	3
NET 125	Introduction to Networks	3
NOS 120	Linux/UNIX Single User	3
NOS 230	Windows Administration I	3
WEB 115	Web Markup and Scripting	3
WEB 250	Database Driven Websites	3
	Total credits:	**65**

Information Technology – IT/Business Support, (Transfer to ECU), A.A.S. Degree

Type: Associate in Applied Science
Credential Number:
A25590IA

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
HUM 115	Critical Thinking	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Natural Sciences/Math
Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core - Group 1
Take 2 Groups

Take 9 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3

Technical Core - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CIS 115	Intro to Prog & Logic	3

Concentration Requirements - IT Business Support
Take 6 credits from

Item #	Title	Credits
CTS 130	Spreadsheet	3
CTS 240	Project Management	3

Other Major Requirements - IT Business Support - Group 1
Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

IT Business Support - Group 2
Take 3 Groups

Take 3 credits from

Item #	Title	Credits
DBA 110	Database Concepts	3
DBA 120	Database Programming I	3

IT Business Support - Group 3
Take 3 Groups

Take 24 credits from

Item #	Title	Credits
CTS 120	Hardware/Software Support	3
CTS 220	Adv Hard/Software Support	3
CTS 250	User Support & Software Eval	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NOS 120	Linux/UNIX Single User	3
NOS 230	Windows Administration I	3
WEB 115	Web Markup and Scripting	3

WBL/Professional Dev - Group 1
Take 1 of 2 Groups

Take 3 credits from

Item #	Title	Credits
OST 286	Professional Development	3

WBL/Professional Dev - Group 2
Take 1 of 2 Groups

Take 2 credits from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	64

Information Technology – IT/Business Support, A.A.S. Degree
Type: Associate in Applied Science
Credential Number:
A25590I

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
HUM 230	Leadership Development	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math
Take 3 credits from

*Maximum 4 credits

Item #	Title	Credits
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core - Group 1
Take 2 Groups

Take 9 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3

Technical Core - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CIS 115	Intro to Prog & Logic	3

Concentration Requirements - IT Business Support
Take 6 credits from

Item #	Title	Credits
CTS 130	Spreadsheet	3
CTS 240	Project Management	3

Other Major Requirements - IT Business Support - Group 1
Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

IT Business Support - Group 2
Take 3 Groups

Take 3 credits from

Item #	Title	Credits
DBA 110	Database Concepts	3
DBA 120	Database Programming I	3

IT Business Support - Group 3
Take 3 Groups

Take 27 credits from

Item #	Title	Credits
CTS 120	Hardware/Software Support	3
CTS 220	Adv Hard/Software Support	3
CTS 250	User Support & Software Eval	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NOS 120	Linux/UNIX Single User	3
NOS 230	Windows Administration I	3
SEC 180	Info Assurance Principles	3
WEB 115	Web Markup and Scripting	3

WBL/Professional Dev - Group 1
Take 1 of 2 Groups

Item #	Title	Credits
OST 286	Professional Development	3

WBL/Professional Dev - Group 2
Take 1 of 2 Groups

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	**66**

Information Technology A.A.S. Degree

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A25590E

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
HUM 230	Leadership Development	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math
Take 3 credits from

*Maximum 4 credits

Item #	Title	Credits
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core - Group 1
Take 2 Groups

Take 9 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3

Technical Core - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CIS 115	Intro to Prog & Logic	3

Concentration Requirements - Computer Prgmg & Develop
Take 6 credits from

Item #	Title	Credits
CSC 134	C++ Programming	3
CSC 234	Advanced C++ Programming	3

Other Major Requirements - Computer Prgmg & Development - Group 1
Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Computer Prgmg & Development - Group 2
Take 3 Groups

Take 3 credits from

Item #	Title	Credits
DBA 110	Database Concepts	3
DBA 120	Database Programming I	3

Computer Prgmg & Development - Group 3
Take 3 Groups

Take 27 credits from

Item #	Title	Credits
CTS 120	Hardware/Software Support	3
CTS 220	Adv Hard/Software Support	3
CTS 240	Project Management	3
NET 125	Introduction to Networks	3
NOS 120	Linux/UNIX Single User	3
NOS 230	Windows Administration I	3
SEC 180	Info Assurance Principles	3
WEB 115	Web Markup and Scripting	3
WEB 250	Database Driven Websites	3

WBL/Professional Dev - Group 1
Take 1 of 2 Groups

Take 3 credits from

Item #	Title	Credits
OST 286	Professional Development	3

WBL/Professional Dev - Group 2
Take 1 of 2 Groups

Take 2 credits from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	66

Information Technology – IT Support Specialist CTE Certificate
Type: CTE Certificate
Credential Number:
C25590IH

Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3

Required Courses - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CTS 120	Hardware/Software Support	3

Concentration Requirements - IT/Business Support
Take 3 credits from

Item #	Title	Credits
CTS 130	Spreadsheet	3

Other Major Requirements - Required Courses
Take 3 credits from

Item #	Title	Credits
CTS 220	Adv Hard/Software Support	3
	Total credits:	12

Information Technology – IT Support Diploma
Type: Diploma
Credential Number:
D25590E

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math
Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy^n	3

Major Requirements - Technical Core - Group 1

Take 2 Groups

Take 9 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3

Technical Core - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CIS 115	Intro to Prog & Logic	3

Concentration Requirements - Computer Prgmg & Develop

Take 3 credits from

Item #	Title	Credits
CSC 134	C++ Programming	3

Other Major Requirements - Computer Prgmg & Develop - Group 1

Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Computer Prgmg & Develop - Group 2

Take 3 Groups

Take 3 credits from

Item #	Title	Credits
DBA 110	Database Concepts	3
DBA 120	Database Programming I	3

Computer Prgmg & Develop - Group 3

Take 3 Groups

Take 12 credits from

Item #	Title	Credits
CTS 240	Project Management	3
NOS 120	Linux/UNIX Single User	3
WEB 115	Web Markup and Scripting	3
WEB 250	Database Driven Websites	3
	Total credits:	**37**

Information Technology – IT Support Diploma
Type: Diploma
Credential Number:
D25590I

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Natural Science/Math

Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3

Major Requirements - Technical Core - Group 1

Take 2 Groups

Take 9 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3

Technical Core - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CTS 120	Hardware/Software Support	3

Concentration Requirements - IT Business Support
Take 3 credits from

Item #	Title	Credits
CTS 130	Spreadsheet	3

Other Major Requirements - IT Business Support - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

IT Business Support - Group 2
Take 2 Groups

Take 15 credits from

Item #	Title	Credits
CTS 220	Adv Hard/Software Support	3
CTS 250	User Support & Software Eval	3
NET 125	Introduction to Networks	3
NOS 120	Linux/UNIX Single User	3
NOS 230	Windows Administration I	3
	Total credits:	**37**

Information Technology – IT Support Specialist Certificate
Type: Certificate
Credential Number:
C25590I

Major Requirements - Technical Core - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3

Technical Core - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CTS 120	Hardware/Software Support	3

Concentration Requirements - IT Business Support
Take 3 credits from

Item #	Title	Credits
CTS 130	Spreadsheet	3

Other Major Requirements - IT Business Support
Take 3 credits from

Item #	Title	Credits
CTS 220	Adv Hard/Software Support	3
	Total credits:	**12**

Information Technology – Programmer/Developer Certificate
Type: Certificate
Credential Number:
C25590E

Major Requirements - Technical Core - Group 1
Take 2 Groups

Take 6 credits from

Item #	Title	Credits
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3

Technical Core - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
CIS 115	Intro to Prog & Logic	3

Other Major Requirements - Computer Prgmg & Develop
Take 3 credits from

Item #	Title	Credits
WEB 250	Database Driven Websites	3
	Total credits:	**12**

Cosmetology

Cosmetology, A.A.S. Degree

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

Admission to Program

Students are strongly encouraged to meet with the cosmetology program advisor or instructor as soon as possible to begin the admissions process.

SCC Requirements

- Complete all Southeastern requirements.
- Complete the Cosmetology Student Checklist prior to the start of the firstsemester.
- Meet with a program advisor to discuss other program requirements and connected careers.

Cosmetology Program Requirements

All students are required to pay for tuition and fees, textbooks, and other support information. In addition to these fees, all first year students are required to purchase a tool kit, a black styling vest, solid black scrub uniforms, solid black closedtoe shoes, and other small essentials prior to the start of the first semester. Below are fees associated with courses within the program:

- COS 112 $17.50 – Malpractice Insurance or current mandated fee
- COS 117 $79.00 – Computer-based Written Examination or current mandated fee
- COS 117 $30.00 – Career Readiness Certificate or current mandated fee
- COS 118 $17.50 – Malpractice Insurance or current mandated fee
- COS 118 $94.00 – Practical Examination or current mandated fee

Any applicant convicted of a felony or charged with a felony that is still pending may apply for Board approval upon enrollment in a cosmetic art school. All documentation submitted shall have no effect on an individual's ability to attend a cosmetic art school, take an examination administered by the Board, or apply for a license. Applicants should be aware that additional information is required upon graduation as outlined in the NC Board of Felony Policy (21 NCAC 141.0401).

Continuation in Program

Coursework

Students must take all courses as outlined in the graduation plan for the SCC Cosmetology Program. In addition, they must satisfactorily complete all courses in this plan and achieve a grade of C or better in all cosmetology classes. Students who do not successfully complete all courses outlined in the graduation plan may not be allowed to sit for state licensing examinations and may ultimately be removed from the program.

Dismissal of Students

- Cosmetology faculty follow published college and cosmetology department policies and practices that provide for identification and dismissal of students who do the following:
- Demonstrate physical or emotional health problems which conflict with the safety essential to the cosmetology profession and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe lab practices or behavior which conflicts with the safety essential to the cosmetology profession. Students who demonstrate unsafe behavior can be dismissedfrom the cosmetology program regardless of whether treatment or counseling has occurred.

Transfer and Readmission

Students wishing to transfer in or be readmitted to the SCC Cosmetology Program must meet current program requirements. All students must successfully complete all developmental and general education courses as outlined in the graduation plan. The transferability of general education courses is determined by the director of student services. Due to the changing nature of subject matter, students must also pass written and practical entrance examinations that may be given bythe cosmetology department. Previously acquired cosmetology classes, hours, or performance credits older than five years are considered expired and will not be accepted.

No more than 1,000 hours can be transferred in from another institution. All students must also complete at least 500 hours of studies at SCC if we are to certify application for the NIC Licensing examinations. The student must also complete this 500-hour requirement

during their final semesters before licensing exam eligibility. Students coming from other institutions must provide a letter from their previous program cosmetology program director verifying the student's good standing in cosmetology theory, lab performance, and professional ethics. Please be aware that any students who withdraws, drops, fails, or is dismissed from a cosmetology program with unresolved safety or ethical issues are not eligible for readmission to any cosmetology class at SCC.

Type: Associate in Applied Science
Credential Number:
A55140

General Education Requirements - Communication - Group 1
Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 3 credits from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math
Take 3 credits from

*Maximum 4 credits

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 110	Math Measurement & Literacy	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 32 credits from

Item #	Title	Credits
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4

Cosmetology
Take 2 credits from

Item #	Title	Credits
COS 117	Cosmetology Concepts IV	2

Other Major Requirements - Required Courses - Group 1
Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2
Take 3 Groups

Take 11 credits from

Item #	Title	Credits
COS 118	Salon IV	7
COS 223	Contemp Hair Coloring	2
COS 224	Trichology & Chemistry	2
COS 225	Adv Contemporary Hair Coloring	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2

Required Courses - Group 3
Take 3 Groups

Take 6 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
BUS 139	Entrepreneurship I	3
BUS 230	Small Business Management	3
	Total credits:	**67**

Cosmetology Diploma
Type: Diploma
Credential Number:
D55140

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Requirements - Required Courses
Take 32 credits from

Item #	Title	Credits
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4

Cosmetology
Take 2 credits from

Item #	Title	Credits
COS 117	Cosmetology Concepts IV	2

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2
Take 2 Groups

Take 7 credits from

Item #	Title	Credits
COS 118	Salon IV	7
	Total credits:	**48**

Cosmetology Instructor Certificate

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

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

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

Type: Certificate
Credential Number:
C55160

Major Requirements - Required Courses
Take 24 credits from

Item #	Title	Credits
COS 271	Instructor Concepts I	5
COS 272	Instructor Practicum I	7
COS 273	Instructor Concepts II	5
COS 274	Instructor Practicum II	7
	Total credits:	**24**

Criminal Justice

Criminal Justice Technology/Criminal Studies, A.A.S. Degree

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role in 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, correctional officer, and loss prevention specialist.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements
- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Meet with the program advisor to discuss program requirements, connected careers and possible transfer opportunities.

Credit for Prior Knowledge Learning Experience & Certifications

Students may receive credit for prior learning if they have received certifications in the following areas: Basic Law Enforcement Training, Department of Corrections Detention Officers Training, Department of Corrections Probation Officer Training, Federal Law Enforcement Training, Jailer Certification, NC Justice Academy specialized courses, NC Highway Patrol Basic Training, and Private Investigation. Students who have successfully obtained certifications in these areas from an approved accredited school/course may receive credit for courses toward their Associate in Applied Science Degree in Criminal Justice Technology and/or toward a related certificate. Students must have successfully passed the comprehensive state certification examination and be eligible for certification. Students must have completed Basic Law Enforcement Training since 1985.

Students may receive credit for courses offered in the A.A.S., Criminal Justice Technology program for the following certifications:

Certification	SCC Equivalent	Hours
Basic Law Enforcement Training	CJC 120, CJC 131, CJC 132, CJC 221, CJC 225, CJC 231	19
DOC Detention Officer Training	CJC 141, CJC 225, CJC 233, CJC 241	12
DOC Probation Officer Training	CJC 141, CJC 225, CJC 233, CJC 241	12
Federal Law Enforcement Training	CJC 121, CJC 131, CJC 160, CJC 161, CJC 225, CJC 231	18
NC Highway Patrol Basic Training	CJC 131, CJC 132, CJC 221, CJC 225, CJC 231	16
Private Investigator	CJC 221	4
Jailer Certification	CJC 233	3
NC Justice Academy Certificates	CJC 120, CJC 122, CJC 144, CJC 146, CJC 245, CJC 246	Up to 19 hours

Type: Associate in Applied Science
Credential Number: A55180

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ENG 231	American Literature I	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math

Take 3 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses

Take 22 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Comm Relations	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3

Other Major Requirements - Required Courses - Group 1

Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2

Take 3 Groups

Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Required Courses - Group 3

Take 3 Groups

Take 24 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3
CJC 120	Interviews/Interrogations	2
CJC 121	Law Enforcement Operations	3
CJC 122	Community Policing	3
CJC 132	Court Procedure & Evidence	3
CJC 141	Corrections	3
CJC 160	Terrorism: Underlying Issu	3
CJC 161	Intro Homeland Security	3
CJC 163	Trans and Border Security	3
CJC 170	Critical Incident Mgmt Pub Saf	3
CJC 213	Substance Abuse	3
CJC 223	Organized Crime	3
CJC 225	Crisis Intervention	3
CJC 232	Civil Liability	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
EPT 120	Sociology of Disaster	3
EPT 220	Terrorism and Emer. Mgt.	3
PED 110	Fit and Well for Life	2
PED 120	Walking for Fitness	1
PED 125	Self-Defense: Beginning	1
PED 126	Self-Defense: Intermediate	1
	Total credits:	**65**

Criminal Justice Technology/Forensic Science, A.A.S. Degree

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state and federal law enforcement, and correctional agencies

Type: Associate in Applied Science

Credential Number:
A5518C

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ENG 231	American Literature I	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 22 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Comm Relations	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3

Concentration Requirements - Required Courses
Take 12 credits from

Item #	Title	Credits
CJC 144	Crime Scene Processing	3
CJC 146	Trace Evidence	3
CJC 245	Friction Ridge Analysis	3
CJC 246	Adv. Friction Ridge Analy	3

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Required Course - Group 2
Take 2 Groups

Take 15 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
CJC 120	Interviews/Interrogations	2
CJC 121	Law Enforcement Operations	3
CJC 122	Community Policing	3
CJC 132	Court Procedure & Evidence	3
CJC 160	Terrorism: Underlying Issu	3
CJC 161	Intro Homeland Security	3
CJC 163	Trans and Border Security	3
CJC 170	Critical Incident Mgmt Pub Saf	3
CJC 223	Organized Crime	3
CJC 225	Crisis Intervention	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
PED 110	Fit and Well for Life	2
PED 120	Walking for Fitness	1
PED 125	Self-Defense: Beginning	1
PED 126	Self-Defense: Intermediate	1
	Total credits:	**65**

Criminal Justice Technology/Criminal Studies – Corrections CTE Certificate
Type: CTE Certificate
Credential Number:
C55180FH

Major Requirements - Required Courses
Take 9 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 113	Juvenile Justice	3
CJC 212	Ethics & Comm Relations	3

Other Major Requirements - Required Courses
Take 3 credits from

Item #	Title	Credits
CJC 141	Corrections	3
	Total credits:	**12**

Criminal Justice Technology/Criminal Studies – Court CTE Certificate
Type: CTE Certificate
Credential Number:
C55180CH

