SOUTHWESTERN COMMUNITY COLLEGE

2021-22
CATALOG

Southwestern

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

A Nationally Ranked Top Ten College

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

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

Class offerings are subject to sufficient enrollment, and not all courses listed in this catalog are offered each semester. Throughout the year, course schedules are available on the College's website.

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

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

Welcome to Southwestern Community College!

We are honored you've chosen SCC as YOUR college and to start your pathway to success. The fact that you are enrolling at Southwestern Community College tells me a great deal about you. For instance, I know you have made an important decision to pursue a college education, which will improve your future. Whether you are pursuing an associate degree, diploma, certificate, taking courses to transfer to a four-year institution, updating your employability skills, or just choosing to get your feet wet by taking a course or two, we have a class for you at SCC. Whatever your aspirations at this stage in your life, we are ready to help you explore your path to success.

As an SCC student, you can select from a variety of degree, diploma, and certificate programs. Our award-winning faculty and staff are committed to helping you achieve your goals. We offer more than 100 credential options in more than 40 programs of study that can provide you with the education and skills needed to enter the workforce immediately upon graduation. You can also enroll in our associate of arts degree program, which parallels the first two years of a bachelor's degree, and then transfer your credits to a four-year university. Our articulation agreements with numerous colleges and universities will help to ease the transfer process and save you time and money.

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

We know that you have a busy life, and we believe in the "College Your Way" philosophy of giving you as many choices as possible for your education. No matter what your schedule may be or whatever your interests, we are committed to you and your educational pursuits. We understand the importance of flexibility and offer a variety of online classes and programs at our Jackson, Macon and Swain county locations.

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

Deciding to enroll in college is one of the most important and meaningful decisions you will ever make. Thank you for trusting us to be a part of your significant life journey to explore your path to success.

Sincerely,

Don Tomas, Ed.D.
President

COLLEGE CALENDAR

2021 FALL SEMESTER
*All college dates/events subject to change based on COVID-19

Fall Kick-Off... Tuesday, August 10
Faculty and Staff Semester Prep Day..Wednesday, August 11
Orientation/Registration ....Thursday, August 12
Final Registration..Friday, August 13
Classes Begin, Full and First Sessions..Monday, August 16
Schedule Adjustment – First Session...................................Monday & Tuesday, August 16 - 17
Schedule Adjustment – Full Session.. Monday - Friday, August 16 - 20
Labor Day Holiday – College Closed .... Monday, September 6
Professional Development Day .... Friday, September 10
Citizenship/Constitution Day .... Thursday, September 16
Last Day to Withdraw, First Session ....Wednesday, September 22
End of First Session Classes...Friday, October 8
Second Session Classes Begin..Monday, October 11
Schedule Adjustment – Second Session .... Monday & Tuesday, October 11 - 12
Fall Break – No Classes...Monday – Sunday, October 18 - 24
Advising Day/Registration Begins for Spring 2022/No Classes................Tuesday, October 26
Commencement Applications Due...Friday, October 29
Last Day to Withdraw, Full Session ....Thursday, November 4
Last day to Withdraw, Second Session &
Last Day for Faculty-Initiated Withdrawal... Tuesday, November 23
Thanksgiving Break – No Classes .... Wednesday, November 24
Thanksgiving Holiday – College Closed .... Thursday – Sunday, November 25 – 28
Fall Semester Ends, Full and Second Sessions (last day of classes) ....Thursday, December 16
Grades Due/Commencement...Friday, December 17
Winter Break - College Closed ....December 22, 2021 – January 2, 2022

2022 SPRING SEMESTER
*All college dates/events subject to change based on COVID-19

College Reopens ....Monday, January 3
Faculty and Staff Semester Prep Day.. Wednesday, January, 5
Orientation/Registration Day...Thursday, January 6
Final Registration...Friday, January 7
Classes Begin, Full and First Sessions... Monday, January 10
Schedule Adjustment – First Session...................................Monday & Tuesday, January 10 - 11
Schedule Adjustment – Full Session...Monday-Friday, January 10 - 14
Martin Luther King, Jr. Day – No Classes ....Monday, January 17
Professional Development Day .... Friday, February 4
Last Day to Withdraw, First Session ....Thursday, February 17
End of First Session Classes...Friday, March 4
Spring Break – No Classes ....Monday – Sunday, March 7 – 13
Second Session Classes Begin..Monday, March 14
Schedule Adjustment – Second Session ....Monday & Tuesday, March 14 – 15
Last Day to Withdraw, Full Session .... Thursday, March 31
Advising Day/Registration Begins for Summer & Fall 2022/No Classes ....Tuesday, April 5
Commencement Applications Due... Friday , April 8
Easter Break – No Classes...Wednesday - Sunday, April 13 - April 17
Last Day to Withdraw, Second Session &
Last Day for Faculty-Initiated Withdrawal... Tuesday, April 26
Spring Semester Ends, Full and Second Sessions (last day of classes) ....Thursday, May 12
Grades Due/Commencements.. Saturday, May 14

2022 SUMMER SEMESTER
All college dates/events subject to change based on COVID-19

Final Registration Full and First Sessions..Thursday, May 19
Classes Begin - Full (8 week) and First (4 week) Sessions ....Monday, May 23
Schedule Adjustments - Full and First Sessions.................... Monday & Tuesday, May 23 - 24
Memorial Day – College Closed .... Monday, May 30
Last Day to Withdraw from First Session .... Monday, June 13
Commencement Applications Due...Friday, June 17
First Session Ends ....Monday, June 20
Second (4 week) Session Begins .... Tuesday, June 21
Schedule Adjustments - Second Session.......................... Tuesday & Wednesday, June 21 - 22
Last Day to Withdraw from Full Session ....Thursday, June 30
Independence Day Holiday - College Closed .... Monday, July 4
Last Day to withdraw from Second Session &
Last Day for Faculty-Initiated Withdrawal...Tuesday, July 12
Summer Semester Ends, Full and Second Sessions (last day of classes) .... Tuesday, July 19
Grades Due ....Wednesday, July 20

STAFF HOLIDAY CALENDAR

Labor Day...Monday, September 6, 2021
Thanksgiving Holiday .... Thursday & Friday, November 25- 26, 2021
Winter Break............................Wednesday, December 22, 2021 – Friday, December 31, 2021
Memorial Day... Monday, May 30, 2022
Independence Day Holiday ....Monday July 4, 2022

Staff Leave Day (College Closed)...Wednesday December 22, 2021

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COLLEGE VISION

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

MISSION STATEMENT

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

INSTITUTIONAL GOALS

The college will...

1. Provide excellence in learning and teaching for transfer, career education and literacy development in an accessible format.
2. Provide comprehensive and effective services to enroll students and support their success.
3. Strengthen student understanding of career pathways leading to success in career and academic planning.
4. Generate support for students, faculty, staff and programs from internal and external sources.
5. Enhance SCC's positive image throughout - and beyond- our service area.
6. Provide engaged leadership in workforce and economic development.
7. Identify, acquire and maintain resources to support the vision, mission and goals of the college.
8. Attract and retain quality employees and provide for their professional development.
9. Provide the services, programs and infrastructure to ensure a safe and secure learning environment.

INSTITUTIONAL PROFILE

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

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

Currently, including all diploma, certificate and associate degree curricula as well as concentrations, instruction is provided in a wide range of programs. In addition to the Jackson Campus, the college operates centers in Bryson City and Franklin. More than 3,200 students enroll annually in credit courses, and more than 4,600 (unduplicated) participate in a wide variety of courses, workshops and seminars offered through Workforce Continuing Education.

Located on a 57-acre tract of land on North Carolina Highway 116 between Webster and Sylva, the Southwestern Community College Jackson Campus consists of nine buildings, totaling 232,728 square feet, including a library. Centrally located to serve southwestern North Carolina, the college is 50 miles southwest of Asheville and 90 miles southeast of Knoxville, TN.

Southwestern Community College's three-county service area totals 1,534 square miles (30 percent larger than the state of Rhode Island) and has a population of approximately 78,000. The area is noted for the beautiful Great Smoky Mountains and the variety of recreational opportunities available.

COMPLIANCE

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

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

DIVERSITY, EQUITY & INCLUSION STATEMENT

Southwestern Community College is an open-door institution committed to providing equal access to all students, employees and community members. We are committed to remaining informed of the dimensions of diversity represented in our communities as awareness is an important step in embracing diversity and inclusion. This knowledge allows us to apply what we learn about diversity to create an environment where everyone feels included and respected, regardless of race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities/qualities, religious beliefs, political beliefs, marital status, or other ideologies and recognizes that no one culture is intrinsically superior to another.

GOVERNANCE

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

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

SERVICE EXCELLENCE

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

SOUTHWESTERN COMMUNITY COLLEGE FOUNDATION, INC.