Major Requirements - Required Courses
Take 12 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Comm Relations	3
CJC 231	Constitutional Law	3

Other Major Requirements - Required Courses
Take 3 credits from

Item #	Title	Credits
CJC 132	Court Procedure & Evidence	3
	Total credits:	**15**

Criminal Justice Technology/Forensics – CTE Certificate
Type: CTE Certificate
Credential Number:
C5518CH

Major Requirements - Required Courses
Take 4 credits from

Item #	Title	Credits
CJC 221	Investigative Principles	4

Concentration Requirements - Required Course
Take 9 credits from

Item #	Title	Credits
CJC 144	Crime Scene Processing	3
CJC 245	Friction Ridge Analysis	3
CJC 246	Adv. Friction Ridge Analy	3
	Total credits:	**13**

Criminal Justice Technology/Criminal Studies, CTE Diploma
Type: CTE Diploma
Credential Number:

D55180H

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Major Requirements - Required Courses
Take 15 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 231	Constitutional Law	3

Other Major Requirements - Required Courses
Take 21 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
CJC 121	Law Enforcement Operations	3
CJC 132	Court Procedure & Evidence	3
CJC 141	Corrections	3
CJC 213	Substance Abuse	3
PED 110	Fit and Well for Life	2
SOC 210	Introduction to Sociology	3
	Total credits:	42

Criminal Justice Technology/Criminal Studies, Diploma
Type: Diploma
Credential Number:
D55180

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Major Requirements - Required Courses
Take 15 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 231	Constitutional Law	3

Other Major Requirements - Required Courses - Group 1
Take 3 Groups

Take 13 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
CJC 141	Corrections	3
CJC 213	Substance Abuse	3
SOC 210	Introduction to Sociology	3

Required Courses - Group 2
Take 3 Groups

Take 3 credits from

Item #	Title	Credits
CJC 121	Law Enforcement Operations	3
CJC 233	Correctional Law	3

Required Courses - Group 3
Take 3 credits from

Item #	Title	Credits
CJC 132	Court Procedure & Evidence	3
CJC 225	Crisis Intervention	3

Physical Education - Group 1
Take 1 of 2 Groups

Take 2 credits from

Item #	Title	Credits
PED 110	Fit and Well for Life	2

Physical Education - Group 2
Take 1 of 2 Groups

Take 2 credits from

Item #	Title	Credits
PED 125	Self-Defense: Beginning	1
PED 126	Self-Defense: Intermediate	1
	Total credits:	**42**

Criminal Justice Technology/Criminal Studies – Corrections Certificate
Type: Certificate
Credential Number:
C55180F

Major Requirements - Required Courses
Take 9 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 113	Juvenile Justice	3
CJC 212	Ethics & Comm Relations	3

Other Major Requirements - Required Courses
Take 8 credits from

Item #	Title	Credits
CJC 120	Interviews/Interrogations	2
CJC 122	Community Policing	3
CJC 141	Corrections	3
	Total credits:	**17**

Criminal Justice Technology/Criminal Studies – Court Certificate
Type: Certificate
Credential Number:
C55180C

Major Requirements - Required Courses
Take 12 credits from

Item #	Title	Credits
CJC 111	Intro to Criminal Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Comm Relations	3
CJC 231	Constitutional Law	3

Other Major Requirements - Required Courses
Take 5 credits from

Item #	Title	Credits
CJC 120	Interviews/Interrogations	2
CJC 132	Court Procedure & Evidence	3
	Total credits:	**17**

Criminal Justice Technology/Forensics – Certificate
Type: Certificate
Credential Number:
C5518C

Major Requirements - Required Courses
Take 4 credits from

Item #	Title	Credits
CJC 221	Investigative Principles	4

Concentration Requirements - Required Course
Take 12 credits from

Item #	Title	Credits
CJC 144	Crime Scene Processing	3
CJC 146	Trace Evidence	3
CJC 245	Friction Ridge Analysis	3
CJC 246	Adv. Friction Ridge Analy	3
	Total credits:	**16**

Education

Early Childhood Education, A.A.S. Degree

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

The Early Childhood Education prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/ communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A55220A

General Education Requirements - Communication
Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
COM 231	Public Speaking	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Natural Science/Math
Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3

Major Requirements - Required Courses
Take 29 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers, and Twos	3
EDU 280	Language/Literacy Experiences	3
EDU 284	Early Child Capstone Prac	4

Child Development
Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3

Transfer Specialty

Take 6 credits from

Item #	Title	Credits
EDU 261	Early Childhood Admin I	3
EDU 262	Early Childhood Admin II	3

English Transfer Specialty

Take 3 credits from

Item #	Title	Credits
ENG 112	Writing/Research in the Disc	3
ENG 114	Prof Research & Reporting	3

Social/Behav Transfe Spec

Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
SOC 210	Introduction to Sociology	3

Biological Science Transfer

Take 4 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4

Natural Science Transfer - Group 1

Take 1 of 2 Groups

Take 4 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4

Natural Science Transfer - Group 2

Take 1 of 2 Groups

Take 4 credits from

Item #	Title	Credits
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Other Major Requirements - Required Courses

Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1
	Total credits:	**71**

Early Childhood Education – B-K Licensure, A.A.S. Degree

Type: Associate in Applied Science
Credential Number:
A55220B

General Education Requirements - Communication

Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Natural Science/Math

Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3

Major Requirements - Required Courses
Take 29 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers, and Twos	3
EDU 280	Language/Literacy Experiences	3
EDU 284	Early Child Capstone Prac	4

Child Development
Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3

Transfer Specialty
Take 6 credits from

Item #	Title	Credits
EDU 216	Foundations of Education	3
EDU 250	Teacher Licensure Preparation	3

English Transfer Specialty
Take 3 credits from

Item #	Title	Credits
ENG 112	Writing/Research in the Disc	3
ENG 114	Prof Research & Reporting	3

Social/Behav Transfe Spec
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
SOC 210	Introduction to Sociology	3

Biological Science Transfer
Take 4 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4

Natural Science Transfer - Group 1
Take 1 of 2 Groups

Take 4 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4

Natural Science Transfer - Group 2
Take 1 of 2 Groups

Take 4 credits from

Item #	Title	Credits
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Other Major Requirements - Required Courses
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1
	Total credits:	**71**

Early Childhood Education – Career, A.A.S. Degree
Type: Associate in Applied Science
Credential Number:
A55220C

General Education Requirements - Communication
Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Science/Math

Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses

Take 29 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers, and Twos	3
EDU 280	Language/Literacy Experiences	3
EDU 284	Early Child Capstone Prac	4

Child Development

Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3

Non-teach Licensure

Take 6 credits from

Item #	Title	Credits
EDU 261	Early Childhood Admin I	3
EDU 262	Early Childhood Admin II	3

Other Major Requirements - Required Courses - Group 1

Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Course - Group 2

Take 9 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3
EDU 154	Social/Emotion/Behav Dev	3
EDU 162	Observ & Assess in ECE	3
EDU 173	Becoming a Prof'l in ECE	3
EDU 235	School-Age Develop & Programs	3
EDU 251	Exploration Activities	3
EDU 259	Curriculum Planning	3
	Total credits:	**66**

Associate in Arts in Teacher Preparation Degree

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The, Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Type: Associate in Arts
Credential Number:
A1010T

General Education Requirements - Communication

Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3

Communications & Hfa

Take 9 credits from

*Minimum 2 subjects

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 6 credits from

*Minimum 2 subjects

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

Math

Take 3 credits from

*Maximum 4 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Natural Sciences - Group 1

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4

Natural Sciences - Group 2

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
BIO 111	General Biology I	4

Natural Sciences - Group 3

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4

Natural Sciences - Group 4

Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Additional Gen Ed - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
SOC 225	Social Diversity	3

Additional Gen Ed - Group 2
Take 2 Groups

Take 14 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 117	Non-Western Art History	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
CHM 131	Introduction to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 151	General Chemistry I	4
CHM 132	Organic and Biochemistry	4
CHM 152	General Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Prog & Logic	3
COM 110	Introduction to Communication	3
COM 120	Intro Interpersonal Com	3
COM 140	Intro Intercultural Com	3
COM 231	Public Speaking	3
ENG 113	Literature-Based Research	3
ENG 114	Prof Research & Reporting	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
HUM 115	Critical Thinking	3
HUM 160	Introduction to Film	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 241	Developmental Psych	3
PSY 281	Abnormal Psychology	3
REL 110	World Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Other Required Hours - Required Courses
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Education
Take 14 credits from

Item #	Title	Credits
EDU 187	Teaching and Learning for All	4
EDU 216	Foundations of Education	3
EDU 250	Teacher Licensure Preparation	3
EDU 279	Literacy Develop and Instruct	4
	Total credits:	**60**

Associate in General Education Degree

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.

Coursework 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.

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

Type: Associate in General Education
Credential Number:
A10300

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 110	Introduction to Communication	3
COM 120	Intro Interpersonal Com	3
COM 140	Intro Intercultural Com	3
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3
ENG 113	Literature-Based Research	3
ENG 114	Prof Research & Reporting	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 117	Non-Western Art History	3
ENG 125	Creative Writing I	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
HUM 115	Critical Thinking	3
HUM 160	Introduction to Film	3
HUM 230	Leadership Development	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3

Curriculum Requirements
Take 3 credits:

Item #	Title	Credits
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 241	Developmental Psych	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
CHM 131	Introduction to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4

Other Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ACA 122	College Transfer Success	1

Group 2

Take 49 credits from

Forty-nine (49) semester hours credit (SHC) of college-level coursework (course numbers 110 or higher), with a maximum of six SHC from HEA or PED courses, are required. Students are encouraged to consult with their advisor to discuss program requirements, career options, and possible transfer opportunities.

NOTE: Foreign Language Competency:

All University of North Carolina system institutions and most other four-year institutions require proficiency in a foreign language for admission. Students that have not completed two years of foreign language instruction as part of their high school curriculum must complete the two elementary level courses. This may account for up to six hours of this Additional General Education Coursework area. If required, take 6 credits from: SPA-111 and SPA-112

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4
ACC 121	Prin of Managerial Accounting	4
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Appl	2
AGR 121	Biological Pest Mgmt	3
AGR 130	Alternative Ag Production	3
AGR 139	Intro to Sustainable Ag	3
AGR 140	Agricultural Chemicals	3
AGR 150	Ag-O-Metrics	3
AGR 160	Plant Science	3
AGR 170	Soil Science	3
AGR 210	Agricultural Accounting	3
AGR 212	Farm Business Management	3
AGR 213	Ag Law & Finance	3
AGR 214	Agricultural Marketing	3
AGR 261	Agronomy	3
AHR 110	Intro to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 120	HVACR Maintenance	2
AHR 151	HVAC Duct Systems I	2
AHR 160	Refrigerant Certification	1
AHR 180	HVACR Customer Relations	1
AHR 211	Residential System Design	3
AHR 212	Advanced Comfort Systems	4
AHR 213	HVACR Building Code	2
AHR 215	Commercial HVAC Controls	2
ANS 110	Animal Science	3
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 117	Non-Western Art History	3

Item #	Title	Credits
ART 121	Two-Dimensional Design	3
ART 122	Three-Dimensional Design	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 171	Digital Design I	3
ART 231	Printmaking I	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 250	Surface Design: Textiles	3
ART 275	Introduction to Graphic Design	3
ART 281	Sculpture I	3
ART 283	Ceramics I	3
ATR 112	Intro to Automation	3
ATR 115	Introduction to Mechatronics	4
BAF 131	Fund of Bank Lending	3
BAF 141	Law & Banking: Principles	3
BAF 222	Money and Banking	3
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
BIO 150	Genetics in Human Affairs	3
BIO 163	Basic Anat & Physiology	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 250	Genetics	4
BIO 271	Pathophysiology	3
BIO 275	Microbiology	4
BIO 280	Biotechnology	3
BPR 130	Print Reading-Construction	3
BPT 111	Broadcast Law & Ethics	3
BPT 112	Broadcast Writing	4
BPT 113	Broadcast Sales	3
BPT 131	Audio/Radio Production I	4
BPT 140	Intro to TV Systems	2
BPT 215	Broadcast Programming	3
BPT 231	Video/TV Production I	4
BPT 232	Video/TV Production II	4
BPT 250	Institutional Video	3
BPT 255	Computer-Based Production	3
BPT 285	Broadcast Prod Capstone	3
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 125	Personal Finance	3
BUS 137	Principles of Management	3
BUS 139	Entrepreneurship I	3
BUS 153	Human Resource Management	3
BUS 225	Business Finance	3
BUS 230	Small Business Management	3
BUS 260	Business Communication	3
CHM 131	Introduction to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4

CHM 151	General Chemistry I	4		CSC 134	C++ Programming	3
CHM 152	General Chemistry II	4		CSC 139	Visual BASIC Programming	3
CHM 251	Organic Chemistry I	4		CSC 151	JAVA Programming	3
CHM 252	Organic Chemistry II	4		CSC 234	Advanced C++ Programming	3
CIS 110	Introduction to Computers	3		CTI 110	Web, Pgm, & Db Foundation	3
CIS 115	Intro to Prog & Logic	3		CTI 120	Network & Sec Foundation	3
CJC 110	Basic Law Enforcement BLET	20		CTS 115	Info Sys Business Concepts	3
CJC 111	Intro to Criminal Justice	3		CTS 120	Hardware/Software Support	3
CJC 112	Criminology	3		CTS 125	Presentation Graphics	3
CJC 113	Juvenile Justice	3		CTS 130	Spreadsheet	3
CJC 120	Interviews/Interrogations	2		CTS 210	Computer Ethics	3
CJC 121	Law Enforcement Operations	3		CTS 220	Adv Hard/Software Support	3
CJC 122	Community Policing	3		CTS 240	Project Management	3
CJC 131	Criminal Law	3		CTS 250	User Support & Software Eval	3
CJC 132	Court Procedure & Evidence	3		CTS 289	System Support Project	3
CJC 141	Corrections	3		DBA 110	Database Concepts	3
CJC 144	Crime Scene Processing	3		DBA 120	Database Programming I	3
CJC 146	Trace Evidence	3		DFT 119	Basic CAD	2
CJC 160	Terrorism: Underlying Issu	3		DME 110	Intro to Digital Media	3
CJC 161	Intro Homeland Security	3		DME 140	Intro to Audio/Video Media	3
CJC 163	Trans and Border Security	3		ECO 251	Prin of Microeconomics	3
CJC 170	Critical Incident Mgmt Pub Saf	3		ECO 252	Prin of Macroeconomics	3
CJC 212	Ethics & Comm Relations	3		EDU 119	Intro to Early Child Educ	4
CJC 213	Substance Abuse	3		EDU 131	Child, Family, & Community	3
CJC 221	Investigative Principles	4		EDU 144	Child Development I	3
CJC 223	Organized Crime	3		EDU 145	Child Development II	3
CJC 225	Crisis Intervention	3		EDU 146	Child Guidance	3
CJC 231	Constitutional Law	3		EDU 151	Creative Activities	3
CJC 232	Civil Liability	3		EDU 153	Health, Safety and Nutrition	3
CJC 233	Correctional Law	3		EDU 154	Social/Emotion/Behav Dev	3
CJC 241	Community-Based Corrections	3		EDU 162	Observ & Assess in ECE	3
CJC 245	Friction Ridge Analysis	3		EDU 173	Becoming a Prof'l in ECE	3
CJC 246	Adv. Friction Ridge Analy	3		EDU 187	Teaching and Learning for All	4
COM 120	Intro Interpersonal Com	3		EDU 216	Foundations of Education	3
COM 140	Intro Intercultural Com	3		EDU 221	Children with Exceptionalities	3
COM 150	Intro. to Mass Comm.	3		EDU 234	Infants, Toddlers, and Twos	3
COM 231	Public Speaking	3		EDU 235	School-Age Develop & Programs	3
COS 111	Cosmetology Concepts I	4		EDU 250	Teacher Licensure Preparation	3
COS 112	Salon I	8		EDU 251	Exploration Activities	3
COS 113	Cosmetology Concepts II	4		EDU 259	Curriculum Planning	3
COS 114	Salon II	8		EDU 261	Early Childhood Admin I	3
COS 115	Cosmetology Concepts III	4		EDU 262	Early Childhood Admin II	3
COS 116	Salon III	4		EDU 279	Literacy Develop and Instruct	4
COS 117	Cosmetology Concepts IV	2		EDU 280	Language/Literacy Experiences	3
COS 118	Salon IV	7		EDU 284	Early Child Capstone Prac	4
COS 121	Manicure/Nail Technology I	6		ELC 113	Residential Wiring	4
COS 222	Manicure/Nail Tech. II	6		ELC 117	Motors and Controls	4
COS 223	Contemp Hair Coloring	2		ELC 118	National Electrical Code	2
COS 224	Trichology & Chemistry	2		ELC 120	Intro to Wiring	3
COS 225	Adv Contemporary Hair Coloring	2		ELC 125	Diagrams and Schematics	2
COS 240	Contemporary Design	2		ELC 128	Intro to PLC	3
COS 260	Design Applications	2		ELC 131	Circuit Analysis I	4
COS 271	Instructor Concepts I	5		ELC 138	DC Circuit Analysis	4
COS 272	Instructor Practicum I	7		ELC 139	AC Circuit Analysis	4
COS 273	Instructor Concepts II	5		ELC 213	Instrumentation	4
COS 274	Instructor Practicum II	7		ELC 220	Photovoltaic Sys Tech	3