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

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

ACCREDITATION AND APPROVAL

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

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

JACKSON CAMPUS - 447 COLLEGE DRIVE, SYLVA, NC 28779

Southwestern
COMMUNITY COLLEGE
Jackson Campus • 447 College Drive • Sylva, NC 28779
828.339.4000 • 800.447.4091 • www.southwesterncc.edu
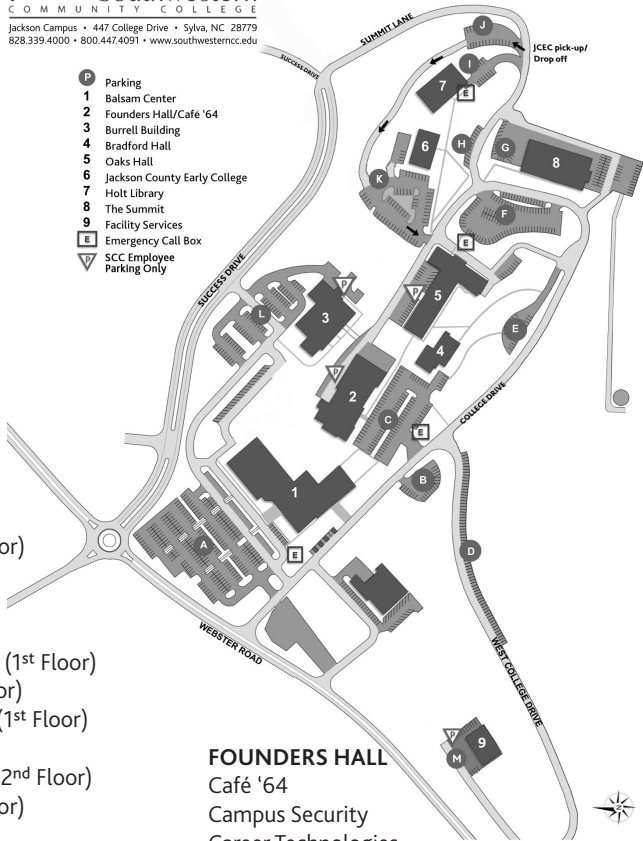
P Parking
1 Balsam Center
2 Founders Hall/Café '64
3 Burrell Building
4 Bradford Hall
5 Oaks Hall
6 Jackson County Early College
7 Holt Library
8 The Summit
9 Facility Services
E Emergency Call Box
▽ SCC Employee Parking Only

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

BRADFORD HALL
Conference Center (1st Floor)
Center for Teaching Excellence (3rd Floor)
Fitness Center/Gymnasium (2nd Floor)
Instruction &
Student Services Office (3rd Floor)

BURRELL BUILDING
Bookstore (1st Floor)
Conference Center (1st Floor)
Classrooms (2nd & 3rd Floors)
Faculty Offices (2nd Floor)
Institutional Research & Planning (1st Floor)
President's Office (1st Floor)
Slagle Board Room (1st Floor)
Institutional Development (1st Floor)
SCC Foundation (1st Floor)

FOUNDERS HALL
Café '64
Campus Security
Career Technologies
Cosmetology
Division Office (2nd Floor)
Upward Bound
Workforce Continuing Education

HOLT LIBRARY
Public Relations Office

JACKSON COUNTY EARLY COLLEGE
Classrooms

OAKS HALL
Arts & Sciences Division Office (1st Floor)
Student Support Services (1st Floor)
College and Career Readiness (1st Floor)
Learning Assistance Center (2nd Floor)
New Century Scholars Office (1st Floor)
University Transfer Advising Center (2nd Floor)

THE SUMMIT
Classrooms

MACON CAMPUS - 44 SILER FARM ROAD, FRANKLIN, NC 28734

    The Macon Campus is on a 20-acre site in Franklin. The Groves Center Building is the beginning of a resource-rich campus housing administration, computer laboratories, inter-active classrooms, a Learning Assistance Center (LAC), a Student Services Department and a University Transfer Advising Center (UTAC). Additionally, students have patron privileges at Holt Library on the Jackson Campus and the Macon County Public Library has a process for SCC students to utilize their facility. The campus is home to evening classes for adult literacy, high school equivalency (GED/HiSet Test Preparations), English language acquisi-tion (ELA), digital literacy and workforce continuing education (job related and personal interest).

Current curriculum-based programs:
- Business Administration certificate
- College Transfer:
    - Associate in Arts Degree
    - Associate in Arts - Teacher Preparation Degree
    - Associate in Science Degree
    - Associate in Science - Teacher Preparation Degree

Additional course offerings include:
- Nurse Aide I - Continuing Education & Curriculum
- Pre-Health Science

Macon Early College

    The Macon Campus is also home to the Macon Early College. This public high school is housed in the Ledford Building. Macon Early College is an innovative program designed for students seeking an enriching high school experience that allows them to earn college and high school credit simultaneously. Students accepted into the program have the potential to graduate in five years with both a high school diploma and an associate's degree.

    For additional information about the Macon Early College program, please visit www.macon.k12.nc.us/mec/ or call 828.524.2002 or 828.306.7016.

JERRY SUTTON PUBLIC SAFETY TRAINING CENTER - 225 INDUSTRIAL PARK LOOP, FRANKLIN, NC 28734

The Jerry Sutton Public Safety Training Center is located in the Macon County Industrial Park in Franklin. The facility is primarily dedicated to coordinating the college's public safety training programs and has general classrooms, a computer lab, a weight training room, multipurpose room and ITV classroom.

The fire and rescue training facility and the driver training range are also located in the Industrial Park. For information about any Public Safety Training program, call 828.306.7041 or visit www.southwesterncc.edu/scc-locations/jerry-sutton-public-safety-training-center.

SWAIN CENTER - 60 ALMOND SCHOOL ROAD, BRYSON CITY, NC 28713

Located 5½ miles west of Bryson City on Highway 74 in the Lauada Community, the Swain Center occupies the historic Almond Elementary School. The center offers a computer lab, Wi-Fi access around the center, and several outdoor classrooms. Student Services is on site for easy access, and purchases from the bookstore as well as materials from Holt Library can be sent to the Swain Center for pick-up. The Kayak Ranch and the Swain County Co-operative Extension Office (828.488.3848) are also located here. Call 828.366.2000 or visit www.southwesterncc.edu/scc-locations/swain-center.

Current Programs: College & Career Readiness (GED/HiSet), Fine Arts, Heritage Arts and Outdoor Leadership.

VIRTUAL CAMPUS TOURS

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

IMPORTANT PHONE NUMBERS—JACKSON CAMPUS

800.447.4091 • 828.339.4000

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

Bookstore .... Ext. 4222

Business Services
    Toni Holland, Accountant II - Cashier .... Ext. 4290

Career Technologies - Founders Hall, 2nd Floor
    Danell Moses, Dean of Career Technologies .... Ext. 4341
    Tony Johnson, Administrative Assistant .... Ext. 4204

College Access - Balsam Center, 1st Floor
    April McNiff, High School Partnership Coordinator .... Ext. 4465

Counseling - Balsam Center, 1st Floor
    Peter Buck, Student Counselor .... Ext. 4243

College and Career Readiness - Oaks Hall, G5, 1st Floor
    Kay Wolf, Director .... Ext. 4262
    Donna Wilson, Administrative Assistant .... Ext. 4272

Disability Services - Balsam Center, 1st Floor
    Janina DeHart, Student Disability Services Coordinator .... Ext. 4326

Early College
    Pamela Judson, College Liasion .... Ext. 4433

Foundation
    Brett L. Woods, Director of SCC Foundation .... Ext. 4241
    Kathryn Posey, Institutional Development Associate .... Ext. 4227

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

Holt Library .... Ext. 4288
    Tina M. Adams, Director .... Ext. 4269
    Savannah DeHart, Librarian .... Ext. 4268
    Sherry Fox, Library Assistant .... Ext. 4271

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

Learning Assistance - Oaks Hall, 2nd Floor .... Ext. 4325
    Toni Knott, Coordinator
    Julie Bennett, Tutor Program Coordinator .... Ext. 4304

Teaching and Learning Support - Bradford Hall, 3rd Floor
    Bethany Emory, Dean of Teaching and Learning Support .... Ext. 4261
    Erin McCully, E-Learning Specialist.. Ext. 4398
    Christopher Akers, Instructional Technologist... Ext. 4399

New Century Scholars
    Freya Kinner, Part-Time New Century Scholars Coordinator .... Ext. 4477

Student Services - Balsam Center, 1st Floor
    Cheryl Contino-Conner, Dean of Students.. Ext. 4245
    Mark Ellison, Director of Enrollment Management... Ext. 4229
    Clyanne Hyde, Director of Student Records/Registrar .... Ext. 4406
    Tori Addington-Ellison, Student Success Coach .... Ext. 4407
    Beth Kabinoff, Records Technician .... Ext. 4219
    Jody Woodring, Testing Coordinator/Enrollment Counselor ....Ext. 4332
    Benjamin Haines, Administrative Assistant - Admissions ....Ext. 4253
    Tom Jones, Career Coach ....Ext. 4217
    Jodie Waldroup, Career Coach ....Ext. 4424

    Michael Despeaux, Director of Career Services.. Ext. 4212

    Sayward Cabe, Financial Aid Director.. Ext. 4315
    Tyler Buchanan, Financial Aid Assistant Director.. Ext. 4207
    Matthew Edison, Financial Aid Counselor .... Ext. 4224
    Jacob Frizzell, Administrative Assistant.. Ext. 4438

    Renea Winchester, Admin. Assistant - Enrollment Services (Swain Center).................366.2000

Student Support Services - Oaks Hall, 1st Floor
    Dominique Benson Barwatt, Director .... Ext. 4408
    Jennifer Ashlock, Health Sciences Academic Advisor/Tutor Liaison .... Ext. 4231
    Mary Lockey, Advisor/Intake Coordinator .... Ext. 4198
    Jade Benavides, Administrative Assistant.. Ext. 4420

Workforce Continuing Education - Founders Hall, 1st Floor
    Scott Sutton, Dean of Workforce Continuing Education ....Ext. 4296
    Latresa Shuler, Administrative Assistant...Ext. 4425
    Tiffany Henry, Director of Small Business ....Ext. 4211
    Melissa Medlin, Workforce CE Registrar ....Ext. 4206

IMPORTANT PHONE NUMBERS—SWAIN CENTER
800.447.4091 • 828.366.2000

Student Servies
    Renea Winchester.. Ext. 2000

College and Career Readiness (GED/HiSet)
    Melanie Phillips ....Ext. 2023

Faculty & Staff
    Brian Kane, Fine Arts .... Ext. 2006
    Jeff Marley, Heritage Arts.. Ext. 2005
    Paul Wolf, Outdoor Leadership.. Ext. 2003

IMPORTANT PHONE NUMBERS—PUBLIC SAFETY TRAINING CENTER

800.447.4091 • 828.306.7041

Public Safety Center Administration
  Curtis Dowdle, Dean of Public Safety Training .... Ext. 7040
  Deven Neal, Administrative Assistant .... Ext. 7041
  Alexandra Fenoglio, Part-Time Administrative Assistant . ... Ext. 7042
  Savannah Conley, Part-Time Administrative Assistant ....Ext. 7034
  Danielle Stevens, Instructional Technologist ....Ext. 7033

Emergency Medical Science Program
  Todd Sumner, EMS Program Director... Ext. 7044
  Amanda Blanton, Part-Time EMS Assistant ....Ext. 7053
  Nathan Breedlove, Clinical Coordinator .... Ext. 7051

Fire and Rescue Program
  Alan McWilliams, Fire/Rescue Program Director.. Ext. 7051
  Benji Johnson, Part-Time Fire/Rescue Support .... Ext. 7051

Law Enforcement Program
  Mitch Boudrot, LETP Director ....Ext. 7043
  Pam Bell, Part-Time Qualified Assistant-NPS PRLEA ....Ext. 7036
  Donald Coleman, NPS Training Coordinator/Instructor....................................Ext. 7055
  Zach Dezarn, NC Law Enforcement Instructor..Ext. 7046
  Matt Reynolds, LETP Scenario Coordinator/Instructor.....................................Ext. 7059
  Robert Cook, LE In-Service Training Coordinator ....Ext. 7052

IMPORTANT PHONE NUMBERS—MACON CAMPUS

800.447.4091 • 828.306.7001

Macon Campus Administration
  Cheryl Davids, Dean of Macon Campus...Ext. 7018
  Molly Hill, Administrative Assistant...Ext. 7001
  Deb Smith, Evening Administrative Assistant ....Ext. 7001
  Kelli Kurczeweski, Evening Administrative Assistant ....Ext. 7001

Early College
  Jill VanOrder, College Liaison ....Ext. 7016

Faculty
  Michael McIntosh ....Ext. 7050
  Stephen Hesselbirg...Ext. 7031
  Elaine Merritt..Ext. 7022
  Rebecca Branden...Ext. 7023

Learning Assistance Center
  Joan Willis, Coordinator ....Ext. 7028

School Resource Officer
  Deputy Chris Owen..Ext. 7015

Student Services
  Kristan Blanton, Director...Ext. 7017

UTAC (University Transfer Advising Center)
  Norrie Meus ....Ext. 7005

ADMISSIONS/ENROLLMENT

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

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

Admission to the College
    Any person who is at least 18 years of age or a high school graduate or its equivalent may be admitted by the college. Verification of high school graduation or equivalency shall be in the form of an official high school transcript or official documentation of high school equivalency scores. Prior to admission to a curriculum program, an applicant must attain designated scores or waivers on one of the approved multiple measure placement indicators: SAT, ACT, high school GPA, the college placement test or approved transferable course work. Students failing to attain the designated scores will be required to successfully complete appropriate transitional course work (see Testing section on page 16). Admission to the college does not imply immediate admission to the curriculum desired by the applicant, and certain health sciences programs generally have additional specific entrance requirements. **
    High school age students may be admitted into curriculum courses based upon the requirements established in the Career and College Promise (CCP) program adopted by the State of North Carolina and the college. For more information about the CCP program, please see page 20 or contact the High School Partnership Coordinator at 339.4465.

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

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

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

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

How to Contact the Admissions Office
    Location: Jackson Campus, Balsam Center, 1st Floor
    Telephone: 800.447.4091 • 828.339.4253 or 828.339.4352
    Address: 447 College Drive, Sylva, N.C. 28779
    Webpage: www.southwesternncc.edu • Email: admissions@southwesternncc.edu

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

NC Residency Determination Service (RDS)
In 2013 the North Carolina General Assembly (SB 402) instructed educational entities in North Carolina to work collaboratively to create a centralized process for determining residency for the purpose of tuition and administration of state financial aid. These entities included the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and the North Carolina State Education Assistance Authority (NCSEAA). As a result of the legislative directive, College Foundation, Inc. (CFI) was selected to develop and administer the statewide Residency Determination Service. Southwestern Community College implemented the Residency Determination Service (RDS) on October 2, 2017.

All individuals applying to Southwestern Community College will be required to complete the online residency determination as part of the admissions process. It is recommended that applicants complete the residency determination well in advance of the semester they wish to start. Upon completion of the residency determination, students will be issued a Residency Certification Number (RCN) which will be utilized at all colleges in NC. Southwestern Community College will continue to work with students who have business sponsorships, are using military benefits or other exceptions allowed by the state. All other residency determinations will be made by CFI and not Southwestern Community College.

The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in circumstances (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (Appeal). All students, parents, faculty, staff and constituents of the North Carolina Community College System should refer to the residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service, processes and required residency guidelines.

Admission Refusal

Per policy 6.01.01, SCC reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from another college or educational entity for non-academic disciplinary reasons. The college also reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant, other individuals or the community. The Dean of Students administers the admissions process and the appeals procedure.

False Information

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

Use of Social Security Numbers

The college collects social security numbers from all applicants for admission to ensure accurate records for required federal and state reporting. The college protects and restricts access to this information and assigns an SCC ID# to each applicant for internal tracking, reporting and day-to-day college business functions. **Disclosure of your social security number is optional.** If you choose not to provide your social security number, a substitute number will be assigned. However, if you plan to apply for federal financial aid or if you plan to deduct your tuition on your taxes, your social security number will be required. If you plan to transfer to another community college or university after attending SCC, providing your SSN allows us to have an accurate number on your college transcript (which will be required as part of the transfer process).

Non-Resident Student Restriction on Enrollment & State Authorization

For students of a state other than North Carolina, SCC must be authorized to offer classes and/or programs by the state in which the student resides.

SCC has joined the National Council for State Authorization Reciprocity Agreements (NC-SARA). As of catalog print time, all US states are included in this reciprocity agreement with the exception of California. If you are a resident of California as of catalog print time you are not authorized to study with us nor can SCC offer off-site learning experiences in California.

APPLICATION TO SELECTIVE ADMISSIONS HEALTH SCIENCES PROGRAMS

Applicants to selective Health Sciences programs are required to:
1. Submit all documents described in the section "Application for Admission to Degree, Diploma, or Selected Certificate Programs."
2. Meet the Placement Test requirements as described in the Testing section and complete all required developmental courses.
3. Meet the additional program requirements outlined by the deadline indicated in the particular Health Sciences program description—see the appropriate program listing in this catalog.
4. Applicants seeking more than one selective admission program must notify the Admissions Office by submitting a Change of Program/Application Update form.