ELC 231	Electric Power Systems	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ELN 232	Intro to Microprocessors	4
ENG 112	Writing/Research in the Disc	3
ENG 113	Literature-Based Research	3
ENG 114	Prof Research & Reporting	3
ENG 125	Creative Writing I	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
EPT 120	Sociology of Disaster	3
EPT 220	Terrorism and Emer. Mgt.	3
GEO 111	World Regional Geography	3
HEA 110	Personal Health/Wellness	3
HEA 112	First Aid & CPR	2
HEA 120	Community Health	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 116	Current World Problems	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
HIS 236	North Carolina History	3
HIT 211	ICD Coding	4
HUM 115	Critical Thinking	3
HUM 230	Leadership Development	3
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
MAT 110	Math Measurement & Literacy	3
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MEC 111	Machine Processes I	3
MEC 130	Mechanisms	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
MLT 110	Intro to MLT	3
MLT 111	Urinalysis & Body Fluids	2
MLT 120	Hematology/Hemostasis I	4
MLT 126	Immunology and Serology	2
MLT 127	Transfusion Medicine	3
MLT 130	Clinical Chemistry I	4
MLT 140	Intro to Microbiology	3
MLT 215	Professional Issues	1
MLT 220	Hematology/Hemostasis II	3
MLT 240	Special Clin Microbiology	3
MLT 283	MLT Practicum I	13
MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 151V	Class Music I - Voice	1
MUS 152P	Class Music II - Piano	1
MUS 241	Ensemble III	1
MUS 242	Ensemble IV	1
NAS 101	Nurse Aide I	6
NAS 102	Nurse Aide II	6
NAS 103	Home Health Care Nurse Aide	6
NAS 106	Geriatric Aide	6
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux/UNIX Single User	3
NOS 130	Windows Single User	3
NOS 230	Windows Administration I	3
NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	10
NUR 103	Practical Nursing III	9
NUR 111	Intro to Health Concepts	8
NUR 112	Health-Illness Concepts	5
NUR 113	Family Health Concepts	5
NUR 114	Holistic Health Concepts	5
NUR 117	Pharmacology	2
NUR 211	Health Care Concepts	5
NUR 212	Health System Concepts	5
NUR 213	Complex Health Concepts	10
OST 136	Word Processing	3
OST 141	Med Terms I-Med Office	3
OST 142	Med Terms II-Med Office	3
OST 148	Med Coding Billing & Insu	3
OST 149	Medical Legal Issues	3
OST 155	Legal Terminology	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2
OST 249	CPC Certification	4
OST 252	Legal Transcription I	3
OST 264	Medical Auditing	3
OST 288	Medical Office Admin Capstone	3
PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3
PED 110	Fit and Well for Life	2
PED 111	Physical Fitness I	1
PED 112	Physical Fitness II	1

PED 117	Weight Training I	1
PED 118	Weight Training II	1
PED 119	Circuit Training	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 125	Self-Defense: Beginning	1
PED 126	Self-Defense: Intermediate	1
PED 138	Archery	1
PED 139	Bowling-Beginning	1
PED 140	Bowling-Intermediate	1
PED 148	Softball	1
PED 150	Baseball – Beginning	1
PED 151	Baseball/Intermediate	1
PED 187	Social Dance-Beginning	1
PED 240	Advanced PE Skills	1
PED 252	Officiating/Bsball/Sfball	2
PED 256	Coaching Baseball	2
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
PHS 130	Earth Science	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4
POL 120	American Government	3
POL 130	State & Local Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 241	Developmental Psych	3
PSY 243	Child Psychology	3
PSY 263	Educational Psychology	3
PSY 281	Abnormal Psychology	3
REL 110	World Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3
SEC 180	Info Assurance Principles	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
WEB 115	Web Markup and Scripting	3
WEB 250	Database Driven Websites	3
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4

WLD 131	GTAW (TIG) Plate	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 141	Symbols & Specifications	3
WLD 151	Fabrication I	4
WLD 215	SMAW (Stick) Pipe	4
WLD 231	GTAW (TIG) Pipe	3
WLD 261	Certification Practices	2
	Total credits:	**86**

Early Childhood Education – Introduction to Early Childhood Education CTE Certificate

Type: CTE Certificate
Credential Number:
C55220CH

Major Requirements - Required Courses

Take 7 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 153	Health, Safety and Nutrition	3

Child Development

Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
	Total credits:	**13**

Early Childhood Education CTE Diploma

Type: CTE Diploma
Credential Number:
D55220H

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
SOC 210	Introduction to Sociology	3

Major Requirements - Required Courses
Take 22 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers, and Twos	3

Child Development
Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3

Other Major Requirements - Required Courses
Take 4 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
EDU 162	Observ & Assess in ECE	3
	Total credits:	**38**

Early Childhood Education Diploma
Type: Diploma
Credential Number:
D55220

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Requirements - Required Courses
Take 22 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers, and Twos	3

Child Development
Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ACA 122	College Transfer Success	1

Required Courses - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
EDU 162	Observ & Assess in ECE	3
	Total credits:	**38**

Early Childhood Education – Administration Certificate

This curriculum prepares individuals pursuing administrating roles in diverse childcare settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children;

communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Type: Certificate
Credential Number:
C55220A

Major Requirements - Required Courses
Take 10 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 153	Health, Safety and Nutrition	3

Transfer Specialty
Take 6 credits from

Item #	Title	Credits
EDU 261	Early Childhood Admin I	3
EDU 262	Early Childhood Admin II	3
	Total credits:	**16**

Early Childhood Education – Infant/Toddler Care Certificate

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design 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.

Type: Certificate
Credential Number:
C55220I

Major Requirements - Required Courses
Take 13 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 153	Health, Safety and Nutrition	3
EDU 234	Infants, Toddlers, and Twos	3

Child Development
Take 3 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
	Total credits:	**16**

Early Childhood Education – Introduction to Early Childhood Education Certificate

This curriculum introduces individuals to the foundations of the education profession; diverse educational settings for young children; professionalism and planning developmentally appropriate programs for children; and the theories and regulations of early childhood education.

Course work includes an introduction to the foundations in early childhood education; evidence-based strategies to build nurturing relationships with children; planning, creating and adapting developmentally supportive learning environments; and other related topics.

Graduates should be prepared to design a career/professional development plan, appropriate environments, schedules, and activity plans.

Employment opportunities include entry-level employment in child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Type: Certificate
Credential Number:
C55220C

Major Requirements - Required Courses
Take 7 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 153	Health, Safety and Nutrition	3

Child Development
Take 6 credits from

Item #	Title	Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
	Total credits:	**13**

Early Childhood Education – Preschool Certificate

This curriculum prepares individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool 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 other preschool programs.

Type: Certificate
Credential Number:
C55220B

Major Requirements - Required Courses
Take 13 credits from

Item #	Title	Credits
EDU 119	Intro to Early Child Educ	4
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety and Nutrition	3

Child Development
Take 3 credits from

Item #	Title	Credits
EDU 145	Child Development II	3
	Total credits:	**16**

Electricity

Electrical Engineering Technology, A.A.S. Degree

The Electrical Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

The Electrical Engineering Technology course of study prepares students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. The course of study includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort in the fall.

Requirements
- Complete all Southeastern requirements to be admitted as a degree-seeking student.
- Complete or have place out of DMA 010, DMA 020, and DRE 096.

- Meet with the program advisor to discuss program requirements, connected careers,and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A40180A

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
MAT 121	Algebra/Trigonometry I	3
MAT 171	Precalculus Algebra	4

Major Requirements - Analog
Take 4 credits from

Item #	Title	Credits
ELN 131	Analog Electronics I	4

Circuits
Take 8 credits from

Item #	Title	Credits
ELC 138	DC Circuit Analysis	4
ELC 139	AC Circuit Analysis	4

Digital
Take 4 credits from

Item #	Title	Credits
ELN 133	Digital Electronics	4

Electrical Engineering Tec - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ELC 128	Intro to PLC	3

Electrical Engineering Tec - Group 2
Take 2 Groups

Take 11 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 120	Intro to Wiring	3
ELC 213	Instrumentation	4

Other Major Requirements - Academic-Related
Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ACA 122	College Transfer Success	1

Work-Based Learning
Take 1 credit from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1

Elective - Group 1
Take 3 Groups

Take 7 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3
DFT 119	Basic CAD	2
ISC 112	Industrial Safety	2

Elective - Group 2
Take 3 Groups

Take 5 credits from

Item #	Title	Credits
ATR 112	Intro to Automation	3
CSC 134	C++ Programming	3
ELC 220	Photovoltaic Sys Tech	3
ELC 118	National Electrical Code	2
HYD 110	Hydraulics/Pneumatics I	3
MEC 130	Mechanisms	3

Elective - Group 3
Take 3 Groups

Take 8 credits from

Item #	Title	Credits
ATR 115	Introduction to Mechatronics	4
ELC 231	Electric Power Systems	4
ELN 232	Intro to Microprocessors	4
MAT 172	Precalculus Trigonometry	4
MAT 271	Calculus I	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4
	Total credits:	**67**

Electrical Engineering Technology – 2+3 for UNC-Charlotte, A.A.S. Degree
Type: Associate in Applied Science
Credential Number:
A40180B

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math
Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Analog
Take 4 credits from

Item #	Title	Credits
ELN 131	Analog Electronics I	4

Circuits
Take 8 credits from

Item #	Title	Credits
ELC 138	DC Circuit Analysis	4
ELC 139	AC Circuit Analysis	4

Digital
Take 4 credits from

Item #	Title	Credits
ELN 133	Digital Electronics	4

Electronic Engineering Tec - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ELC 128	Intro to PLC	3

Electronic Engineering Tec - Group 2
Take 2 Groups

Take 11 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 120	Intro to Wiring	3
ELN 232	Intro to Microprocessors	4

Other Major Requirements - Academic-Related
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Work-Based Learning
Take 1 credit from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1

Elective
Take 19 credits from

Item #	Title	Credits
CSC 134	C++ Programming	3
MAT 172	Precalculus Trigonometry	4
MAT 271	Calculus I	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4
	Total credits:	**67**

Electrical Engineering Technology CTE Diploma
Type: CTE Diploma
Credential Number:
D40180H

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Major Requirements - Digital
Take 4 credits from

Item #	Title	Credits
ELN 133	Digital Electronics	4

Electrical Engineering Tec - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ELC 128	Intro to PLC	3

Electrical Engineering Tec - Group 2
Take 2 Groups

Take 11 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 120	Intro to Wiring	3
ELC 213	Instrumentation	4

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2
Take 2 Groups

Take 11 credits from

Item #	Title	Credits
ATR 115	Introduction to Mechatronics	4
CIS 110	Introduction to Computers	3
ELC 231	Electric Power Systems	4
	Total credits:	**36**

Electrical Engineering Technology Diploma
Type: Diploma
Credential Number:
D40180

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Requirements - Circuits
Take 8 credits from

Item #	Title	Credits
ELC 138	DC Circuit Analysis	4
ELC 139	AC Circuit Analysis	4

Digital
Take 4 credits from

Item #	Title	Credits
ELN 133	Digital Electronics	4

Electronic Engineering Tec - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ELC 128	Intro to PLC	3

Electronic Engineering Tec - Group 2
Take 2 Groups

Take 11 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 120	Intro to Wiring	3
ELC 213	Instrumentation	4

Other Major Requirements - Academic-Related
Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ACA 122	College Transfer Success	1

Elective
Take 7 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3
ELC 231	Electric Power Systems	4
	Total credits:	**40**

Electrical Engineering Technology - Advanced Manufacturing I Certificate
Admission to Program
Requirements
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Type: Certificate
Credential Number:
C40180J

Major Requirements - Circuits
Take 4 credits from

Item #	Title	Credits
ELC 138	DC Circuit Analysis	4

Electrical Engineering Tec - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ELC 128	Intro to PLC	3

Electrical Engineering Tec - Group 2
Take 2 Groups

Take 8 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 213	Instrumentation	4

Other Major Requirements - Elective
Take 3 credits from

Item #	Title	Credits
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
	Total credits:	17

Electrical Engineering Technology - Advanced Manufacturing II Certificate Requirements
- Meet with the program advisor to discuss program requirements, connected careers, and possible transfer opportunities

Type: Certificate
Credential Number:
C40180K

Major Requirements - Circuits
Take 4 credits from

Item #	Title	Credits
ELC 138	DC Circuit Analysis	4

Electrical Engineering Tec
Take 8 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 213	Instrumentation	4

Other Major Requirements - Elective
Take 6 credits from

Item #	Title	Credits
ATR 112	Intro to Automation	3
MEC 130	Mechanisms	3
	Total credits:	18

Manicuring/Nail Technology

Manicuring/Nail Technology CTE Certificate
Type: CTE Certificate
Credential Number:
C55400H

Major Requirements - Required Courses
Take 12 credits from

Item #	Title	Credits
COS 121	Manicure/Nail Technology I	6
COS 222	Manicure/Nail Tech. II	6
	Total credits:	12

Manicuring/Nail Technology Certificate

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

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

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

Type: Certificate
Credential Number:
C55400

Major Requirements - Required Courses

Take 12 credits from

Item #	Title	Credits
COS 121	Manicure/Nail Technology I	6
COS 222	Manicure/Nail Tech. II	6
	Total credits:	**12**

Mechanical

Mechatronics Engineering Technology, A.A.S. Degree

The Mechatronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

The Mechatronics Engineering Technology course of study prepares the students to use basic engineering principles and technical skills in developing and testing automated, servo mechanical, 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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A40350

General Education Requirements - Communication

Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
HUM 115	Critical Thinking	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Mathematics

Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses

Take 35 credits from

Item #	Title	Credits
ATR 112	Intro to Automation	3
CIS 110	Introduction to Computers	3
DFT 119	Basic CAD	2
ELC 117	Motors and Controls	4
ELC 128	Intro to PLC	3
ELC 131	Circuit Analysis I	4
ELC 213	Instrumentation	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
MEC 130	Mechanisms	3
PHY 151	College Physics I	4

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 14 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ATR 115	Introduction to Mechatronics	4
ELC 125	Diagrams and Schematics	2
ELN 133	Digital Electronics	4
MEC 111	Machine Processes I	3
WLD 131	GTAW (TIG) Plate	4

Required Courses - Group 2
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	66

Mechatronics Engineering Technology CTE Certificate
Type: CTE Certificate
Credential Number:
C40350H

Major Requirements - Required Courses
Take 11 credits from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 131	Circuit Analysis I	4
HYD 110	Hydraulics/Pneumatics I	3

Other Major Requirements - Required Courses
Take 4 credits from

Item #	Title	Credits
ATR 115	Introduction to Mechatronics	4
	Total credits:	15

Mechatronics Engineering Technology CTE Diploma
Type: CTE Diploma
Credential Number:
D40350H

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Mathematics
Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 27 credits from

Item #	Title	Credits
ATR 112	Intro to Automation	3
CIS 110	Introduction to Computers	3
ELC 117	Motors and Controls	4
ELC 131	Circuit Analysis I	4
ELC 213	Instrumentation	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
PHY 151	College Physics I	4

Other Major Requirements - Required Courses
Take 5 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ATR 115	Introduction to Mechatronics	4
	Total credits:	39

Mechatronics Engineering Technology Diploma
Type: Diploma
Credential Number:
D40350

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Mathematics
Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 27 credits from

Item #	Title	Credits
ATR 112	Intro to Automation	3
CIS 110	Introduction to Computers	3
ELC 117	Motors and Controls	4
ELC 131	Circuit Analysis I	4
ELC 213	Instrumentation	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
PHY 151	College Physics I	4

Other Major Requirements - Required Courses
Take 5 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
ATR 115	Introduction to Mechatronics	4
	Total credits:	**39**

Mechatronics Engineering Technology Certificate
Type: Certificate
Credential Number: C40350

Major Requirements - Required Courses
Take 11 courses from

Item #	Title	Credits
ELC 117	Motors and Controls	4
ELC 131	Circuit Analysis I	4
HYD 110	Hydraulics/Pneumatics I	3

Other Major Requirements - Required Courses
Take 4 credits from

Item #	Title	Credits
ATR 115	Introduction to Mechatronics	4
	Total credits:	**15**

Medical Laboratory Technology

Medical Laboratory Technology, A.A.S. Degree

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 examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Progression in Program
Students are encouraged to begin preparation for the sequences of major courses early so that there will be time for them to complete pre-requisite courses, including MLT 110, and other requirements before they begin in the fall semester. As many as three semesters may be required to complete these pre-prerequisite courses depending upon the student's placement. Program acceptance is dependent upon completion of pre-requisite courses.

Current Status in Program
SCC Requirements
- Completion and return of the SCC Admissions Application.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- Reassessment may be done only once, but no earlier than three months after the first assessment.
- Meeting with an SCC counselor.