Deadlines for Selective Admission Applications:

Health Program	Application Deadline	Entrance	Test Required
Emergency Medical Science	**October 31**	Spring	ATI-TEAS
Human Services Technology	**April 1, December 7**	Fall, Spring	Gordon Personal Profile Inventory
Medical Assisting (AAS)	**April 1**	Fall	ATI-TEAS
Medical Laboratory Technology	**March 1**	Fall	None
Medical Sonography	**March 1**	Fall	ATI-TEAS
Nursing Associate Degree (RN)	**January 31**	Fall	ATI-TEAS
Occupational Therapy Assistant	**March 1**	Fall	ATI-TEAS
Phlebotomy	**April 1**	Fall	None
Physical Therapist Assistant	**March 1**	Fall	ATI-TEAS
Radiography	**March 1**	Fall	ATI-TEAS
Respiratory Therapy	**April 1**	Fall	ATI-TEAS
Therapeutic Massage	**Ongoing**	Fall	None
(see program descriptions for details)		(see Testing section)	

Applicants should meet with assigned advisor prior to deadline.

TESTING

The Testing Center provides a variety of testing services for SCC students and non-SCC students including placement testing, Health Sciences admission testing and test proctoring. The following information related to placement testing and Health Sciences admission testing is subject to change. Please see the SCC Testing Center webpage for up-to-date information: www.southwesternccc.edu/testing-center.

Placement Testing

Applicants to all degree, diploma and selected certificate programs of study are required to demonstrate competency in English and math. This requirement may be satisfied in one of the following ways:

1. RISE (Reinforced Instruction for Student Excellence)
   • Students who graduated from a United States high school within 10 years prior to enrollment will be placed into courses based on their unweighted high school Grade Point Average (GPA). Placement is as follows:
      - Students with an unweighted GPA of 2.8 or higher will be placed into gateway English and Math courses without a required corequisite support course.
      - Students with an unweighted GPA of 2.2 - 2.799 will be placed into gateway English and Math courses with a required corequisite support course.
      - Students with an unweighted GPA of less than 2.2 will be placed into Transition English and Math courses.
      - Please note that taking the RISE placement test to achieve a higher course placement is not permitted at this time.
   • Students who graduated from a US high school more than 10 years prior to enrollment have the option to either use their unweighted high school GPA for course placement or to take the RISE placement test.
   • Students who completed a high school equivalency diploma (GED or HiSET) may be waived from testing if they meet the following criteria:
      - GED: Students who earned a GED diploma in 2014 or later (2014 series) will be waived from placement testing and placed in courses as follows:
         • Students who scored a 145-164 on all sections of the GED test will be placed into gateway English and Math courses with a required corequisite support course.
         • Students who scored a 165 or higher on all sections of the GED test will be placed into gateway English and Math courses without a required corequisite support course.
      - HiSET: Students who earned a HiSET diploma will be waived from placement testing if they earned a score of 15 or higher on each test section and a score of 4 or higher on the essay. Students who do not meet these score requirements will be required to take the placement test unless they are eligible for waivers based on other criteria.
   • Students who graduated from a high school outside of the United States, who earned a GED prior to 2014 or who received an Adult High School Diploma will be required to take the placement test unless they are eligible for waivers based on the other criteria listed below.

2. SAT
   • Scores for tests taken prior to March 2016: Scores of ≥ 500 in Verbal (Critical Reading) OR ≥ 500 in Writing AND ≥ 500 in Math are required for college-level course placement. Scores for tests taken on or after March 1, 2016: Scores of ≥ 480 in Evidence-Based Reading & Writing AND ≥ 530 in Math are required for college-level course placement.

- Test scores are considered valid for a period of ten years from the date of the assessment.
- For test scores that fall below the established minimums, the college requires transition education courses to improve basic skills.
- The college may require additional math testing prior to being permitted to take upper level math courses.

3. ACT
   - Scores: ACT scores of ≥ 22 in Reading or ≥ 18 in English AND ≥ 22 in Math are required for college-level course placement.
   - Test scores are considered valid for a period of ten years from the date of the assessment.
   - For test scores that fall below the established minimums, the college requires transition education courses to improve basic skills. Students whose test scores are within two points of the benchmark score will be eligible to take a gateway course with a required corequisite course.
   - The college may require additional math testing prior to being permitted to take upper level math courses.

4. College Transfer Credit
   - Students who completed an associate degree or bachelor's degree at a regionally accredited institution will be waived from placement testing.
   - Successful completion of college-level math and English courses at a regionally accredited institution may waive placement testing.
     - Courses must be at the 100 level or higher and must have a grade of "C" or higher.
     - Courses classified as developmental or remedial will not transfer to SCC but may be used to meet the placement test requirement.
   - Official transcripts must be received from the issuing institutions before placement waivers are awarded.

5. Other Placement Tests
   - The college accepts the following placement test types from other institutions:
     - ACCUPLACER NC_DAP. Scores are valid for a period of ten years from the date of the assessment and must include all relevant sections. Course placement will be determined upon receipt of scores.
     - Scores must be sent to SCC directly from the institution that administered the test. Scores will be accepted via mail, fax or email. Hand delivered copies will be accepted provided the scores are received in the original sealed envelope. Copies provided by students will not be accepted.

About the Placement Test

a. Taking the Test
   - The test is free to all SCC applicants.
   - Testing is scheduled by contacting the Testing Center.
   - A valid photo I.D. is required at the time of testing.
   - Test Regulations: Cell phones, smart watches, personal calculators, notebooks, earphones, dictionaries and textbooks are not allowed in the testing room. Students will be provided a secure locker for their belongings.
   - The Testing Center will provide scratch paper, pencils and calculators.
   - Distance learning students (those who do not live in the Jackson, Macon and Swain County area) may contact the Testing Center for assistance with remote testing options.

b. Subject Areas
   - RISE English Testing
     - The RISE English test consists of two tiers. Students must achieve a score of at least 70 on the first tier to progress to the second tier.
     - Students who score less than 70 on the first tier will be placed into a Transitions English course.

- Students who score a 70 or higher on the first tier will be placed into a gateway English course with a required corequisite support course. Students may then choose to take the second tier test for placement into a gateway English course without a required corequisite course. A score of 70 or higher is required on the second tier.
- RISE Math Testing
  - The RISE Math test consists of three tiers. Students must achieve a score of at least 70 on each tier to progress to the next tier.
  - Students who score less than 70 on the first tier will be placed into a Transitions Math course.
  - Students who score a 70 or higher on the first tier may then choose to take the second tier test for placement into gateway math courses if needed. A corequisite course may be required depending on the gateway course.
  - Students who score a 70 or higher on the second tier may then choose to take the third tier for placement into a higher level gateway course if needed.
  - Please refer to the Testing Center website for more details related to the test tiers and course placement.

c. Test Results
- Upon completion of the test, the student will receive a printed score report. The test administrator and your advisor will help you interpret the scores.
- Test Results are valid for a period of 10 years from the date of the test.

d. Retest Policy:
- The RISE Placement Test is valid for 10 calendar years. During this time period, students may retake each test tier one time. A minimum of 48 hours is required between the initial test and the retest to allow time for review of the testing material.
- This policy will also apply to all test scores submitted from other institutions.

Health Sciences Admission Testing
Applicants to some selective admission Health Sciences programs are required to complete additional testing as part of the admission process.
1.   ATI TEAS (Test of Essential Academic Skills) Exam
- Applicants seeking admission into the following selective admission Health Sciences programs must take the ATI TEAS Exam prior to the program deadline: Nursing Associate Degree, Nursing RIBN, Emergency Medical Science, Medical Assisting, Medical Sonography, Occupational Therapy Assistant, Physical Therapist Assistant, Radiography, Respiratory Therapy and Surgical Technology. Please refer to the program section for program deadlines.
- The ATI TEAS exam was developed based upon the 9-12 grade science, reading, math and English language usage standards identified as important for students to possess upon entry into a health science program.
- The score (ranging from 0-100%) will be used as one component in the highly competitive selection process.
- Scores will be considered valid for a term of three years from the date of the exam.
- Students may take the ATI-TEAS exam twice per academic year (August - July). There must be a minimum of 30 days between exams.
- These same requirements apply to applicants who test at another institution and transfer test scores to SCC.
- Health Sciences programs use the score differently based on specific program selection criteria. Please see the Program Coordinator for details.
- Please see the Phase I requirements for each program for information pertaining to a required minimum score to be considered eligible for admission into the program.
- ATI Testing charges a fee of $82 for test administration and scoring. This fee is subject to change. Please see the Testing Center website for current fee information.

- To register for the ATI TEAS, please visit www.atitesting.com.
- For more information about the ATI TEAS test, please contact the Testing Center or refer to the Testing Center webpage at www.southwesterncc.edu/testing-center.

2. GPP-I (Gordon Personal Profile-Inventory)
   - Applicants seeking admission into the Human Services Technology and Human Services Technology-Substance Abuse programs must take the GPP-I prior to the program deadline.
   - There is a $24 fee, which is payable to the Cashier immediately prior to testing. This fee is subject to change. Please see the Testing Center website for current fee information.
   - To register for the GPP-I, please contact the Testing Center.

3. CASAS
   - Applicants seeking admission into the Emergency Medical Science-AAS program must demonstrate Reading Comprehension and Math skills at or above a post-secondary level prior to being eligible for the program.
   - Applicants to this program who have not successfully completed a college-level English course will need to take the CASAS Reading GOALS assessment.
   - Applicants to this program who have not successfully completed a college-level math course will need to take the CASAS Math GOALS assessment.
   - Students seeking to enroll in the EMS-110 course who have not graduated from high school or have not received a High School Equivalency Diploma must score at or above an 11th grade reading level on the CASAS Reading GOALS assessment.
   - See the Testing Center website for more information.
   - Contact the Testing Center to schedule the CASAS assessment.

Proctoring Services

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

- A proctored testing appointment must be scheduled at least two weeks in advance. Ability to schedule proctored tests is determined by the availability of Testing Center staff.
- The student is responsible for ensuring that testing materials arrive no later than 48 hours before the scheduled test.
- Students taking a test proctored by SCC must present a paid receipt for proctoring fees ($25 for non-SCC students or $10 for SCC alumni or former students) and a valid photo identification. Students must also provide any allowable equipment and materials required for the test.
- All testing guidelines provided to the testing proctor by the requesting institution will be followed. A proctor will monitor the student at all times. Information about this service is provided on our Testing Center webpage.
- Please contact the Testing Center to schedule a proctored exam.

How to Contact the Testing Center

Location: Jackson Campus, Balsam Center
Telephone: 800.447.4091 • 828.339.4332 or 4352
Address: 447 College Drive, Sylva, N.C. 28779
Webpage: www.southwesterncc.edu/testing-center
Email: testing@southwesterncc.edu

ORIENTATION

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

Prior to the start of fall and spring semesters, live orientation sessions are conducted on the Jackson campus. Students taking classes on the Macon Campus have the opportunity to stop by the Cecil Groves Building from 3 p.m. to 5 p.m. on the afternoon of orientation. New Student Orientation may also be completed at any point on the college website. Students are not permitted to register for the next semester of classes until they have completed the orientation program, either seat-based or online.

SCC ID CARD STATEMENT

New students are required to obtain an SCC ID Card.

If you are studying at one of our campuses, you can secure your SCC ID card by visiting the Cashier's Office on the Jackson Campus or at the Cecil Groves Center. Bring a photo ID with you.

Online students (typically use the SCC ID card when securing off site testing facilities) can secure an SCC ID card by sending the following information to tholland@southwesterncc.edu via their SCC student email:

- Full Name
- Student ID #
- Image of themselves (preferably with a white or off-white background). Images can be of any size or shape but must clearly show the students' face, free of hats, visors or scarves. Student IDs can only be mailed to the address currently on file. To update your address, visit: www.southwesterncc.edu/change-name-address-notification

Each fall semester you are encouraged to update your SCC ID card. There is no charge associated with this update. If you lose your SCC ID card, a replacement card can be created for you. The cost of the replacement card is $5.

mySCC/WEB MAIL/INFORMATION TECHNOLOGY

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

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

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

COLLEGE ACCESS

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

Career & College Promise

Career & College Promise allows qualified freshmen, sophomores, juniors and seniors in high school to begin their college work toward their post-secondary education goals. Career & College Promise students do not pay tuition but are responsible for program-related fees (if applicable) and course materials such as textbooks.

Please contact the High School Partnership Coordinator at ccp@southwesterncc.edu or visit www.southwesterncc.edu/career-and-college-promise for more information.

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

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

Early College High School

An Early College High School is a small, autonomous high school usually located on a community college campus. Early College High Schools provide students, who enroll in the ninth grade, the opportunity to earn both their high school diploma and an associate degree (or two years of college credit) within their five years of enrollment in Early College. The Early College High School provides a safe, caring school where each child is well-known, intellectually challenged and celebrated by every adult in the building. It is an innovative educational environment accepting students of diverse ability levels through an application process conducted each year.

For more information regarding early college opportunities, please contact your nearest early college directly: Blue Ridge Early College 828.743.2646; Jackson County Early College 828.339.4499; or Macon Early College 828.524.2002.

New Century Scholars

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

Upward Bound

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

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

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

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

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

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

Holders of F-1 visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. Alien Registration Card holders are admitted in the same manner as U.S. citizens.

The college cannot provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees for the duration of the student's course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus, and international students are expected to make their own housing arrangements. International students must be enrolled full time for each semester.

An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants, at the student's expense, except those from countries where English is the native language or unless the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 173 for the computer-based test and 61 for the Internet-based test. A certified copy of the international student's original educational record, to include all previous academic experiences, is required of all degree, diploma or certificate-seeking students. If the original record is written in a language other than English, then a certified copy of an English translation and evaluation by an approved outside source is required at the student's expense. A record of certain immunizations may also be required. The International Student Application is available on the International Students page of the SCC website. Applications received after the deadline for the respective term will not be accepted.

International Student Application Deadlines:
    Spring Semester - October 1
    Summer Semester - February 1
    Fall Semester - May 1

    Undocumented immigrants are eligible for admission. Refer to SCC Policy 6.01.01.01 for special rules. Contact the Admissions Office for the most up-to-date information regarding admission.

Undocumented Students - Friendly Programs at SCC
    In an effort to connect with our undocumented population, SCC has developed a list of programs in which students can graduate without fear of end-of-program licensure exams that would prohibit SCC from granting professional licenses and thereby limiting employment. This list is subject to change. Undocumented students should always communicate their status during SCC advising sessions.

Health Sciences	Career Technologies	Transfer Degrees
Health Information Technology	Accounting	Associate in Arts
Human Services Technology	Advertising and Graphic Design	Associate in Fine Arts
Human Services Technology – Substance Abuse	Air Conditioning, Heating & Refrig.	Associate in Science
Nurse Aide I	Automotive Systems Technology	
Outdoor Leadership	Business Administration	
	Bus. Admin. – Entrepreneurship	
	Business Admin. – Office Admin.	
	Civil Engineering Technologies	
	Culinary Arts	
	Early Childhood Education	
	Electronics Engineering Technology	
	Geomatics Engineering Technology	
	Information Technology – Mobile Applications Developer	
	Information Technologies – Network Management	
	Information Technologies – Software and Web Development	
	Information Technologies – IT Support and Services	
	Mechatronics	
	Medical Office Administration	

1D SBCCC 400.2 dated October 23, 2014, Subparagraph (b)(5) "when considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants."

Readmission

A student who has NOT been enrolled at the college for the previous two semesters must complete an Application for Admission and update residency classification prior to registration. Students applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission, unless waived by the Executive Vice President for Instruction and Student Services. The college reserves the right to refuse readmission to a former student who has unpaid financial obligations at the college or who has not complied with previous disciplinary requirements.

REGISTRATION

Registration dates are published in the academic calendar and procedures are printed in the student handbook. Students are strongly encouraged to register as early as possible to secure the courses they need to progress in their programs.

Final Registration Day

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

Schedule Adjustment

The add/drop period is defined in the academic calendar. Schedule changes are permitted during this time without grade penalty.

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

Transfer of Earned Credit

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

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

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

Previously Earned Credit

Coursework completed in technical areas or programs of study leading to licensure may be subject to the review and approval of the respective Program Coordinator and/or Academic Dean. General education credit 10 years old or older may be subject to dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test (see "Course Credit by Exam" in Academic Information). The age of course work is reviewed for both previously earned credit at SCC and course work being transferred into the College.

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

OTHER ENROLLMENT PROCEDURES
Change of Curriculum

Students who wish to change to a different academic program or add a second major should discuss the proposed change with their academic advisors and submit a "Change of Major" form to the Admissions Office. Change of major forms must be submitted no later than the first two weeks of the semester in which the change is desired. Forms submitted later than the first two weeks will go into effect the subsequent semester.

Change of Name/Address

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

Transfer Agreements

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

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

Veterans

Recipients of veterans' benefits must submit official transcripts of all postsecondary coursework attempted before they can receive VA benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. **Veterans are not eligible to receive VA benefits until all postsecondary transcripts are submitted.** A VA application must be submitted by the student before a student can be certified for benefits by the VA Certifying Official. For more details, contact the VA Certifying Official located in Enrollment Services, Balsam Center or call 828.339.4000.