Submission of Required Documentation

Continuation in the medical laboratory technology program is contingent upon the submission of the required documentation on or before the first fall semester. These requirements include, but are not limited to:

- Completed SCC Health Form
- Recorded compliance with all immunization requirements (included in the SCC HealthForm)
- Certification of ability to perform essential functions
- Malpractice insurance
- OSHA training
- Physical exam and statement certifying the student's physical and emotional health
- Completed Background Check
- Completed 12-Panel Drug Screen.

All students must meet clinical requirements. Failure to meet clinical requirements by the first fall semester or subsequent updates will result in removal of current MLT student status. Students in the medical laboratory technology program with pre-existing physical, emotional, or behavioral problems which conflict with safe practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated to continue in the program.

Coursework

Students in the medical laboratory technology program should take courses in the sequence specified in the curriculum master plan. They must achieve a grade of C or better in all medical laboratory technology, chemistry, and biology curriculum courses in order to continue in the program. Students must have completed Anatomy and Physiology not more than ten years before starting MLT courses. Registration priority will be given to students in their first attempt of MLT courses but students may re-register for a course in a subsequent semester if space is available.

Relationship with Clinical Agency

Use of alcohol and drugs may impair the well-being of healthcare workers and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies require acceptable criminal background checks and drug screens prior to participating in clinical. Clinical agencies control and can refuse to allow individuals to practice at their facility. Therefore, the college agrees to not assign a student to a clinical agency if the agency denies the student because of health, performance, a positive criminal background check, or other reasonable cause. Without access to the clinical facilities, students will be unable to

satisfactorily complete the medical laboratory technology program courses. Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in the program.

Dismissal of Students

Faculty in the medical laboratory technology program follow published college and health technologies division policies and practices that provide for identification and dismissal of students who do the following:

1. demonstrate physical or emotional problems which conflict with the safety essential to medical laboratory technology practice and do not respond to appropriate treatmentand/or counseling within a reasonable period of time.
2. demonstrate unsafe or unethical clinical practices or behavior which conflicts with safety essential to medical laboratory technology practice. Students who demonstrate behaviorthat conflicts with safety essential to medical laboratory technology practice can be dismissed from the program regardless of whether treatment or counseling has occurred.

Transfer

Students desiring to transfer into the Medical Laboratory Technology program at SCC must meet the following criteria:

- meet with the director of medical laboratory technology to verify that appropriate program pre-requisites have been met.
- have been enrolled in a NAACLS accredited medical laboratory technology program within the past twelve months.
- have written verification of good academic standing and good laboratory technique from the former institution's medical technology program director.

All transfer medical laboratory technology courses will be evaluated by SCC's MLT Program Director. To be eligible to transfer, courses must be equivalent to courses offered at SCC in both theory and laboratory and clinical experience. The director of student services will determine the transferability of general education courses (Credits for Courses Not Completed at SCC, p. 68).

Readmission

Readmission students must meet current admission requirements. There can be no more than two admissions into the medical laboratory technology program. Readmission of students who were dismissed

from the program for drug use and/or for any other physical, emotional, or behavioral problem which conflict with the safety essential to phlebotomy practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Type: Associate in Applied Science
Credential Number:
A45420

General Education Requirements - Required Courses
Take 15 credits from

Item #	Title	Credits
BIO 271	Pathophysiology	3
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3
PHI 240	Introduction to Ethics	3
PSY 150	General Psychology	3

Major Requirements - Required Courses
Take 13 credits from

Item #	Title	Credits
MLT 110	Intro to MLT	3
MLT 111	Urinalysis & Body Fluids	2
MLT 120	Hematology/Hemostasis I	4
MLT 130	Clinical Chemistry I	4

Microbiology
Take 6 credits from

Item #	Title	Credits
MLT 140	Intro to Microbiology	3
MLT 240	Special Clin Microbiology	3

Anatomy and Physiology - Group 1
Take 1 of 2 Groups

Take 5 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5

Anatomy and Physiology - Group 2
Take 1 of 2 Groups

Take 8 credits from

Item #	Title	Credits
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4

Immunohematology
Take 5 credits from

Item #	Title	Credits
MLT 126	Immunology and Serology	2
MLT 127	Transfusion Medicine	3

Chemistry
Take 8 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4

Clinical Experience
Take 13 credits from

Item #	Title	Credits
MLT 283	MLT Practicum I	13

Other Required Hours - Required Course
Take 5 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
MLT 215	Professional Issues	1
MLT 220	Hematology/Hemostasis II	3
	Total credits:	**70**

Medical Laboratory Technology CTE Certificate
Type: CTE Certificate
Credential Number:
C45420H

General Education Requirements - Required Courses

Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
MLT 110	Intro to MLT	3

Anatomy & Physiology

Take 5 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5
	Total credits:	**14**

Medical Laboratory Technology Certificate

Type: Certificate
Credential Number:
C45420

General Education Requirements - Required Courses

Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
MLT 110	Intro to MLT	3

Anatomy & Physiology

Take 5 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5
	Total credits:	**14**

Medical Office Administration

Medical Office Administration, A.A.S. Degree

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A25310

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credit from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
OST 148	Med Coding Billing & Insu	3
OST 164	Office Editing	3

Computer Application
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Legal/Medical Ethics
Take 3 credits from

Item #	Title	Credits
OST 149	Medical Legal Issues	3

Medical Office Management
Take 3 credits from

Item #	Title	Credits
OST 288	Medical Office Admin Capstone	3

Medical Terminology - Group 1
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
OST 141	Med Terms I-Med Office	3
OST 142	Med Terms II-Med Office	3

Medical Terminology - Group 2
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Concentration Requirements - Medical Billing and Coding
Take 12 credits from

Item #	Title	Credits
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2
OST 249	CPC Certification	4
OST 264	Medical Auditing	3

Other Major Requirements - Required Courses

Take 11 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
HIT 211	ICD Coding	4
OST 184	Records Management	3
OST 286	Professional Development	3

Natural Sciences - Group 1

Take 1 of 2 Groups

Take 5 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5

Natural Sciences - Group 2

Take 1 of 2 Groups

Take 8 credits from

Item #	Title	Credits
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
	Total credits:	**66**

Medical Office Administration –Medical Office Administration CTE Certificate

Type: CTE Certificate
Credential Number:
C25310H

Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
OST 148	Med Coding Billing & Insu	3

Medical Terminology

Take 6 credits from

Item #	Title	Credits
OST 141	Med Terms I-Med Office	3
OST 142	Med Terms II-Med Office	3

Concentration Requirements - Medical Billing and Coding

Take 9 credits from

Item #	Title	Credits
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2
OST 249	CPC Certification	4
	Total credits:	**18**

Medical Office Administration Diploma

Type: Diploma
Credential Number:
D25310

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math

Take 5 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5

Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
OST 148	Med Coding Billing & Insu	3

Legal/Medical Ethics

Take 3 credits from

Item #	Title	Credits
OST 149	Medical Legal Issues	3

Medical Office Management

Take 3 credits from

Item #	Title	Credits
OST 288	Medical Office Admin Capstone	3

Medical Terminology - Group 1
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
OST 141	Med Terms I-Med Office	3
OST 142	Med Terms II-Med Office	3

Medical Terminology - Group 2
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Concentration Requirements - Medical Billing and Coding
Take 12 credits from

Item #	Title	Credits
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2
OST 249	CPC Certification	4
OST 264	Medical Auditing	3

Other Major Requirements - Required Courses
Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
	Total credits:	**36**

Medical Office Administration – Introduction to Medical Office Administration Certificate
Type: Certificate
Credential Number:
C25310A

Major Requirements - Required Courses
Take 3 credits from

Item #	Title	Credits
OST 148	Med Coding Billing & Insu	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Medical Terminology - Group 1
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
OST 141	Med Terms I-Med Office	3
OST 142	Med Terms II-Med Office	3

Medical Terminology - Group 2
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Other Major Requirements - Required Courses
Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
	Total credits:	**13**

Medical Office Administration Certificate
Type: Certificate
Credential Number:
C25310

Major Requirements - Required Courses
Take 3 credits from

Item #	Title	Credits
OST 148	Med Coding Billing & Insu	3

Medical Terminology - Group 1
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
OST 141	Med Terms I-Med Office	3
OST 142	Med Terms II-Med Office	3

Medical Terminology - Group 2
Take 1 of 2 Groups

Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Concentration Requirements - Medical Billing and Coding
Take 9 credits from

Item #	Title	Credits
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2
OST 249	CPC Certification	4
	Total credits:	**17**

Nurse Aide

Nurse Aide CTE Certificate
Type: CTE Certificate
Credential Number:
C45840H

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
NAS 101	Nurse Aide I	6

Nurse Aide
Take 12 credits from

Item #	Title	Credits
NAS 102	Nurse Aide II	6
NAS 103	Home Health Care Nurse Aide	6
	Total credits:	**18**

Nurse Aide Certificate

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.

Type: Certificate
Credential Number:
C45840

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
NAS 101	Nurse Aide I	6

Nurse Aide - Group 1
Take 1 of 2 Groups

Take 12 credits from

Item #	Title	Credits
NAS 102	Nurse Aide II	6
NAS 103	Home Health Care Nurse Aide	6

Nurse Aide - Group 2
Take 1 of 2 Groups

Take 12 credits from

Item #	Title	Credits
NAS 102	Nurse Aide II	6
NAS 106	Geriatric Aide	6
	Total credits:	**18**

Nursing

Associate Degree Nursing

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which

impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care 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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the SCC Associate Degree Nursing Program (ADN) application due date. The application due date (deadline) is available on the appropriate program *Student Readiness Checklist* which is available on the SCC Nursing and Health Technologies webpage. Two or more semesters may be required to complete the pre-admission coursework.

SCC Requirements

- Completion and return of the SCC Admissions Application. Students applying for admission must have a current SCC application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended.
- Complete all SCC requirements to be admitted as a degree-seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Associate Degree Nursing Program Requirements

- Current program requirements are listed on the Student Readiness Checklist which is available on the SCC Nursing and Health Technologies webpage.
- Once all requirements for application have been met, the applicant must make an appointment to meet with the director of nursing and health technologies, or his/her designee, to complete and sign a formal application package. (Students applying for admission must apply each year and may apply for admission to one program at a time).

- Applicants are chosen for admission to the nursing program using an objective point system. The point system is compiled from the following categories found on the Student Readiness Checklist: evaluation of the cumulative SCC GPA, TEAS test scores, number of "major" required courses taken at SCC, and grades in any of the major courses previously taken.
- Admission to the nursing program is competitive. Meeting the requirements to complete the formal application does not guarantee admission to the program. The number of applicants chosen will be determined by the nursing application faculty review committee based on space and resources available.
- Students eligible to apply for admission to the nursing program, who were previously enrolled in a nursing program at another college are required to provide a letter from the dean/director/faculty chair of that program stating that the student left the program in good standing and were not dismissed for issues related to safety or gross negligence in the clinical setting.

Continuation in Program
Submission of Required Documentation

Enrollment and continuation in the associate degree nursing program is contingent upon the submission of the required documentation on or before the specified date communicated by the college and/or tracking system in use. Admission requirements and continuation requirements include, but are not limited to:

- Completed SCC Health Forms Packet (included in the acceptance letter)
- Recorded compliance and maintenance with all immunization requirements (included on the SCC Immunization Guidelines and Immunization Record Checklist)
- Certification of ability to perform essential functions (signed Essential Criteria, Function, and Abilities Standard form)
- Proof of malpractice insurance (found on tuition receipt)
- OSHA training (after admission to the program)
- Certification from student's physician/healthcare provider that provides evidence that the student meets the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public (included on the SCC Physical Examination Form)
- Certification from student's physician/healthcare provider that provides evidence that the student meets the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public (included on the SCC Physical Examination Form)

A copy of the SCC Nursing and Health Technologies Health Forms Packet, which includes health-related detailed admission requirements, along with the Essential Criteria, Functions, and Abilities Standards form is available in the nursing department and will be enclosed in the acceptance package. The Health Forms Packet includes the following: Immunization Guidelines, Immunization Record Checklist, Hep B/Varicella Form, and Physical Examination Form.

Students accepted into the associate degree nursing program with pre-existing physical, emotional, or behavioral problems that conflict with the safety essential to nursing practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated and/or resolved.

The nursing faculty reserves the right to deny admission to students who have demonstrated past behaviors which conflict with the safety essential to nursing practice.

Coursework

It is recommended that students in the associate degree nursing program take courses in the sequence of the curriculum master plan. Students must achieve a grade of "C" or better in all nursing and other major required courses to graduate from the program. Anatomy and Physiology and Developmental Psychology must be current within ten years.

Relationship with Clinical Agency

The contract between SCC and a clinical agency requires that the college abides by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing student participation in clinical. From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the clients they serve in the clinical settings. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign or to withdraw any students from the clinical agency when the students are unacceptable to the agency because of health, performance, a positive criminal background check, or other reasonable causes. Without access to the clinical facilities, students will be unable to satisfactorily complete the nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students

Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who:

- demonstrate physical or emotional health problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate unsafe or unethical clinical practices or behavior that conflicts with safety essential to nursing practice. Students who demonstrate behavior that conflicts with safety essential to nursing practice can be dismissed from the associate degree nursing program regardless of whether treatment or counseling has occurred.

Transfer

Students desiring to transfer into the associate degree nursing program at SCC must follow the nursing department procedure for the Consideration of Transfer Credits in Nursing which includes, but is not limited to, the following:

- meet with the Director of Nursing and Health technologies to verify that all program admissions criteria have been met.
- have been enrolled in a state Board of Nursing approved associate degree, diploma, or baccalaureate degree nursing program at the former institution within the past twelve months.
- have written verification of good academic standing and clinical performance from the former institution's nursing program director.

All transfer nursing courses will be evaluated by SCC's Director of Nursing and Health Technologies. To be eligible to transfer, courses must be equivalent to courses offered at SCC in both theory and clinical experience. The transferability of general education courses will be determined by the director of student services.

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements. Students may apply to only one program at a time and are required to resubmit a formal application for each program and cohort they wish to be considered for.

A student is allowed only one entry-level admission to the associate degree nursing program and one re-entry level admission to the associate degree nursing program. Students who are unsuccessful in the associate degree nursing program after two attempts

are not allowed to reapply for admission. This guideline applies to all students, including those who desire transfer from another program/school.

Students who have been unsuccessful in any practical nursing program (regardless of school) are not eligible to apply to the associate degree nursing program at SCC until the successful completion of a practical nursing program and licensure as a Licensed Practical Nurse.

Students seeking re-entry/readmission to the nursing program must have demonstrated safe practice in the clinical and lab settings to be. considered for re-entry/readmission. Students should write a letter to the Director of Nursing and Health Technologies explaining the circumstances surrounding their inability to complete the program upon initial enrollment and outline reasons that re-entry/readmission should consider.

Re-entry/readmission must occur the next time the course is offered within the academic year that begins immediately following the semester in which the student left the nursing program.

These students must meet the current admission requirements to be considered for re-entry/re-admission. These requirements are listed in the Nursing Programs Student Guidelines Handbook which is available on the SCC website.

Criteria

Criteria for readmission to entry-level semesters is based on the space availability and the current admission requirements. Space availability is determined by the number of students currently enrolled in the program and the availability of resources.

Any SCC student who drops, withdraws, fails, or is dismissed from any health technology course with unresolved safety issues is not eligible for readmission to any other health program at SCC. Unsafe clinical practice is defined as any clinical practice or act that threatens the safety and well-being of the public (see Dismissal of Students).

Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to nursing practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Due to the changing nature of the subject matter, readmission students may be required to retake some or all of the program courses to make sure current competencies are covered and the student is prepared to be successful in the program and in the workplace.

Upon acceptance to the nursing program the readmission students may request permission to repeat for credit previous nursing courses for which they earned a grade of C or better. When a student is allowed to repeat a nursing course for which they previously earned a grade of C or better, the grade earned for the repeated nursing course will be the only grade used for program progression consideration. The most recent grade earned is most reflective of the student's current knowledge and its application to safe healthcare practice.

Type: Associate in Applied Science
Credential Number:
A45110

General Education Requirements - Required Courses

Take 16 credits from

Item #	Title	Credits
BIO 168	Anatomy and Physiology I	4
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3
PHI 240	Introduction to Ethics	3
PSY 150	General Psychology	3

Major Requirements - Required Courses

Take 28 credits from

Item #	Title	Credits
NUR 111	Intro to Health Concepts	8
NUR 112	Health-Illness Concepts	5
NUR 113	Family Health Concepts	5
NUR 114	Holistic Health Concepts	5
NUR 211	Health Care Concepts	5

Generic

Take 15 credits from

Item #	Title	Credits
NUR 212	Health System Concepts	5
NUR 213	Complex Health Concepts	10

Other Major Requirements - Required Courses

Take 10 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
BIO 169	Anatomy and Physiology II	4
NUR 117	Pharmacology	2
PSY 241	Developmental Psych	3
	Total credits:	**69**

College Transfer Pathway – Leading to Associate in General Education Nursing

This pathway is intended for current high school students who are participating in the Career and College Promise program (CCP). For more information about the CCP program, see page 14 of the Southeastern Community College Handbook and Catalog.