Credit for AP & CLEP

Southwestern Community College awards Advanced Placement credit as follows:

AP EXAMINATION	SCORE REQUIRED	HOURS GRANTED	SCC COURSE(S) SATISFIED
Art History	3	3	ART 114
	4 or 5	6	ART 114, 115
Biology	3	4	BIO 111
	4 or 5	8	BIO 111, 112
Calculus AB	3	4	MAT 271
Calculus BC	3	8	MAT 271, 272
Chemistry	3	4	CHM 151
	4 or 5	8	CHM 151, 152
Computer Science A	3	3	CIS 115
Computer Science Principles	3	3	CIS 110
English Language and Composition or English Literature and Composition	3	3	ENG 111
	4 or 5	6	ENG 111, 112
Environmental Science	3	4	BIO 140, 140A
European History	3	3	HIS 121
	4 or 5	6	HIS 121, 122
German Language or German Literature	3	6	GER 111, 112
	4 or 5	6	GER 211, 212
US Government & Politics	3	3	POL 120
Macroeconomics	3	3	ECO 252
Microeconomics	3	3	ECO 251
Music Theory	3	3	MUS 110
Physics 1 - Algebra-based	3	4	PHY 151
Physics 2 - Algebra-based	3	4	PHY 152
Physics C: Mechanics	3	4	PHY 251
Physics C: Electricity and Magnetism	4 or 5	8	PHY 251, 252
Psychology	3	3	PSY 150
Spanish Language or Spanish Literature	3	6	SPA 111, 112
	4 or 5	6	SPA 211, 212
Statistics	3	3	MAT 152
Studio Art: 2-D Design	3	3	ART 121
Studio Art: 3-D Design	3	3	ART 122
Studio Art: Drawing	3	3	ART 131
US History	3	3	HIS 131
	4 or 5	6	HIS 131, 132
World History	3	3	HIS 111
	4 or 5	6	HIS 111, 112

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

College Level Examination Program credit will be awarded as follows:

CLEP EXAMINATION	SCORE REQUIRED	HOURS GRANTED	SCC COURSE(S) SATISFIED
American Government	50	3	POL 120
American Literature	50	3	ENG 231
	58	6	ENG 231, 232
Biology	50	4	BIO 111
Calculus	50	4	MAT 271
Chemistry	50	4	CHM 151
College Composition or College Composition Modular	50	3	ENG 111
	59	6	ENG 111, 112
College Math	50	3	MAT 143
English Literature	50	3	ENG 241
	62	6	ENG 241, 242
Financial Accounting	50	4	ACC 120
German Language I	50	3	GER 111
German Language II	60	6	GER 111, 112
History of the United States I	50	3	HIS 131
History of the United States II	50	3	HIS 132
Human Growth and Development	50	3	PSY 241
Information Systems and Computer Applications	50	3	CIS 110
Introductory Business Law	50	3	BUS 115
Introductory Psychology	50	3	PSY 150
Introductory Sociology	50	3	SOC 210
Pre-calculus	50	3	MAT 172
Principles of Macroeconomics	50	3	ECO 252
Principles of Management	50	3	BUS 137
Principles of Marketing	50	3	MKT 120
Principles of Microeconomics	50	3	ECO 251
Spanish Language	56	3	SPA 111
	63	6	SPA 111, 112
Western Civilization I	50	3	HIS 121
Western Civilization II	50	3	HIS 122

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

ACADEMIC INFORMATION

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

ACADEMIC ADVISING

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

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

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

WITHDRAWAL PROCEDURES

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

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

It is the student's responsibility to initiate the withdrawal process. If a student stops attending class and does not complete an official withdrawal, the student's final grade will be an "F". An exception would be a grade of "W" or "AW" if the conditions for an administrative withdrawal are met.

The "W" or "AW" will not influence the grade point average for the semester. However, withdrawing from courses could affect a student's eligibility for financial aid. Students who receive financial aid should always consult the Financial Aid Office before withdrawing from a course. Withdrawn courses are subject to the refund policies of the Business Office. Withdrawing from a course, regardless of the circumstances, does not result in a tuition refund of any amount.

ATTENDANCE REQUIREMENTS AND ADMINISTRATIVE WITHDRAWAL

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

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

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

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

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

Classes in which a student has been administratively withdrawn will reflect a grade of "AW" on the student's transcript. "AW" indicates that a student was administratively withdrawn from a course due to non-attendance, which would have resulted in a failing grade. A grade of "AW" will not influence the quality point ratio for the semester.

Administrative withdrawals will be allowed up to the published administrative withdrawal deadline each semester (approximately the 85% point of the semester). Thereafter, the earned grade will be posted. Tuition refunds or credits will not result from an administrative withdrawal.

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

GRADUATION APPLICATION AND COMMENCEMENT CEREMONY

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

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

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

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

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

2. **Clear Debts:**
    a. Students must pay all debts owed to the college at the Business Office or Library (Only library fines can be paid at the library).
    b. Complete Financial Aid Exit Counseling for student loans at www.studentloans.gov and click on Exit Counseling under Tools and Resources. Contact the Financial Aid Office at financialaid@southwesternccc.edu for further information. If you plan to re-enroll, please notify the Financial Aid Office to inform the Registrar's Office to release your diploma hold.

3. **Get your Graduation Kit:**
    You will need to get your graduation kit (cap, gown, and tassel) from the bookstore. The bookstore can be reached by calling 828.339.4222. This is the only fee associated with graduation (approximately $35).
    By visiting http://colleges.herffjones.com/college/_southwesterncc/ you may also order announcements and class rings (at an additional cost).

4. **Celebrate:**
    Attend the commencement ceremony in the Norman K. Myers Auditorium of the Balsam Center. This building is located on the Jackson Campus in Sylva. Information about the ceremony can be found at www.southwesterncc.edu/registrar/commencement-faqs. The graduate rehearsal is usually held the Thursday before the ceremony in the auditorium at 4 p.m. Refer to the academic calendar for dates and times, as well as informational emails sent by the Registrar's Office.

    Need Special Assistance?
    Graduation is a physical activity. Due to injuries or disabilities, sometimes it is a challenge. If you will be needing special assistance to walk into the auditorium, climb the stairs to the stage, walk across the stage, descend the stairs, hear or see the ceremony or any other activity related to graduation—
    please contact Janina DeHart, Disability Services Coordinator
    (Balsam Center Rm 115, j_dehart@southwesterncc.edu, 828.339.4326).

5. **Wait—Be Patient:**
    Diplomas will be mailed to the address you provided on your graduation application within 6 to 8 weeks following graduation.
    Check your student email. 2-4 weeks following graduation, you will receive an email with instructions on how to claim your e-diploma.

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

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

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

Certificate
    A certificate is awarded after successful completion of 8-18 semester hour credits in a particular certificate-granting program. Certificate programs are designed for specific skill development.

Minimum Course Work Requirements (Credit in Residence)

In order for an associate degree to be awarded, a minimum of 25 percent of required major courses in the degree program must be completed at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the Executive Vice President for Instruction and Student Services.

Multiple Degrees/Diplomas/Certificates

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

E-LEARNING

Southwestern Community College offers e-learning courses in several formats, including web-supported, hybrid, online and Interactive Television (ITV). Students' tuition and fees, access to student support services, and academic credit is the same regardless of course location or mode of delivery. E-learning students are expected to adhere to the college's rules and regulations. E-learning students are expected to be actively engaged in the learning environment and show participation on a consistent basis in alignment with SCC's attendance policy.

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

SCC students access their online courses and materials through the eCampus link on MySCC. This provides access to Moodle, the college LMS. Students are offered a number of opportunities to become familiar with the LMS. The college hosts hands-on training sessions at the Jackson and Macon campuses, during spring and fall semesters. In addition students have access to a self-paced online training course available in Moodle throughout their enrollment at SCC.

Online / Web-centered
- Instruction will be delivered exclusively online.
- Access to a computer with Internet connectivity is required for successful completion.
- Online / Web-centered courses do not require on-campus attendance.
  Real time / synchronous online class sessions and proctored exams may be required. Refer to the comments on the course listing when registering for further clarification.

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

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

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

Interactive Television (ITV)
Interactive Television (ITV) is a course-delivery network that virtually connects properly equipped educational sites in western North Carolina.
- Access to a computer with Internet connectivity is required for successful completion.
- Active student participation is required for satisfactory course completion.
- ITV courses require attendance on all scheduled dates.

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

To audit a course, a student should state his intent to audit no later than the first week of the course. An "AU" will be entered as the student's grade for that course. A student may not switch from a credit to an audit status, or from an audit to a credit status after the add/drop period. Students must meet all requisite requirements in order to audit courses. Additionally, some courses are not available to audit, such as those leading to licensure.

Senior Citizen Audit

Students who are at least 65 years of age (as of the first day of the applicable course) and wish to audit classes must see the Admissions Office for enrollment. Under the Senior Citizen Audit Policy, students are not charged tuition and receive an "SR" grade for the class. Students are charged SCC activity fees and must purchase textbooks and all class supplies.

Course Credit by Examination

Students may earn course credit by examination in selected courses identified by program coordinators, department chairs, or deans. Any student evincing prior proficiency for a course due to provisional work, educational experience or life experience may apply for credit by examination.