Type: Associate in General Education
Credential Number:
P1032C

General Education Requirements - English Composition - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

English Composition - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts/Co

Take 3 credits from

Item #	Title	Credits
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 6 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
PSY 241	Developmental Psych	3

Natural Sciences

Take 8 credits from

Item #	Title	Credits
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4

Other Required Hours - Required Courses

Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1
	Total credits:	**24**

Nursing Degree

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs* which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements.

However, because nursing program admissions are competitive, no student is guaranteed admission to the program of their choice.

Program Coursework

Coursework includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Through these skills, students will have a sound base for lifelong learning.

Graduates are prepared for advancements within the field of healthcare and have the opportunity to become better qualified for a wide range of employment opportunities. The program at Southeastern Community College places some emphasis on personal health and the development of knowledge of the Columbus County/Southeast North Carolina region.

Students who complete the Associate Degree Nursing (A45110) program with a minimum grade point average of 2.0, a grade of C or better in the required Associate in General Education - Nursing courses, and hold a current unrestricted license to practice as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as UNC nursing program entry requirements.

Placement in the Associate in General Education – Nursing program does not guarantee admission to the SCC Associate Degree Nursing program. Students who meet "current" application/ admission requirements should be prepared to submit their application no later than the date listed on the corresponding student readiness checklist. (see the graduation plan for A1030N and the current Student Readiness Checklist found on the SCC Nursing and Health Technologies webpage).

It is probable that students enrolled in this program will require dual enrollment in a Health Science Therapeutic and Diagnostic pathway in order to meet current application requirements to the SCC nursing program. Students should work closely with their pre-nursing or health care program advisor to discuss program requirements, connected careers, and possible alternative career opportunities.

Type: Associate in General Education
Credential Number:
A1030N

General Education Requirements - English Composition - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

English Composition - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts - Group 1

Take 2 Groups

Take 6 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
PHI 240	Introduction to Ethics	3

Humanities/Fine Arts - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 231	American Literature I	3

Social/Behavioral Sciences - Group 1

Take 3 Groups

Take 9 credits from

Item #	Title	Credits
PSY 150	General Psychology	3
PSY 241	Developmental Psych	3
SOC 210	Introduction to Sociology	3

Social/Behavioral Sciences - Group 2

Take 3 Groups

Take 3 credits from

Item #	Title	Credits
SOC 225	Social Diversity	3

Social/Behavioral Sciences - Group 3
Take 3 Groups

Take 3 credits from

Item #	Title	Credits
HIS 131	American History I	3

Natural Sciences - Group 1
Take 3 Groups

Take 8 credits from

Item #	Title	Credits
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4

Natural Sciences - Group 2
Take 3 Groups

Take 4 credits from

Item #	Title	Credits
BIO 275	Microbiology	4

Natural Sciences - Group 3
Take 3 Groups

Take 4 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4

Mathematics - Group 1
Take 2 Groups

Take 4 credits from

Item #	Title	Credits
MAT 152	Statistical Methods I	4

Mathematics - Group 2
Take 2 Groups

Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Other Required Hours - Academic Transition
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Social Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
POL 120	American Government	3

Elective
Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
	Total credits:	**61**

Office Administration

Office Administration – Customer Service, A.A.S. Degree

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Admission to Program
Students are encouraged to begin the admissions process early so that there will be time to complete 210 any required pre-admission courses before the start of the annual cohort.

Requirements
- Complete all Southeastern requirements to be admitted as a degree seeking student.

- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A25370A

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
OST 164	Office Editing	3
OST 184	Records Management	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Office Management
Take 3 credits from

Item #	Title	Credits
BUS 137	Principles of Management	3

Concentration Requirement - Customer Service
Take 9 credits from

Item #	Title	Credits
BUS 260	Business Communication	3
MKT 223	Customer Service	3
OST 286	Professional Development	3

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Hours - Group 2
Take 2 Groups

Take 24 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4
ACC 140	Payroll Accounting	2
BUS 110	Introduction to Business	3
BUS 121	Business Math	3
BUS 153	Human Resource Management	3
CTS 125	Presentation Graphics	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
	Total credits:	**64**

Office Administration – Legal Office, A.A.S. Degree
Type: Associate in Applied Science
Credential Number:
A25370B

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 112	Writing/Research in the Disc	3
COM 231	Public Speaking	3

Humanities/Fine Arts
Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
PSY 150	General Psychology	3
POL 120	American Government	3

Natural Sciences/Math
Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy^{n}	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
OST 164	Office Editing	3
OST 184	Records Management	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Office Management
Take 3 credits from

Item #	Title	Credits
BUS 137	Principles of Management	3

Concentration Requirements - Legal Office
Take 9 credits from

Item #	Title	Credits
BUS 115	Business Law I	3
OST 155	Legal Terminology	3
OST 252	Legal Transcription I	3

Other Major Requirements - Required Courses - Group 1

Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2

Take 2 Groups

Take 24 credits from

Item #	Title	Credits
ACC 120	Prin of Financial Accounting	4
ACC 140	Payroll Accounting	2
BUS 110	Introduction to Business	3
BUS 121	Business Math	3
BUS 260	Business Communication	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 286	Professional Development	3
	Total credits:	**64**

Office Administration – Legal Office CTE Certificate

Type: CTE Certificate
Credential Number:
C25370BH

Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Concentration Requirements - Legal Office

Take 9 credits from

Item #	Title	Credits
BUS 115	Business Law I	3
OST 155	Legal Terminology	3
OST 252	Legal Transcription I	3

Other Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
OST 286	Professional Development	3
	Total credits:	**15**

Office Administration – Customer Service CTE Diploma

Type: CTE Diploma
Credential Number:
D25370AH

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Natural Sciences/Math

Take 4 credits from

Item #	Title	Credits
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses

Take 6 credits from

Item #	Title	Credits
OST 164	Office Editing	3
OST 184	Records Management	3

Computer Applications

Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Concentration Requirements - Customer Service
Take 9 credits from

Item #	Title	Credits
BUS 260	Business Communication	3
MKT 223	Customer Service	3
OST 286	Professional Development	3

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Course - Group 2
Take 2 Groups

Take 9 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
	Total credits:	**41**

Office Administration – Legal Office CTE Diploma
Type: CTE Diploma
Credential Number:
D25370BH

General Education Requirements - Communication - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
OST 164	Office Editing	3
OST 184	Records Management	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Office Management
Take 3 credits from

Item #	Title	Credits
BUS 137	Principles of Management	3

Concentration Requirements - Legal Office
Take 9 credits from

Item #	Title	Credits
BUS 115	Business Law I	3
OST 155	Legal Terminology	3
OST 252	Legal Transcription I	3
	Total credits:	**30**

Office Administration – Customer Service Diploma
Type: Diploma
Credential Number:
D25370A

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Natural Sciences/Math

Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy[n]	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements - Required Courses

Take 6 credits from

Item #	Title	Credits
OST 164	Office Editing	3
OST 184	Records Management	3

Computer Applications

Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing

Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Concentration Requirements - Customer Service

Take 9 credits from

Item #	Title	Credits
BUS 260	Business Communication	3
MKT 223	Customer Service	3
OST 286	Professional Development	3

Other Major Requirements - Required Courses - Group 1

Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Course - Group 2

Take 2 Groups

Take 9 credits from

Item #	Title	Credits
BUS 110	Introduction to Business	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
	Total credits:	**40**

Office Administration – Legal Office Diploma

Type: Diploma
Credential Number:
D25370B

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Major Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
OST 164	Office Editing	3
OST 184	Records Management	3

Computer Applications
Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Office Management
Take 3 credits from

Item #	Title	Credits
BUS 137	Principles of Management	3

Concentration Requirements - Legal Office
Take 9 credits from

Item #	Title	Credits
BUS 115	Business Law I	3
OST 155	Legal Terminology	3
OST 252	Legal Transcription I	3

Other Major Requirements - Required Courses - Group 1
Take 2 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Course - Group 2
Take 2 Groups

Take 12 credits from

Item #	Title	Credits
BUS 153	Human Resource Management	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 286	Professional Development	3
	Total credits:	43

Office Administration – Customer Service Certificate
Type: Certificate
Credential Number:
C25370A

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Major Requirements - Required Courses
Take 3 credits from

Item #	Title	Credits
OST 164	Office Editing	3

Formatting/Word Processing
Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Concentration Requirements - Customer Service
Take 9 credits from

Item #	Title	Credits
BUS 260	Business Communication	3
MKT 223	Customer Service	3
OST 286	Professional Development	3
	Total credits:	18

Office Administration – Legal Office Certificate

Type: Certificate
Credential Number: C25370B

Major Requirements - Formatting/Word Processing

Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Concentration Requirements - Legal Office

Take 9 credits from

Item #	Title	Credits
BUS 115	Business Law I	3
OST 155	Legal Terminology	3
OST 252	Legal Transcription I	3

Other Major Requirements - Required Courses

Take 3 credits from

Item #	Title	Credits
OST 286	Professional Development	3
	Total credits:	**15**

Phlebotomy

Phlebotomy CTE Certificate

Type: CTE Certificate
Credential Number: C45600H

Major Requirements - Required Courses

Take 9 credits from

Item #	Title	Credits
PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3

Interpersonal Skills

Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Other Major Requirements - Required Courses

Take 5 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
CIS 110	Introduction to Computers	3
WBL 111	Work-Based Learning I	1
	Total credits:	**17**

Phlebotomy Certificate

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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete the preadmission courses before the phlebotomy program application due date, which is available in counseling/admissions. Two or more semesters may be required to complete these pre-admission courses.

SCC Requirements
- Completion and return of the SCC Admissions Application.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Complete all-Southeastern requirements to be admitted as a degree-seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- Meeting with an SCC counselor.

Phlebotomy Program Requirements
- Completion of ENG 002 with a grade of C or better or test out of the course through the placement assessment.
- Meeting with the admission counselors to complete the Application for Phlebotomy before the application due date.

Selection into the phlebotomy program is based on the placement assessment scores and proof of certification for selected previous health-related training such as EMT, Homemaker/Home Health Aide, Nursing Assistant I, Nursing Assistant II, EMT-Intermediate, EMT Advanced, High School Health Occupations, and Medical Assisting. Students accepted for the spring semester phlebotomy program will be notified of acceptance to the program between the end of the fall semester and the beginning of the spring semester. Students accepted for the fall semester phlebotomy program will be notified of acceptance to the program between the end of the summer semester and the beginning of the fall semester.

Continuation in Program
Submission of Required Documentation
Continuation in the phlebotomy program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include, but are not limited, to:

- Completed SCC Health Form
- Two-step TB skin test
- Recorded compliance with immunization requirements (included on the SCC Health Form)
- Certification of ability to perform essential functions
- Malpractice insurance
- OSHA training
- Physical exam and statement certifying the student's physical and emotional health
- Cardiopulmonary Resuscitation (CPR)
- Completed Background Check
- Completed 12-Panel Drug Screen

All students must meet clinical requirements. Failure to meet clinical requirements by assigned deadline will result in removal of current phlebotomy student status. Students in the phlebotomy program with pre-existing physical, emotional, or behavioral problems which conflict with safe practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated to continue in the program.

Coursework
Students must complete all courses in the curriculum master plan and achieve a grade of C or better in all Phlebotomy curriculum courses in order to receive a certificate.

Relationship with Clinical Agency
Use of alcohol and drugs may impair the well-being of healthcare workers and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abides by the existing rules and regulations of the agency. Clinical agencies require acceptable criminal background checks and drug screens prior to participating in clinical. Clinical agencies control and can refuse to allow individuals to practice at their facility. Therefore, the college agrees to not assign a student to a clinical agency if the agency denies the student because of health, performance, positive criminal background check, or other reasonable cause. Without access to the clinical facilities, students will be unable to satisfactorily complete the phlebotomy program courses. Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program.

Dismissal of Students
Faculty in the phlebotomy program follow published college and health technologies division policies and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with the safety essential to phlebotomy practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate unsafe or unethical clinical practices or behavior that conflicts with safety essential to phlebotomy practice. Students who demonstrate behavior that conflicts with safety essential to phlebotomy practice can be dismissed from the program regardless of whether treatment or counseling has occurred.

Readmission
Readmission students must meet current admission requirements. There can be no more than two admissions into the phlebotomy program. Readmission of students who were dismissed from the program for drug use and/or for any other physical, emotional, or behavioral problems which conflicted with the safety essential to phlebotomy practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Type: Certificate
Credential Number:
C45600

Major Requirements - Required Courses
Take 9 credits from

Item #	Title	Credits
PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3

Interpersonal Skills
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Other Major Requirements - Required Courses
Take 5 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
CIS 110	Introduction to Computers	3
WBL 111	Work-Based Learning I	1
	Total credits:	**17**

Practical Nursing

Practical Nursing Diploma

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impacts 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 safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/ long term care/home health facilities, clinics, and physicians' offices.

Admissions to Program
Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the practical nursing (PN) program application due date. The application due date (deadline) is

available on the appropriate program *Student Readiness Checklist* found on the SCC Nursing and Health Technologies webpage. A semester or more may be required to complete the pre-admission coursework.

SCC Requirements
- Completion and return of the SCC Admissions Application. Students applying for admission must have a current SCC application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended.
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Practical Nursing Program Requirements
- Current program requirements are listed on the *Student Readiness Checklist* found on the SCC Nursing and Health Technologies webpage.
- Once all requirements for application have been met, the applicant must make an appointment to meet with the director of nursing and health technologies, or his/her designee, to complete and sign a formal application package. (Students must apply each year, and may apply for admission to one program at a time.)
- Applicants are chosen for admission to the nursing program using an objective point system. The point system is compiled from the following categories found on the Student Readiness Checklist: evaluation of the cumulative SCC GPA, TEAS Test scores, and grades in any of the major courses previously taken.
- Admission to the nursing program is competitive, meeting the requirements to complete the formal application does not guarantee admission to the program. The number of applicants chosen will be determined by the nursing application faculty review committee based on space and resources available.
- Students eligible to apply for admission to the nursing program, who were previously enrolled in a nursing program at another college are required to provide a letter from the dean/director/faculty chair of that program stating that they left the program in good standing and were not dismissed for issues related to safety or gross negligence in the clinical setting.

Continuation in Program
Submission of Required Documentation
Enrollment and continuation in the practical nursing program are contingent upon the submission of the required documentation on or before the specified date communicated by the college and/or tracking system in use. Admission requirements and continuation requirements include but are not limited to:

- Completed SCC Health Forms Packet *(included in the acceptance letter)*
- Recorded compliance and maintenance with immunization requirements *(included on the SCC Immunization Guidelines and Immunization Record Checklist)*
- Certification of ability to perform essential functions *(signed Essential Criteria, Function, and Ability Standards form)*
- Proof of malpractice insurance *(found on tuition receipt)*
- OSHA training *(after admission to the program)*
- Certification from the student's physician/healthcare provider that provides evidence that the student meets the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public *(included on the SCC Physical Examination Form)*
- Certification from student's physician/healthcare provider that provides evidence that the student meets the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public *(included on the SCC Physical Examination Form)*

A copy of the SCC Nursing and Health Technologies Health Forms Packet, which includes health-related detailed admission requirements, along with the Essential Criteria, Functions, and Abilities Standards form which students must be able to perform is available in the nursing department and will be enclosed in the acceptance package. The Health Forms Packet includes the following: Immunization Guidelines, Immunization Record Checklist, Hep B/Varicella Form, and Physical Examination Form.

Students accepted into the practical nursing program with pre-existing physical, emotional, or behavioral problems that conflict with the safety essential to practical nursing practice must provide professional certification that appropriate treatment and/or counseling has taken place adequately addressing and developing strategies for accommodated and/or resolved.

The nursing faculty reserves the right to deny admission to a student who has demonstrated past behaviors which conflict with safety essential to nursing practice.

Coursework
Students in the practical nursing program must take courses in the sequence of the curriculum master plan. In addition, all courses in the curriculum master plan must be completed satisfactorily, and a grade of C or better is required in all science and nursing courses used in the program. Basic Anatomy and Physiology must have been completed not more than ten years before starting classes in the nursing program, or the course(s) must be retaken.

Relationship with Clinical Agency
The contract between SCC and a clinical agency requires that the college abides by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing students in the clinical area. From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. The college follows agency protocol regarding drug screening and criminal background checks and agrees not to assign, or to withdraw any students from the clinical agency who does not meet the agency's standard for employment. Students who are unacceptable to the agency, at any time, because of health, performance, a positive criminal background check, or other reasonable causes may be refused admission to the clinical site. Without access to the clinical facilities, students will be unable to satisfactorily complete the practical nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students
Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate a pattern of unsafe or unethical clinical practices or behavior that conflicts with safety essential to practical nursing practice.

Students who demonstrate behavior that conflicts with safety essential to practical nursing practice can be dismissed from the practical nursing program regardless of whether treatment or counseling has occurred.