Credit by examination may be earned prior to enrolling in a course or up to the 10% point if a student is enrolled in the course. If a student is registered for a course, successful completion of Credit by Examination will not automatically drop that individual from the course. Individuals wishing to drop a course (prior to the start of a semester) should contact their advisor to discuss course load implications.

The applicable testing fee will apply and successful completion of the examination will result in an "S" grade for the course. An "S" grade counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through "Credit by Examination," unless otherwise approved by the Executive Vice President for Instruction and Student Services. Students receiving financial aid should consult the Financial Aid Office prior to attempting Credit by Examination, as it may affect hours and award amounts.

Students wishing to pursue Credit by Examination should use the following procedure:

1. The student will seek approval of the appropriate dean or department chair to earn course credit by examination.
2. Upon approval by the dean or department chair, the student will take the completed form to the Cashier and pay the applicable testing fee. A payment receipt will be attached to the form and returned to the student.
3. The student will return the form and receipt to the dean or department chair. The dean or department chair will make arrangements for administration of the examination.
4. The student will complete the examination; the administrator administering the examination will notify the student of the results.
5. The administrator administering the examination will complete the form and return it to the Registrar.
6. If the student passes the exam, then the Registrar will list an "S" grade on the student's transcript.
7. Upon passing, the student will drop the course if he or she is currently registered for the course.

COURSE CREDIT – ADVANCED PLACEMENT FOR CERTIFICATION/EXPERIENCE/ LICENSURE/TRAINING

A student who has completed training (including job training/experience, classes, seminars and workshops) and/or passed a national or state registry examination for licensure, certification or equivalent may be eligible to earn credit that can be applied toward the completion of a certificate, diploma or Associate of Applied Science degree through one of the following methods:

1. Providing a copy of the current/active licensure, certification or equivalent. Licenses or certifications that have expired will not be considered;

2. Providing proof of training or education completed or experience obtained (i.e. official transcripts, certificates of completion or portfolios);

3. Successfully completing a series of courses from a degree specific program of study as outlined in the College catalog.

Students seeking to determine eligibility must meet the college's admission requirements and, in selective admission programs, all specific program requirements. Additionally, students should review the appropriate program description in the college catalog and contact the coordinator of that program. Eligibility must be approved by the Dean of the division that supervises the program of study. Space in the program of study must be available for the semester sought at the time of the application. A grade of "S" will be awarded for all courses that cover subject matter demonstrated mastered by the attainment and proof of current/active licensure, certification, training, education or experience.

A student must meet the 25% credit hour residency requirement with general education courses or courses related to the field.

Grades in Transition Courses

Grades in all courses below the 100 level should be one of the following: P, P1, P2, P3, R, F, NA, W, or AW and will not count as hours attempted or hours earned for the purpose of calculating a Grade Point Average (GPA).

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

Student Grade Appeal

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

1. Student must appeal the grade to the instructor of record within the following semester. If not resolved;

2. Student may then appeal the grade to the appropriate dean. If not resolved;

3. (Final Step) Student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The decision of the vice president is final.

Work-Based Learning

In keeping with its policy of offering new and enriching opportunities for students, the college awards academic credit for cooperative work experience in many of its curricula. Work-Based Learning is an educational program of practical, supervised, paid and unpaid work experience that is directly related to the student's curriculum. The on-the-job training is a meaningful way for students to learn, to gain valuable work experience, to make educated career choices, develop professional skills, enhance their resume and to potentially earn money while going to college. Interested students should contact their program advisors. Students are expected to have accident/medical insurance.

GRADES
Grading System

Official grades are available online at the end of each semester. The college does not mail grades to students. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a Grade Point Average (GPA) for each semester. Instructors inform students about their specific grading scales. The college does not have a uniform grading scale. The GPA is determined by dividing the total number of grade points by the number of credit hours attempted (excluding courses below the 100 level). A cumulative program GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

Grade	Definition	Grade Points per Semester Hour
A	The student has, in a superior way, met the objectives established for the course.	4
B	The student has more than adequately met the objectives established for the course.	3
C	The student has adequately met the objectives established for the course.	2
D	The student has minimally met the objectives established for the course.	1
F	The student failed to meet the objectives established for the course.	0
I	Incomplete: Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
NA	Never Attended: Indicates the student registered but never attended.	0
P	Passing: Awarded upon mastery of developmental coursework and certain continuing education courses. Eighty percent attendance is required in continuing education courses.	0
P1	Passing Tier 1: Awarded upon mastery of tier 1 in transition courses.	0
P2	Passing Tier 2: Awarded upon mastery of tier 2 in transition courses.	0
P3	Passing Tier 3: Awarded upon mastery of tier 3 in transition courses.	0
R	Repeat: Indicates that a student must repeat his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed, and counts as a failing grade for Financial Aid GPA.	0
AU	Audit: This grade does not count as hours attempted or as hours earned.	0
AP	Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.	0
CP	CLEP Exam: This symbol counts as credit hours earned but does not count in GPA calculations.	0
S	Credit by Exam: The student received credit for the course through a proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through "Credit by Exam" unless otherwise approved by the Executive Vice President for Instruction and Student Services.	0
SP	Secondary Placement: This symbol counts as credit hours earned for certain eligible high school courses but does not count for purposes of calculating GPA.	0
SR	Senior Audit: This grade does not count as hours attempted or as hours earned.	
TR	Transfer Credit: This symbol counts as credit hours earned but does not count in GPA calculations.	0
TP	Transfer Passing: This is used for transferring developmental/transition coursework.	0
TP1	Transfer Passing Tier 1: Awarded for transfer credit of tier 1 in transition courses.	0
TP2	Transfer Passing Tier 2: Awarded for transfer credit of tier 2 in transition courses.	0
TP3	Transfer Passing Tier 3: Awarded for transfer credit of tier 3 in transition courses.	0
AW	Administrative Withdrawal: Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. This symbol does not count as hours attempted for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
W	Withdraw: Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0

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

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

HONORS/ACADEMIC ORGANIZATIONS
President's List
1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a minimum 3.85 grade point average (GPA) to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Transition courses do not count toward the 12 hours or the GPA.
5. Combined coursework of students in consortium programs will be used to determine dean's and president's list eligibility.

Dean's List
1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a 3.5 - 3.849 GPA to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Transition courses do not count toward the 12 hours or the GPA.
5. Combined coursework of students in consortium programs will be used to determine dean's and president's list eligibility.

Annual Academic Awards Ceremony
Students will be eligible to participate in the Academic Awards Ceremony to be held during the spring semester if they meet the following criteria:
1. The student must have earned a minimum of 30 semester hours credit within the last four (4) years by the end of fall semester before the ceremony. The minimum hours must have been earned at SCC. Transition courses do not count towards the 30 hours.
2. The student must be enrolled during the term in which the ceremony is held.
3. The student must have a cumulative average of 3.5 or above.
4. All eligible students will be honored at the Awards Ceremony during the spring semester. Students who maintain a perfect 4.0 cumulative shall receive "high honors" recognition.

Graduating with Honors
1. During the final week of the semester, the Registrar will rank the candidates for associate degrees or diplomas according to their program GPA from the previous semesters of work. Each program GPA will be rounded to two decimal places.
2. Each candidate with a program GPA from 3.90 to 4.00 will graduate summa cum laude.
3. Each candidate with a program GPA from 3.70 to 3.89 will graduate magna cum laude.
4. Each candidate with a program GPA from 3.50 to 3.69 will graduate cum laude.
5. When the selections have been determined by the Registrar, the instructors of those selected will be contacted to determine whether the candidate is maintaining the same quality of work during the final semester as during the previous semesters.
6. Candidates who are failing or doing poor work in the final semester will be excluded from the list when the Registrar receives written notice from the instructors.

SCC Honors Program

    The Honors Program at Southwestern Community College is designed to:

- Intentionally focus on academic excellence including critical thinking, communication skills, and academic inquiry.
- Emphasize development of skills in writing, research and/or advanced project development.
- Engage students and faculty across all disciplines.
- Encourage and support Honors students in leadership and service to the college and the community.

    Honors Program students can complete up to 9 credits of honors work each term. Each course in which an honors project is completed will be indicated on the student's transcript. To finish the Honors Program, students are required to successfully complete Honors projects totaling 12 credit hours or more. This accomplishment will be recognized at commencement.

    In addition to having the opportunity to participate in the highly motivating and academically challenging Honors program, students will enjoy the following benefits:

- Enhanced transfer opportunities
- Invitation to Honors brunch and Academic Awards ceremony
- Leadership and mentoring opportunities
- Direct link to Senior Institution Honor Colleges (SCC honor credits transfer to many institutions)

Eligibility

To be eligible for the Honors Program students must meet the following criteria:

- Incoming Students
  - A high school weighted GPA of 4.00 or higher, or
  - A high school class rank in the top 10%, or
  - An SAT of 1875 or an ACT of 30 or higher
- Current SCC Students
  - A 3.5 or higher cumulative GPA with at least 12 semester hours of college coursework
  - Students with a current behavioral code of conduct on record will not be considered for participation or receive designation.