Transfer

Students desiring to transfer into the practical nursing program at SCC must follow the nursing department procedure for the Consideration of Transfer Credits in Nursing which includes, but is not limited to the following:

- meet with the Director of Nursing and Health Technologies to verify that all current program admission criteria have been met.
- have been enrolled in a state Board-of-Nursing approved practical nursing program at a former institution within the past twelve months.
- have written verification of good academic standing and clinical performance from the former institution's nursing director.

All transfer nursing courses will be evaluated by SCC's Director of Nursing. To be eligible to transfer, courses must be equivalent to courses offered at SCC in both theory and clinical experience. The director of student services will determine the transferability of general education courses.

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements. Students may apply to only one program at a time and are required to resubmit a formal application for each program and cohort they wish to be considered for.

A student may only have two admissions into the practical nursing program

Students seeking re-entry/readmission to the nursing program must have demonstrated safe practice in the clinical and lab settings to be considered for re-entry/ readmission. Students should write a letter to the Director of Nursing and Health Technologies explaining the circumstances surrounding their inability to complete the program upon initial enrollment and outline reasons that re-entry/readmission should be considered.

Re-entry readmission must occur the next time the course is offered within the academic year that begins immediately following the semester in which the student withdrew from the nursing program. These students must meet the current admission requirements to be considered for re-entry/re-admission. These requirements are listed in the Nursing Programs Students Guidelines Handbook which is available on the SCC website.

Criteria

Criteria for readmission selection are based on space availability and best-qualified status. Space availability is determined by the number of students currently enrolled in the program and the availability of resources. Best qualified is determined admission test scores, grades in specified college courses, and selected previous health professional training.

Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with safety essential to practical nursing practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated and/or resolved.

When a student is allowed to repeat a nursing course for which they previously earned a grade of C or better, the grade earned for the repeated nursing course will be the only grade used in program progression consideration or program grade point average computations. The most recent grade earned is most reflective of the student's current knowledge and its application to safe healthcare practice.

Type: Diploma
Credential Number:
D45660

General Education Requirements - Communication

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Natural Science/Math

Take 5 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5

Major Requirements - Required Courses

Take 30 credits from

Item #	Title	Credits
NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	10
NUR 103	Practical Nursing III	9

Other Major Requirements - Required Courses

Take 2 credits from

Item #	Title	Credits
NUR 117	Pharmacology	2

Other Requirements - Required Courses
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1
	Total credits:	**41**

Teacher Preparation

College Transfer Pathway – Leading to Associate in Arts in Teacher Preparation

This pathway is intended for current high school students who are participating in the Career and College Promise program (CCP). For more information about the CCP program, see page 14 of the Southeastern Community College Handbook and Catalog.

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

Type: Associate in Arts
Credential Number:
P1012T

General Education Requirements - English Composition
Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts
Take 9 credits from

*Minimum 2 subjects

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences
Take 6 credits from

*Minimum 2 subjects

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

Math
Take 3 credits from

Item #	Title	Credits
MAT 143	Quantitative Literacy^n	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Natural Sciences - Group 1
Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
BIO 110	Principles of Biology	4

Natural Sciences - Group 2
Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
BIO 111	General Biology I	4

Natural Sciences - Group 3
Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
CHM 151	General Chemistry I	4

Natural Sciences - Group 4
Take 1 of 4 Groups

Take 4 credits from

Item #	Title	Credits
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Other Required General Education
Take 3 credits from

Item #	Title	Credits
SOC 225	Social Diversity	3

Other Required Hours - Required Courses
Take 1 credit from

Item #	Title	Credits
ACA 122	College Transfer Success	1

Education
Take 7 credits from

Item #	Title	Credits
EDU 216	Foundations of Education	3
EDU 187	Teaching and Learning for All	4
	Total credits:	**39**

Therapeutic & Diagnostic Services: Nurse Aide

Therapeutic & Diagnostic Services: Nurse Aide CTE Diploma
Type: CTE Certificate
Credential Number:
D45970H

General Education Requirements - Required Courses
Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements - Technical Core
Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Nurse Aide
Take 18 credits from

Item #	Title	Credits
NAS 101	Nurse Aide I	6
NAS 102	Nurse Aide II	6
NAS 103	Home Health Care Nurse Aide	6

Other Major Requirements - Required Courses
Take 14 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
HEA 112	First Aid & CPR	2
PSY 241	Developmental Psych	3
	Total credits:	**44**

Therapeutic & Diagnostic Services: Nurse Aide Diploma

The Nurse Aide Therapeutic & Diagnostic Services 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 Nurse Aide program major.

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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time for them to complete any required pre-admission coursework before the program start date.

SCC Requirements

- Completion and return of the SCC Application for Admission. Students applying for admission must have a current SCC Application on file.
- Submission of a copy of high school diploma or GED/HSE certificate.
- Submission of official transcripts from any community college or university previously attended
- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.
- Meeting with an SCC counselor.

Program Requirements

- Current program requirements are listed on the Student Readiness Checklist which is available on the SCC Nursing and Health Technologies webpage.

Continuation in Program

Submission of Required Documentation

Enrollment and continuation in the program is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Admission requirements include, but are not limited to:

- SCC Health Form (included in the acceptance letter)
- Recorded compliance with all immunization requirements (included on the SCC Health Form)
- Proof of malpractice insurance (after admission to the program)
- OSHA training (after admission to the program)
- Certification from student's physician/healthcare provider that provides evidence that the student meets the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public (included on the SCC Heath Form)
- Certification from student's physician/healthcare provider that provides evidence that the student meets the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public (included on the SCC Health Form)

A copy of the SCC Nursing and Health Technologies Division Medical Records and Health Certification form with detailed admission requirements, along with a description of the essential functions of the program which students must be able to perform is available on the nursing and health technologies webpage.

Students accepted into the program with previous physical, emotional, or behavioral problems which conflict with safety essential to practical nursing practice must provide professional certification that appropriate treatment and/or counseling has taken place adequately addressing and developing strategies for accommodating the problem.

The nursing faculty reserves the right to deny admission to a student who has demonstrated past behaviors which conflict with safety essential to nursing practice.

Course Work

Students in the program are advised to take courses in the sequence of the curriculum master plan. In addition,

all courses in the curriculum master plan must be completed satisfactorily, and a grade of C or better is required in all science and health technology courses used in the program. Basic anatomy and physiology must have been completed not more than ten years before starting classes in the nursing program, or the course(s) must be retaken.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to allowing students in the clinical area. The college follows agency protocol regarding drug screening and criminal background checks, and agrees not to assign, or to withdraw any students from the clinical agency who does not meet the agency's standard for employment. Students who are unacceptable to the agency, at any time, because of health, performance, a positive criminal background check, or other reasonable causes may be refused admission to the clinical site. Without access to the clinical facilities, students will be unable to satisfactorily complete the practical nursing courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control and can refuse to allow individuals to work in their facility.

Dismissal of Students

Nursing faculty follow published college and nursing department guidelines and practices that provide for identification and dismissal of students who do the following:

- demonstrate physical or emotional problems which conflict with safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- demonstrate a pattern of unethical or unsafe clinical practices or behavior which conflicts with safety essential to practice and care of patients.

Students who demonstrate behavior that conflicts with safety essential to the practicing nurse aide can be dismissed from the practical nursing program regardless of whether treatment or counseling has occurred.

Admission – Readmission Guidelines

All students applying for admission or readmission must meet current admission requirements.

Criteria

Readmission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with safety essential to practical nursing practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problems has been adequately accommodated.

When a student is allowed to repeat a health course for which they had previously earned a grade of C or better, the grade earned for the repeated health technologies course will be the only grade used in program progression consideration or program grade point average computations. The most recent grade earned is most reflective of the student's current knowledge and its application to safe healthcare practice.

Type: Diploma
Credential Number:
D45970

General Education Requirements - Required Courses

Take 6 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements - Technical Core

Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Nurse Aide - Group 1

Take 1 of 2 Groups

Take 18 credits from

Item #	Title	Credits
NAS 101	Nurse Aide I	6
NAS 102	Nurse Aide II	6
NAS 106	Geriatric Aide	6

Nurse Aide - Group 2

Take 1 of 2 Groups

Take 18 credits from

Item #	Title	Credits
NAS 101	Nurse Aide I	6
NAS 102	Nurse Aide II	6
NAS 103	Home Health Care Nurse Aide	6

Other Major Requirements - Required Courses - Group 1

Take 1 of 2 Groups

Take 14 credits

Item #	Title	Credits
ACA 122	College Transfer Success	1
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
HEA 112	First Aid & CPR	2
PSY 241	Developmental Psych	3

Required Courses - Group 2

Take 1 of 2 Groups

Take 11 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
BIO 163	Basic Anat & Physiology	5
HEA 112	First Aid & CPR	2
PSY 241	Developmental Psych	3

Other Requirements - Required Courses

Take 2 credits from

Item #	Title	Credits
NUR 117	Pharmacology	2
	Total credits:	43

Therapeutic & Diagnostic Services: Phlebotomy

Therapeutic & Diagnostic Services: Phlebotomy CTE Diploma
Type: CTE Diploma
Credential Number:
D45950H

General Education Requirements - Communication

Take 6 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

Major Requirements - Technical Core

Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Phlebotomy

Take 12 credits from

Item #	Title	Credits
PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3
PSY 150	General Psychology	3

Other Major Requirements - Required Courses

Take 15 credits from

Item #	Title	Credits
ACA 122	College Transfer Success	1
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
PSY 241	Developmental Psych	3
SOC 210	Introduction to Sociology	3
	Total credits:	39

Welding

Welding Technology, A.A.S. Degree

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

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

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.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

Type: Associate in Applied Science
Credential Number:
A50420

General Education Requirements - Communication - Group 1

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Communication - Group 2

Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
HUM 115	Critical Thinking	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences/Math

Take 3 credits from

Item #	Title	Credits
MAT 110	Math Measurement & Literacy	3
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy[n]	3
MAT 171	Precalculus Algebra	4

Major Requirements - Technical Core

Take 18 credits from

Item #	Title	Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3

Other Major Requirements - Required Courses - Group 1

Take 3 Groups

Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2

Take 3 Groups

Take 33 credits from

Item #	Title	Credits
BPR 130	Print Reading-Construction	3
BUS 230	Small Business Management	3
CIS 110	Introduction to Computers	3
DFT 119	Basic CAD	2
ISC 112	Industrial Safety	2
WLD 116	SMAW (stick) Plate/Pipe	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 151	Fabrication I	4
WLD 215	SMAW (Stick) Pipe	4
WLD 231	GTAW (TIG) Pipe	3
WLD 261	Certification Practices	2

Required Courses - Group 3
Take 3 Groups

Take 1 credit from

Item #	Title	Credits
WBL 110	World of Work	1
WBL 111	Work-Based Learning I	1
	Total credits:	**68**

Welding Technology – Welding Assistant CTE Certificate
Type: CTE Certificate
Credential Number:
C50420H

Major Requirements - Required Courses
Take 14 credits from

Item #	Title	Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 141	Symbols & Specifications	3

Other Major Requirements - Required Courses
Take 4 credits from

Item #	Title	Credits
WLD 116	SMAW (stick) Plate/Pipe	4
	Total credits:	**18**

Welding Technology CTE Diploma
Type: CTE Diploma
Credential Number:
D50420H

General Education Requirements - Communication
Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3

Social/Behavioral Sciences
Take 3 credits from

Item #	Title	Credits
PSY 150	General Psychology	3

Major Requirements - Required Courses
Take 18 credits from

Item #	Title	Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3

Other Major Requirements - Required Courses
Take 14 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
WLD 116	SMAW (stick) Plate/Pipe	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 151	Fabrication I	4
WLD 261	Certification Practices	2
	Total credits:	**38**

Welding Technology Diploma
Type: Diploma
Credential Number:
D50420

General Education Requirements - Required Courses - Group 1
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Required Courses - Group 2
Take 2 Groups

Take 3 credits from

Item #	Title	Credits
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
HUM 115	Critical Thinking	3
MAT 110	Math Measurement & Literacy	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Requirements - Technical Core
Take 18 credits from

Item #	Title	Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3

Other Major Requirements - Required Courses - Group 1
Take 1 credit from

Item #	Title	Credits
ACA 115	Success & Study Skills	1

Required Courses - Group 2
Take 2 Groups

Take 13 credits from

Item #	Title	Credits
WLD 116	SMAW (stick) Plate/Pipe	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 151	Fabrication I	4
WLD 231	GTAW (TIG) Pipe	3
WLD 261	Certification Practices	2
	Total credits:	**38**

Welding Technology – Welding Assistant Certificate
Type: Certificate
Credential Number:
C50420

Major Requirements - Technical Core
Take 18 credits from

Item #	Title	Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3
	Total credits:	**18**

Course Descriptions
Academic-Related

ACA 085: Improving Study Skills
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes.
Credits: 1
Class Hours: 0
Lab Hours: 2
Clinical Experience Hours 0

ACA 115: Success & Study Skills
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.
Credits: 1
Class Hours: 0
Lab Hours: 2
Clinical Experience Hours 0

ACA 122: College Transfer Success
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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
Clinical Experience Hours 0
Prerequisites:
DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

Accounting

ACC 120: Prin of Financial Accounting
This course introduces business decision-making using 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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 2
Clinical Experience Hours 0
Co-Requisites:
DMA 010, BSP 4003 Tier 1, or MAT 003 Tier 1

ACC 121: Prin of Managerial Accounting

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
ACC 120

ACC 140: Payroll Accounting

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.

Credits: 2
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
ACC 120

ACC 150: Accounting Software Appl

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.

Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
ACC 120

Agriculture

The Agribusiness Technology curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education. The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes

instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Admission to Program

Students are encouraged to begin the admissions process early so that there will be time to complete any required pre-admission courses before the start of the annual cohort.

Requirements

- Complete all Southeastern requirements to be admitted as a degree seeking student.
- Meet with the program advisor to discuss requirements, connected careers, and possible transfer opportunities.

AGR 121: Biological Pest Mgmt

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

AGR 130: Alternative Ag Production

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.
Credits: 3
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours 0

AGR 139: Intro to Sustainable Ag

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.
Credits: 3
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours 0

AGR 140: Agricultural Chemicals

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.
Credits: 3
Class Hours: 2
Lab Hours: 2
Clinical Experience Hours 0

AGR 150: Ag-O-Metrics

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.
Credits: 3
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours 0

AGR 160: Plant Science

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.
Credits: 3
Class Hours: 2
Lab Hours: 2
Clinical Experience Hours 0

AGR 170: Soil Science

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.
Credits: 3
Class Hours: 2
Lab Hours: 2
Clinical Experience Hours 0

AGR 210: Agricultural Accounting

This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes.
Credits: 3
Class Hours: 1
Lab Hours: 4
Clinical Experience Hours 0

AGR 212: Farm Business Management

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.
Credits: 3
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours 0

AGR 213: Ag Law & Finance

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.
Credits: 3
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours 0

AGR 214: Agricultural Marketing

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

AGR 261: Agronomy

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Air Conditioning, Heating and Refrigeration

AHR 110: Intro to Refrigeration

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.
Credits: 5
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

AHR 111: HVACR Electricity

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

AHR 112: Heating Technology

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.
Credits: 4
Class Hours: 2
Lab Hours: 4
 Clinical Experience Hours
 0

AHR 113: Comfort Cooling

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 psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.
Credits: 4
Class Hours: 2
Lab Hours: 4
 Clinical Experience Hours
 0

AHR 114: Heat Pump Technology

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.
Credits: 4
Class Hours: 2
Lab Hours: 4
 Clinical Experience Hours
 0
State Prerequisites:
AHR 110 or AHR 113

AHR 120: HVACR Maintenance

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.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0

AHR 151: HVAC Duct Systems I

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0

AHR 160: Refrigerant Certification

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.
Credits: 1
Class Hours: 1
Lab Hours: 0
 Clinical Experience Hours
 0

AHR 180: HVACR Customer Relations

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.
Credits: 1
Class Hours: 1
Lab Hours: 0
 Clinical Experience Hours
 0

AHR 211: Residential System Design

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

AHR 212: Advanced Comfort Systems

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.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0
State Prerequisites:
AHR 114

AHR 213: HVACR Building Code

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

AHR 215: Commercial HVAC Controls

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours 0
State Prerequisites:
AHR 111, ELC 111, or ELC 112

Animal Science

ANS 110: Animal Science

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

Anthropology

ANT 210: General Anthropology

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

Art

ART 111: Art Appreciation

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

ART 114: Art History Survey I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/ Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

ART 115: Art History Survey II

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/ Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

ART 117: Non-Western Art History

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/ Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

ART 121: Two-Dimensional Design

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 122: Three-Dimensional Design

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 131: Drawing I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 132: Drawing II

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0
State Prerequisites:
ART 131

ART 171: Digital Design I

Credits: 3
Lab Hours: 6

ART 231: Printmaking I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 240: Painting I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 241: Painting II

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0
State Prerequisites:
ART 240

ART 250: Surface Design: Textiles

This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batiking, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 275: Introduction to Graphic Design

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 281: Sculpture I

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.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

ART 283: Ceramics I

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.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 6
 Clinical Experience Hours
 0

Astronomy

AST 151: General Astronomy I

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA as a general education course in Natural Science.

Credits: 3
Notes:
This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111
Co-Requisites:
AST 151A

AST 151A: General Astronomy I Lab

This course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA as a general education course in Natural Science.
Credits: 1
Notes:
This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Corequisites:
AST 151

Automation & Robotics

ATR 112: Intro to Automation

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

ATR 115: Introduction to Mechatronics

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0

Banking and Finance

BAF 110: Principles of Banking

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BAF 131: Fund of Bank Lending

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"'s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ACC 120

BAF 141: Law & Banking: Principles

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BAF 222: Money and Banking

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Biology

BIO 110: Principles of Biology

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

BIO 111: General Biology I

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

BIO 112: General Biology II

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. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 111

BIO 120: Introductory Botany

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 110 or BIO 111

BIO 130: Introductory Zoology

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 110 or BIO 111

BIO 140: Environmental Biology

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.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Co-Requisites:
BIO 140A

BIO 140A: Environmental Biology Lab

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.

Credits: 1
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0
State Corequisites:
BIO 140

BIO 150: Genetics in Human Affairs

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
BIO 111 or BIO 111

BIO 163: Basic Anat & Physiology

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.

Credits: 5
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 4
Lab Hours: 2
 Clinical Experience Hours
 0
Prerequisites:
DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

BIO 168: Anatomy and Physiology I

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
DRE 097, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

BIO 169: Anatomy and Physiology II

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 168

BIO 250: Genetics

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 112

BIO 271: Pathophysiology

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre- major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
BIO 163 or BIO 169

BIO 275: Microbiology

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 110, BIO 111, BIO 163, or BIO 168

BIO 280: Biotechnology

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
BIO 111, CHM 131, or CHM 151

Blueprint Reading

BPR 130: Print Reading-Construction

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Broadcast Production

BPT 110: Intro to Broadcasting

This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and on-going operation of broadcasting and related industries.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BPT 111: Broadcast Law & Ethics

This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BPT 112: Broadcast Writing

This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats.
Credits: 4
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0

BPT 113: Broadcast Sales

This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0
Prerequisites:
ENG 111

BPT 131: Audio/Radio Production I

This course covers the creation, development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment and the study of basic physical behavior and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours 0

BPT 140: Intro to TV Systems

This course introduces technical systems that allow production, transmission, and reception of television and other video media. Emphasis is placed on identifying components and equipment, describing their function within the video chain, and troubleshooting problems within the signal flow. Upon completion, students should be able to demonstrate an understanding of components and equipment in the video chain and provide basic preventive maintenance on equipment.
Credits: 2
Class Hours: 2
Lab Hours: 0
 Clinical Experience Hours 0

BPT 215: Broadcast Programming

This course covers programming methods, research, and resources needed to provide programs for radio, television, cable, and satellite target audiences. Topics include market research and analysis; local, network, and public station programming and program sources; and scheduling procedures for electronic media. Upon completion, students should be able to develop a programming format or schedule.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

BPT 231: Video/TV Production I

This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours 0

BPT 232: Video/TV Production II

This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours 0
State Prerequisites:
BPT 231

BPT 250: Institutional Video

This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post- production. Upon completion, students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours 0

BPT 255: Computer-Based Production

This course covers digital systems used for video, audio, and multimedia production. Emphasis is placed on computer- based tools integrating digital production with analog broadcast-related production. Upon completion, students should be able to understand and operate basic tools for video graphics, video capture, multimedia authoring, sound capture, and digital audio production.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
BPT 232
State Prerequisites:
CIS 110

BPT 285: Broadcast Prod Capstone

This course provides an opportunity to complete a broadcast production from the design phase through implementation with minimal instructor support. Emphasis is placed on planning/budgets, production, post-production and distribution. Upon completion, students should be able to plan, produce and distribute a broadcast production.
Credits: 3
Class Hours: 1
Lab Hours: 6
 Clinical Experience Hours
 0
Prerequisites:
BPT 112 and BPT 255
State Prerequisites:
BPT 232

Business

BUS 110: Introduction to Business

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 115: Business Law I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 116: Business Law II

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
BUS 115

BUS 121: Business Math

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0
State Corequisites:
DMA 010, BSP 4003 Tier 1, or MAT 003 Tier 1

BUS 125: Personal Finance

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 137: Principles of Management

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre- major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 139: Entrepreneurship I

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 153: Human Resource Management

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 225: Business Finance

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
ACC 120

BUS 230: Small Business Management

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

BUS 260: Business Communication

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 111

Chemistry

CHM 092: Fundamentals of Chemistry

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.
Credits: 4
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050), BSP 4003 Tier 2, or MAT 003 Tier 2

CHM 131: Introduction to Chemistry

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050), BSP 4003 Tier 2, or MAT 003 Tier 2
Co-Requisites:
CHM 131A

CHM 131A: Intro to Chemistry Lab

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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0
State Corequisites:
CHM 131

CHM 132: Organic and Biochemistry

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
(CHM 131 and CHM 131A) or CHM 151

CHM 151: General Chemistry I

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050) or BSP 4003 Tier 2, or MAT 003 Tier 2

CHM 152: General Chemistry II

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
CHM 151

CHM 251: Organic Chemistry I

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
CHM 152

CHM 252: Organic Chemistry II

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
CHM 251

Communication

COM 110: Introduction to Communication

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

COM 120: Intro Interpersonal Com

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

COM 140: Intro Intercultural Com

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
ACA 085, ACA 115, or ACA 122

COM 150: Intro. to Mass Comm.

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 111

COM 231: Public Speaking

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

Computer Information Technology

CTS 115: Info Sys Business Concepts

This course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CTS 120: Hardware/Software Support

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CTS 125: Presentation Graphics
Credits: 3
Class Hours: 2
Lab Hours: 2

CTS 130: Spreadsheet

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

CTS 210: Computer Ethics

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CTS 220: Adv Hard/Software Support

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
CTS 120

CTS 240: Project Management

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

CTS 250: User Support & Software Eval

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

CTS 289: System Support Project

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.
Credits: 3
Class Hours: 1
Lab Hours: 4
 Clinical Experience Hours
 0
State Prerequisites:
CTI 110, CTI 120, and CTS 115

Computer Science

CSC 121: Python Programming
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CSC 134: C++ Programming
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CSC 139: Visual BASIC Programming
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CSC 151: JAVA Programming
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CSC 226: .NET Programming
This course introduces the use of C# and XAML to design, develop, test and deploy .NET applications. Topics include building GUIs, data binding, Web API services, automated testing and deployment. Upon completion, students should be able to design, develop, test and deploy .NET applications.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

CSC 234: Advanced C++ Programming
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
CSC 134

Computer Tech Integration

CTI 110: Web, Pgm, & Db Foundation
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

CTI 120: Network & Sec Foundation
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Cosmetology

COS 111: Cosmetology Concepts I
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.
Credits: 4
Class Hours: 4
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
COS 112

COS 112: Salon I
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.
Credits: 8
Class Hours: 0
Lab Hours: 24
 Clinical Experience Hours
 0
State Corequisites:
COS 111

COS 113: Cosmetology Concepts II
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.
Credits: 4
Class Hours: 4
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 114: Salon II
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.
Credits: 8
Class Hours: 0
Lab Hours: 24
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 115: Cosmetology Concepts III
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.
Credits: 4
Class Hours: 4
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 116: Salon III
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.
Credits: 4
Class Hours: 0
Lab Hours: 12
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 117: Cosmetology Concepts IV
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.
Credits: 2
Class Hours: 2
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 118: Salon IV
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.
Credits: 7
Class Hours: 0
Lab Hours: 21
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 121: Manicure/Nail Technology I
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.
Credits: 6
Class Hours: 4
Lab Hours: 6
 Clinical Experience Hours
 0

COS 222: Manicure/Nail Tech. II
This course covers advanced techniques of nail technology and hand and arm surface manipulation. 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.
Credits: 6
Class Hours: 4
Lab Hours: 6
 Clinical Experience Hours
 0
State Prerequisites:
COS 121

COS 223: Contemp Hair Coloring
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 224: Trichology & Chemistry
This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0

COS 225: Adv Contemporary Hair Coloring

This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color-replacing pigment and re-coloring, removing coatings, covering grey and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem solving techniques in hair coloring situations.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
COS-223

COS 240: Contemporary Design

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
COS 111 and COS 112

COS 260: Design Applications

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0

COS 271: Instructor Concepts I

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.
Credits: 5
Class Hours: 5
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
COS 272

COS 272: Instructor Practicum I

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.
Credits: 7
Class Hours: 0
Lab Hours: 21
 Clinical Experience Hours
 0
State Corequisites:
COS 271

COS 273: Instructor Concepts II

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.
Credits: 5
Class Hours: 5
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
COS 271 and COS 272
State Corequisites:
COS 274

COS 274: Instructor Practicum II

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.
Credits: 7
Class Hours: 0
Lab Hours: 21
 Clinical Experience Hours
 0
State Prerequisites:
COS 271 and COS 272
State Corequisites:
COS 273

Criminal Justice

CJC 110: Basic Law Enforcement BLET

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.
Credits: 20
Class Hours: 10
Lab Hours: 30
 Clinical Experience Hours
 0
Co-Requisites:
ACA 085

CJC 111: Intro to Criminal Justice

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 112: Criminology

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 113: Juvenile Justice

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 120: Interviews/Interrogations

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.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

CJC 121: Law Enforcement Operations

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 122: Community Policing

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 131: Criminal Law

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 132: Court Procedure & Evidence

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 141: Corrections

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 144: Crime Scene Processing

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 apprpriate techniques.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CJC 146: Trace Evidence

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CJC 160: Terrorism: Underlying Issu

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 161: Intro Homeland Security

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 163: Trans and Border Security

This course provides an in-depth view of modern border and transportation security including the technologies used for detecting potential threats from terrorists and weapons. Topics include an overview of security challenges, detection devices and equipment, transportation systems, facilities, threats and counter-measures, and security procedures, policies and agencies. Upon completion, students should be able to describe border security, the technologies used to enforce it, and the considerations and strategies of border security agencies.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 170: Critical Incident Mgmt Pub Saf

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 212: Ethics & Comm Relations

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 213: Substance Abuse

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

CJC 221: Investigative Principles

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.
Credits: 4
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours 0

CJC 223: Organized Crime

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

CJC 225: Crisis Intervention

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

CJC 231: Constitutional Law

This 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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

CJC 232: Civil Liability

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

CJC 233: Correctional Law

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

CJC 241: Community-Based Corrections

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours 0

CJC 245: Friction Ridge Analysis

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

CJC 246: Adv. Friction Ridge Analy

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
CJC 245

Database Management Technology

DBA 110: Database Concepts

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

DBA 120: Database Programming I

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Digital Media Technology

DME 110: Intro to Digital Media

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

DME 140: Intro to Audio/Video Media

This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
DME 110

Drafting

DFT 119: Basic CAD

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

DFT 189: Emerging Tech in CAD

This course provides an opportunity to explore new and emerging technologies related to Computer-Aided Drafting (CAD). Emphasis is placed on introducing a selected CAD technology or topic, identified as being "new" or "emerging," from a variety of drafting disciplines. Upon completion, students should be able to demonstrate an understanding of and practical skill in the use of the CAD technology studied.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0
Prerequisites:
DFT 119 or DFT 151

Economics

ECO 251: Prin of Microeconomics

This course introduces economic analysis of individual, business, and industry 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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

ECO 252: Prin of Macroeconomics

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

Education

EDU 119: Intro to Early Child Educ

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, appropriate environments, schedules, and activity plans.
Credits: 4
Class Hours: 4
Lab Hours: 0
 Clinical Experience Hours
 0

EDU 131: Child, Family, & Community

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 144: Child Development I

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/ atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 145: Child Development II

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/ learning, emotional/social, health/ physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/ atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 146: Child Guidance

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/ supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/ indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 151: Creative Activities

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 153: Health, Safety and Nutrition

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 154: Social/Emotion/Behav Dev

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
EDU 144 and EDU 145
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 162: Observ & Assess in ECE

This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. 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 effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 173: Becoming a Prof'l in ECE

This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 097, ENG 002, or ENG 111

EDU 187: Teaching and Learning for All
Credits: 4
Class Hours: 3
Lab Hours: 3

EDU 216: Foundations of Education

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/ traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 221: Children with Exceptionalities

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/ family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/ professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
EDU 144 and EDU 145
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 234: Infants, Toddlers, and Twos

This course covers the development of high-quality, individualized, responsive/ engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
EDU 119
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 235: School-Age Develop & Programs

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 250: Teacher Licensure Preparation

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
ENG 111 and (MAT 143, MAT 152, or MAT 171)

EDU 251: Exploration Activities

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 259: Curriculum Planning

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
EDU 119
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 261: Early Childhood Admin I

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
EDU 119 and (DRE 098, ENG 002, or ENG 111)

EDU 262: Early Childhood Admin II

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.

Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
EDU 119, EDU 261, and (DRE 098, ENG 002, or ENG 111)

EDU 279: Literacy Develop and Instruct

Credits: 4
Class Hours: 3
Lab Hours: 3

EDU 280: Language/Literacy Experiences

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Corequisites:
DRE 098, ENG 002, or ENG 111

EDU 284: Early Child Capstone Prac

This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.
Credits: 4
Class Hours: 1
Lab Hours: 9
 Clinical Experience Hours
 0
State Prerequisites:
EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
State Corequisites:
DRE 098, ENG 002, or ENG 111

Electricity

ELC 113: Residential Wiring

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

ELC 114: Commercial Wiring

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

ELC 115: Industrial Wiring

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

ELC 117: Motors and Controls

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.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

ELC 118: National Electrical Code
Credits: 2
Class Hours: 1
Lab Hours: 2

ELC 120: Intro to Wiring
Credits: 3
Class Hours: 2
Lab Hours: 2

ELC 125: Diagrams and Schematics

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

ELC 128: Intro to PLC

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 understand basic PLC systems and create simple programs.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
ELC 117 or ELC 131

ELC 131: Circuit Analysis I

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.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010 and DMA 020, BPS 4003 Tier 1, or MAT 003 Tier 1) and (DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1 or ENG 111)

ELC 135: Electrical Machines

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

ELC 138: DC Circuit Analysis

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC 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, and analyze DC circuits; and properly use test equipment.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0

ELC 139: AC Circuit Analysis

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
ELC 131 or ELC 138

ELC 213: Instrumentation

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.
Credits: 4
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0

ELC 220: Photovoltaic Sys Tech

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
ELC 131

ELC 231: Electric Power Systems

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.
Credits: 4
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0

Electronics

ELN 131: Analog Electronics I

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.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
ELC 139

ELN 133: Digital Electronics

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (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.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
ELC 131 or ELC 138

ELN 232: Intro to Microprocessors

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
ELN 133

ELN 260: Prog Logic Controllers

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0

Emergency Preparedness

EPT 120: Sociology of Disaster
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

EPT 220: Terrorism and Emer. Mgt.
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

English

ENG 011: Writing and Inquiry Support
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. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
DRE 098, BSP 4002, or ENG 002

ENG 110: Freshman Composition
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.
Credits: 3
Class Hours: 3
Lab Hours: 2

ENG 111: Writing and Inquiry
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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Co-Requisites:
ENG 011

ENG 112: Writing/Research in the Disc
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

ENG 113: Literature-Based Research

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 111

ENG 114: Prof Research & Reporting

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 111

ENG 125: Creative Writing I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

ENG 231: American Literature I

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 analyze and interpret literary works in their historical and cultural contexts.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 112, ENG 113, or ENG 114

ENG 232: American Literature II

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 analyze and interpret literary works in their historical and cultural contexts.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 112, ENG 113, or ENG 114

ENG 241: British Literature I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 112, ENG 113, or ENG 114

ENG 242: British Literature II

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 112, ENG 113, or ENG 114

ENG 261: World Literature I

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 112, ENG 113, or ENG 114

ENG 262: World Literature II

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
ENG 112, ENG 113, or ENG 114

Geography

GEO 111: World Regional Geography

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/ Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/ Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Health

HEA 110: Personal Health/ Wellness

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

HEA 112: First Aid & CPR

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.
Credits: 2
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

HEA 120: Community Health

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Health Information Technology

HIT 211: ICD Coding

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.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

History

HIS 111: World Civilizations I
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

HIS 112: World Civilizations II
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

HIS 116: Current World Problems
This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

HIS 121: Western Civilization I
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

HIS 122: Western Civilization II
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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

HIS 131: American History I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

HIS 132: American History II

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

HIS 236: North Carolina History

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Humanities

HUM 115: Critical Thinking

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
DRE 098, BSP 4002, ENG 002, or ENG 111

HUM 160: Introduction to Film

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

HUM 230: Leadership Development

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 responsibilities 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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Hydraulics

HYD 110: Hydraulics/Pneumatics I

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

Industrial Science

ISC 112: Industrial Safety

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.
Credits: 2
Class Hours: 2
Lab Hours: 0
 Clinical Experience Hours
 0

Information Systems

CIS 070: Fundamentals of Computing

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.
Credits: 1
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

CIS 110: Introduction to Computers

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

CIS 115: Intro to Prog & Logic

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040), BSP 4003, MAT 003, MAT 121, or MAT 171

Information Systems Security

SEC 110: Security Concepts

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 the policy.
Credits: 3
Class Hours: 2
Lab Hours: 2

SEC 180: Info Assurance Principles

This course introduces students to the concepts of layered and comprehensive Information Assurance best practices. Topics include user defensive measures, edge defensive measures, along with confidentiality, integrity and availability of enterprise data with the business continuity concepts of: redundancy, disaster recovery, incident handling, compliance and auditing. Upon completion, students should be able to plan effective information assurance strategies.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Marketing

MKT 120: Principles of Marketing

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

MKT 223: Customer Service

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Mathematics

MAT 010: Math Measurement & Literacy Support

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits: 1
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

MAT 021: Algebra/Trigonometry I Support

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/ Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits: 2
Class Hours: 0
Lab Hours: 0
 Clinical Experience Hours
 0

MAT 043: Quantitative Literacy Support

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

MAT 052: Statistical Methods I Support

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

MAT 071: Precalculus Algebra Support

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits: 2
Class Hours: 0
Lab Hours: 4
 Clinical Experience Hours
 0

MAT 110: Math Measurement & Literacy

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
(DMA 010, DMA 020, and DMA 030), BSP 4003 Tier 1, or MAT 003 Tier 1

MAT 121: Algebra/Trigonometry I

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

MAT 143: Quantitative Literacy[n]

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and BSP 4002) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 002) or (MAT 003 and ENG 002) or (MAT 003 and ENG 111) or (MAT 003 and DRE 098) or (BSP 4003 and BSP 4002) or (BSP 4003 and ENG 111)

MAT 152: Statistical Methods I

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and BSP 4002) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 002) or (MAT 003 and ENG 002) or (MAT 003 and ENG 111) or (MAT 003 and DRE 098) or (BSP 4003 and BSP 4002) or (BSP 4003 and ENG 111)

MAT 171: Precalculus Algebra

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065) or BPS 4003 or MAT 003

MAT 172: Precalculus Trigonometry

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MAT 171

MAT 263: Brief Calculus

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MAT 171

MAT 271: Calculus I

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MAT 172

MAT 272: Calculus II

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MAT 271

MAT 273: Calculus III

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MAT 272

Mechanical

MEC 111: Machine Processes I

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.
Credits: 3
Class Hours: 1
Lab Hours: 4
 Clinical Experience Hours
 0

MEC 130: Mechanisms

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Medical Assisting

MED 121: Medical Terminology I

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

MED 122: Medical Terminology II

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
MED 121

Medical Laboratory Technology

MLT 110: Intro to MLT

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010, DMA 020, and DMA 030), BSP 4003 Tier 1, or MAT 003 Tier 1

MLT 111: Urinalysis & Body Fluids

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.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
(DRE 098, BSP 4002, ENG 002, or ENG 111), MLT 110, Enrollment in the Medical Laboratory Technology Program, and Current Program Status
Co-Requisites:
BIO 163

MLT 120: Hematology/Hemostasis I

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.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
MLT 110 and Current Program Status

MLT 126: Immunology and Serology

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0
Prerequisites:
MLT-110 and Current Program Status

MLT 127: Transfusion Medicine

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
MLT-110 and Current Program Status

MLT 130: Clinical Chemistry I

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.
Credits: 4
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
CHM 151, MLT 120, and Current Program Status

MLT 140: Intro to Microbiology

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
(DRE 098, BSP 4002, ENG 002, or ENG 111), MLT 110, and Current Program Status
Co-Requisites:
BIO 163

MLT 215: Professional Issues

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.
Credits: 1
Class Hours: 1
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
MLT 110, MLT 120, MLT 126, MLT 127, MLT 140, and Current Program Status
Co-Requisites:
ACA 122

MLT 220: Hematology/Hemostasis II

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
MLT 120 and Current Program Status

MLT 240: Special Clin Microbiology

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
MLT 111 and Current Program Status
State Prerequisites:
MLT 140

MLT 283: MLT Practicum I

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.
Credits: 13
Class Hours: 0
Lab Hours: 0
 Clinical Experience Hours
 39
Prerequisites:
CHM 151, ENG 112, MLT 126, MLT 127, MLT 130, MLT 220, MLT 240, and Current Program Status
Co-Requisites:
ACA 122

Music

MUS 110: Music Appreciation

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

MUS 111: Fundamentals of Music

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

MUS 112: Introduction to Jazz

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.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

MUS 113: American Music

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

MUS 114: Non-Western Music

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

MUS 141: Ensemble I

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

MUS 142: Ensemble II

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MUS 141

MUS 151P: Class Music I - Piano

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

MUS 151V: Class Music I - Voice

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Credits: 1
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

MUS 152P: Class Music II - Piano

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MUS 151P

MUS 241: Ensemble III

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Credits: 1
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MUS 142

MUS 242: Ensemble IV

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MUS 241

Networking Operating System

NOS 110: Operating Systems Concepts

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.
Credits: 3
Class Hours: 2
Lab Hours: 3
 Clinical Experience Hours
 0

NOS 120: Linux/UNIX Single User

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

NOS 130: Windows Single User

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

NOS 230: Windows Administration I

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Networking Technology

NET 125: Introduction to Networks

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
Credits: 3
Class Hours: 1
Lab Hours: 4
 Clinical Experience Hours
 0

NET 126: Routing Basics

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.
Credits: 3
Class Hours: 1
Lab Hours: 4
 Clinical Experience Hours
 0

NET 225: Routing & Switching I

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.
Credits: 3
Class Hours: 1
Lab Hours: 4
 Clinical Experience Hours
 0

Nurse Aide

NAS 101: Nurse Aide I

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.
Credits: 6
Class Hours: 3
Lab Hours: 4
 Clinical Experience Hours
 3

NAS 102: Nurse Aide II

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.
Credits: 6
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 6
State Prerequisites:
NAS 101

NAS 103: Home Health Care Nurse Aide

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.
Credits: 6
Class Hours: 4
Lab Hours: 4
 Clinical Experience Hours
 0
State Prerequisites:
NAS 101

NAS 106: Geriatric Aide

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.
Credits: 6
Class Hours: 5
Lab Hours: 0
 Clinical Experience Hours
 3
State Prerequisites:
NAS 101

Nursing

NUR 101: Practical Nursing I

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 assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
Credits: 11
Class Hours: 7
Lab Hours: 6
 Clinical Experience Hours
 6
Prerequisites:
Enrollment in the Practical Nursing Program

NUR 102: Practical Nursing II

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
Credits: 10
Class Hours: 7
Lab Hours: 0
 Clinical Experience Hours
 9
Prerequisites:
Enrollment in the Practical Nursing Program
State Prerequisites:
NUR 101

NUR 103: Practical Nursing III

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.
Credits: 9
Class Hours: 6
Lab Hours: 0
 Clinical Experience Hours
 9
Prerequisites:
NUR 102 and Enrollment in the Practical Nursing Program
Co-Requisites:
ACA 122
State Prerequisites:
NUR 101

NUR 111: Intro to Health Concepts

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.
Credits: 8
Class Hours: 4
Lab Hours: 6
 Clinical Experience Hours
 6
Prerequisites:
Enrollment in the Associate Degree Nursing Program

NUR 112: Health-Illness Concepts

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.
Credits: 5
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 6
State Prerequisites:
NUR 111

NUR 113: Family Health Concepts

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.
Credits: 5
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 6
State Prerequisites:
NUR 111

NUR 114: Holistic Health Concepts

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.
Credits: 5
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 6
State Prerequisites:
NUR 111

NUR 117: Pharmacology

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065) or BSP 4003 or MAT 003

NUR 211: Health Care Concepts

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.
Credits: 5
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 6
State Prerequisites:
NUR 111

NUR 212: Health System Concepts

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.
Credits: 5
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 6
State Prerequisites:
NUR 111

NUR 213: Complex Health Concepts

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.
Credits: 10
Class Hours: 4
Lab Hours: 3
 Clinical Experience Hours
 15
Co-Requisites:
ACA 122
State Prerequisites:
NUR 111
State Corequisites:
NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

Office Systems Technology

OST 136: Word Processing

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

OST 141: Med Terms I-Med Office

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

OST 142: Med Terms II-Med Office

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
OST 141

OST 148: Med Coding Billing & Insu

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

OST 149: Medical Legal Issues

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

OST 155: Legal Terminology

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

OST 164: Office Editing

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.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

OST 184: Records Management

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

OST 247: Procedure Coding

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MED 121 or OST 141

OST 248: Diagnostic Coding

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
Credits: 2
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MED 121 or OST 141

OST 249: CPC Certification

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.
Credits: 4
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
OST 247 and OST 248

OST 252: Legal Transcription I

This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
OST 136 and OST 155

OST 264: Medical Auditing

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.
Credits: 3
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
OST 247 and OST 248

OST 286: Professional Development

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.
Credits: 3
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours 0

OST 288: Medical Office Admin Capstone

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.
Credits: 3
Class Hours: 2
Lab Hours: 2
Clinical Experience Hours 0
State Prerequisites:
OST 148

Pathway to Employment

PTE 110: Pathway to Employment - Construction

This course introduces fundamental employment core skillsets required to effectively enter the construction workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, industry overview, tools and equipment, computation and financial literacy, materials, employability skills, personal health, career exploration and pathways including apprenticeship, job preparation and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter a construction career with the knowledge required to be successfully employed.
Credits: 3
Class Hours: 2
Lab Hours: 2

PTE 114: Pathway to Employment - Engineering Tech

This course introduces fundamental employment core skillsets required to effectively enter the engineering technology workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, industry overview, tools and equipment, computation and financial literacy, materials, employability skills, personal health, career exploration and pathways including apprenticeship, job preparation and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter an engineering technology career with the knowledge required to be successfully employed.
Credits: 3
Class Hours: 2
Lab Hours: 3

PTE 115: Pathway to Employment - Agriculture & Natural Resources
This course introduces fundamental employment core skillsets required to effectively enter the agricultural and natural resources workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, industry overview, tools and equipment, computation and financial literacy, environment, employability skills, personal health, career exploration and pathways including apprenticeship, job preparation and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter an agricultural and natural resources career with the knowledge required to be successfully employed.
Credits: 3
Class Hours: 2
Lab Hours: 3

PTE 119: Pathway to Employment - Business
This course information fundamental employment core skillsets required to effectively enter the business workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, personal health, career exploration and pathways including apprenticeship, job preparation, and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter a business career with the knowledge required to be successfully employed.
Credits: 3
Class Hours: 2
Lab Hours: 3

Philosophy

PHI 215: Philosophical Issues
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

PHI 240: Introduction to Ethics

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.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Phlebotomy

PBT 100: Phlebotomy Technology

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.

Credits: 6
Class Hours: 5
Lab Hours: 2
 Clinical Experience Hours
 0
Prerequisites:
Enrollment in the Phlebotomy Program and Current Program Status
State Corequisites:
PBT 101

PBT 101: Phlebotomy Practicum

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.

Credits: 3
Class Hours: 0
Lab Hours: 0
 Clinical Experience Hours
 9
Prerequisites:
Enrollment in the Phlebotomy Program and Current Program Status
State Corequisites:
PBT 100

Physical Education

PED 110: Fit and Well for Life

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.

Credits: 2
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre- major and/or elective course requirement.
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

PED 111: Physical Fitness I

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.

Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0

PED 112: Physical Fitness II

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
PED 111

PED 117: Weight Training I

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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0

PED 118: Weight Training II

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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
PED 117

PED 119: Circuit Training

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0

PED 120: Walking for Fitness

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0

PED 122: Yoga I

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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 123: Yoga II

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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
PED 122

PED 125: Self-Defense: Beginning

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.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 126: Self-Defense: Intermediate

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
PED 125

PED 138: Archery

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 139: Bowling-Beginning

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 140: Bowling-Intermediate

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
PED 139

PED 148: Softball

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 150: Baseball – Beginning

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0

PED 151: Baseball/Intermediate

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Credits: 1
Class Hours: 0
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
PED 150

PED 187: Social Dance-Beginning

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 240: Advanced PE Skills

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered.
Credits: 1
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0

PED 252: Officiating/Bsball/Sfball

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.
Credits: 2
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

PED 256: Coaching Baseball

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball.

Credits: 2
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 1
Lab Hours: 2
 Clinical Experience Hours
 0

PED 259: Prev & Care AH Injuries

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries.

Credits: -2
Class Hours: 1
Lab Hours: 2

Physical Science

PHS 130: Earth Science

This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0

Physics

PHY 110: Conceptual Physics

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.

Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
(DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 096) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and BSP 4002 Tier 1) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 002 Tier 1) or (DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111) or (BSP 4003 Tier 2 and DRE 096) or (BSP 4003 Tier 2 and BSP 4002 Tier 1) or (BSP 4003 Tier 2 and ENG 002 Tier 1) or (BSP 4003 Tier 2 and ENG 111) or (MAT 003 Tier 2 and DRE 096) or (MAT 003 Tier 2 and BSP 4002 Tier 1) or (MAT 003 Tier 2 and ENG 002 Tier 1) (MAT 003 Tier 2 and ENG 111) or
Co-Requisites:
PHY 110A

PHY 110A: Conceptual Physics Lab

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.

Credits: 1
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 0
Lab Hours: 2
 Clinical Experience Hours
 0
State Corequisites:
PHY 110

PHY 151: College Physics I

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
MAT 171

PHY 152: College Physics II

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.

Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 2
 Clinical Experience Hours
 0
State Prerequisites:
PHY 151

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PHY 251: General Physics I

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
MAT 271
State Corequisites:
MAT 272

PHY 252: General Physics II

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.
Credits: 4
Notes:
This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
MAT 272 and PHY 251

Political Science

POL 120: American Government

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/ Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/ Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

POL 130: State & Local Government

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

POL 210: Comparative Government

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

POL 220: International Relations

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation- states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Psychology

PSY 118: Interpersonal Psychology

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.
Credits: 3
Class Hours: 0

PSY 150: General Psychology

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

PSY 237: Social Psychology

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
PSY 150 or SOC 210

PSY 241: Developmental Psych

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
PSY 150

PSY 243: Child Psychology

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
PSY 150

PSY 263: Educational Psychology

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours
0

PSY 281: Abnormal Psychology

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours
0
State Prerequisites:
PSY 150

Religion

REL 110: World Religions

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours
0

REL 211: Intro to Old Testament

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
Clinical Experience Hours
0

REL 212: Intro to New Testament

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

REL 221: Religion in America

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Sociology

SOC 210: Introduction to Sociology

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
Prerequisites:
DRE 096, BSP 4002 Tier 1, ENG 002 Tier 1, or ENG 111

SOC 213: Sociology of the Family

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

SOC 220: Social Problems

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

SOC 225: Social Diversity

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

Spanish

SPA 111: Elementary Spanish I

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0

SPA 112: Elementary Spanish II

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.
Credits: 3
Notes:
This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
Class Hours: 3
Lab Hours: 0
 Clinical Experience Hours
 0
State Prerequisites:
SPA 111

Web Technologies

WEB 115: Web Markup and Scripting

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

WEB 250: Database Driven Websites

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.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

Welding

WLD 110: Cutting Processes

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.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0

WLD 115: SMAW (Stick) Plate

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.
Credits: 5
Class Hours: 2
Lab Hours: 9
 Clinical Experience Hours
 0

WLD 116: SMAW (stick) Plate/Pipe

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.
Credits: 4
Class Hours: 1
Lab Hours: 9
 Clinical Experience Hours
 0
State Prerequisites:
WLD 115

WLD 121: GMAW (MIG) FCAW/Plate

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.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

WLD 131: GTAW (TIG) Plate

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.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

WLD 132: GTAW (TIG) Plate/Pipe

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.
Credits: 3
Class Hours: 1
Lab Hours: 6
 Clinical Experience Hours
 0
State Prerequisites:
WLD 131

WLD 141: Symbols & Specifications

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.
Credits: 3
Class Hours: 2
Lab Hours: 2
 Clinical Experience Hours
 0

WLD 151: Fabrication I

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.
Credits: 4
Class Hours: 2
Lab Hours: 6
 Clinical Experience Hours
 0

WLD 215: SMAW (Stick) Pipe

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.
Credits: 4
Class Hours: 1
Lab Hours: 9
 Clinical Experience Hours
 0
State Prerequisites:
WLD 115 or WLD 116

WLD 231: GTAW (TIG) Pipe

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.
Credits: 3
Class Hours: 1
Lab Hours: 6
 Clinical Experience Hours
 0
State Prerequisites:
WLD 132

WLD 261: Certification Practices

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.
Credits: 2
Class Hours: 1
Lab Hours: 3
 Clinical Experience Hours
 0
State Prerequisites:
WLD 115, WLD 121, and WLD 131

Work-Based Learning

WBL 110: World of Work

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.
Credits: 1
Class Hours: 1
Lab Hours: 0
 Clinical Experience Hours
 0

WBL 111: Work-Based Learning I

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.
Credits: 1
Class Hours: 0
Lab Hours: 0
 Clinical Experience Hours
 10

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