Honors Credit Appeal

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

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

Alpha Beta Gamma International Business Honor Society – Alpha Omega Chapter

Advisor: Danell Moses, Dean of Career Technologies

    Alpha Beta Gamma International Business Honor Society is the sole business honor society for accredited junior, community and technical two-year colleges. The society exists to recognize and reward academic excellence among business honor students and to recognize the contribution to learning and business of professionals in the local communities. Members of Alpha Beta Gamma are challenged to subscribe to the society's high ideals of scholarship, leadership and cooperation.

To be considered for membership, students must:

- Be currently enrolled full or part-time in a qualifying business-related associate in applied science program
- Have completed at least 15 hours of college-level academic credit during the previous three semesters
- Have a program GPA of 3.0 or higher
- Demonstrate the ideals of scholarship, leadership and cooperation
- Be nominated by program faculty.
- Students with a current behavioral code of conduct on record will not be considered for participation or receive designation.

National Technical Honor Society
Advisor: Thom Brooks, Executive Vice President for Instruction & Student Services

The National Technical Honor Society (NTHS) is an acknowledged leader in the recognition of outstanding student achievement in workforce education. Over 1,500 schools and colleges throughout the United States and foreign countries are affiliated with NTHS.

The Southwestern Community College Chapter of the NTHS was chartered to recognize the achievement of full and part-time students. Members of NTHS must maintain the highest standard of personal and professional conduct, strive for excellence in all aspects of education and employment, refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer, support the mission and purpose of NTHS while working to achieve the objectives and goals of the society, and fulfill their obligations as citizens of their communities and country.

To be considered for membership students must:
- Have completed 12 hours of academic course work above the 100 level
- Be enrolled in a degree, diploma or certificate program
- Have a 3.5 or greater program GPA
- Be nominated by program faculty
- Students with a current behavioral code of conduct on record will not be considered for participation or receive designation.

LICENSING OF GRADUATES

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

POLICIES/PROCEDURES
Academic Forgiveness Procedure

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

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

Academic Probation

Level 1 Warning: Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework.
(A "Warning" does not appear on the student's transcript.)

Level 2 Probation: Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for the two most recently enrolled terms within the past three years will be required to review and modify their academic plans with their advisor. (A "Probation" notation appears on the student's transcript.)

Academic Suspension

Probationary students who have not attained a 2.0 grade point average for the three most recently enrolled terms within the last three years and have a cumulative GPA below 2.0 will be suspended for one semester. (A "Suspension" notation appears on the student's transcript.) Students may appeal an academic suspension per policy 6.02.04.

Disciplinary Suspension

Students who are suspended from the college for violating the Student Code of Conduct (see Student Handbook) will have this suspension noted on the transcript. Students may appeal per Policy 6.03.02.

Course Substitution

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation pur-poses. All course substitutions require the approval of the student's Program Coordinator/Advisor and the appropriate Academic Dean.

The program coordinator/advisor must submit Course Substitution Requests in OnBase. Once the Dean has approved the request, it will be processed by to the Director of Student Records/Registrar's Office.

Curriculum Course Prerequisites

Students may not take a course until a course prerequisite has been met. There are occasions when exceptions may be deemed desirable and appropriate. The instructor and/or program coordinator and the dean/director must approve such exceptions. The Request to Waive a Prerequisite form or the Conditional Registration form must be completed with the advisor and/or academic dean and submitted to the Registrar's Office. Students who are not meeting course prerequisites and/or do not have appropriate documentation on file with the Registrar's Office (as evidenced on the Request to Waive a Prerequisite form or the Conditional Registration form) will be removed from the courses in question by the end of the drop/add period. The documentation will be maintained on file in the dean's office.

ACA 111 College Student Success (or its equivalent) is required for all new degree-seeking students. Students who transfer in 12 or more hours of college credit are exempt from this requirement.

Repeating Courses

Curriculum courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or higher may be repeated only by special permission from the appropri-ate academic dean. When courses are repeated, the grade and hours of the best course will be computed in the cumulative grade point average. The lower grade is shown on the transcript but is not included in the cumulative grade point calculations. If a student receives three "F" grades for the same course, the student must wait at least two academic terms before repeat-ing the course. Exceptions may be made by the instructor or dean. Financial aid may be paid one time only for a student to repeat a previously passed class.

Student Records

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

Students have the right to give or restrict access to their student records. To exercise this right, students should read the "Student Records" policy (found in the Student Handbook) and submit a FERPA Release and Restriction Form to the Registrar's Office.

WEATHER POLICY

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

Announcements concerning college operation will be made by 6:30 a.m. to all students and employees (via email, home phone and/or mobile phone), on social media, the college website and on the local TV and radio stations listed below. However, if weather conditions worsen after the 6:30 a.m. announcement, an additional announcement closing the college for the day will be made no later than 8:30 a.m. Announcements concerning evening classes will be made no later than 3 p.m. The following types of announcements may be made:

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

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

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

SCC Web Page:
www.southwesterncc.edu

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

FINANCIAL INFORMATION

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

EXPENSES

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

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

TUITION AND FEES*
*Tuition for 2020-21. Tuition for 2021-22 will be available after July 1, 2021

Per Semester
Full-Time, 16 hours or more $1,360.00
Non-Resident Full-Time, 16 hours or more $4,432.00
Part-Time Student (per credit hour) $76.00
Non-Resident Part-Time Student (per credit hour) $268.00

OTHER FEES
Activity Fee (per semester) ....$2 per credit hour.
    Maximum $32 per semester. Collected fall and spring only.
Computer Use and Technology Fee (per semester) ....$4 per credit hour.
    Maximum $48 per semester.
Other fees- Emergency Management (per semester).................$4 per credit hour.
    Maximum $64 per semester.
Exception: Curriculum students at Job Corps sites will not be assessed Student Activity or Computer Use and Technology Fees.
Course Credit by Exam..$25
Student ID/Library Card..$1
Replacement Student ID Card (Lost or Stolen)...........................$5
Automobile Registration ....N/C
Accident Insurance (per year - optional, subject to change) $15
TEAS Exam (if applicable - subject to change) $82
GPP-I Assessment (if applicable)...$24
Health Science Clinical Readiness Check....................................$125-$175
Proctor Fee
    Non-SCC Student $25
    SCC Alumni/Former Student..$10
Malpractice Insurance (subject to change) Required for following programs - per year
    Cosmetology...$30
    Emergency Medical Services (per semester)................................$35.50
    Health Information Technology...$30
    Human Services Technology...$30
    Human Services Technology Substance Abuse......................$30
    Medical Laboratory Technology...$30
    Medical Sonography $30
    Nurse Aide $30
    Nursing (Associate Degree) $30
    Occupational Therapy Assistant $30
    Pharmacy Technician $30
    Physical Therapist Assistant...$30
    Phlebotomy...$30
    Radiography $30
    Respiratory Therapy...$30
    Therapeutic Massage...$30
Late Registration Fee $5
    (Full-time returning students registering after registration day)

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

PAYMENT OF TUITION AND FEES

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

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

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

How to Contact Business Services and Cashier's Office
    Location: Jackson Campus, Balsam Center
    Telephone: 828.339.4290 • 800.447.4091, ext. 4290
    Address: 447 College Drive, Sylva, N.C. 28779
    Webpage: www.southwesterncc.edu

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

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

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

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

FINANCIAL AID
Purpose
        The purpose of the financial aid programs at SCC is to provide financial assistance, based on need, to students who normally could not attend college without aid. Financial aid is awarded without regard to age, race, creed, sex or disability. The programs are based on the guiding principle that the student or family of the student has the primary responsibility for educational costs, and the purpose of the financial aid programs is to supplement the student or family contributions. For further information about expected family contribution, see "Financial Need" section below.
        Prospective students are encouraged to gather information about the current costs to attend their program of interest. In addition to tuition, fees and books, some programs require special equipment, supplies or clothing. Students should also discuss all options for paying for education costs with their family.
        Students applying for financial aid should apply as soon as possible but well in advance of the semester they plan to attend. Students should adhere to the deadlines and follow the steps outlined in the "How to Apply for Financial Aid" instructions found later in this section.

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

Financial Need

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

Cost of Attendance - <u>Expected Family Contribution</u> = Financial Need

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

Financial Aid Programs at SCC

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

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

- The <u>Federal Pell Grant</u> is generally awarded to undergraduate students with financial need who have not earned a bachelor's degree. Pell Grants for the 2020 - 2021 school year will range from $672 to $6,495 for the year. Students' EFCs will determine whether or not they are eligible and how much they will receive. If students are eligible, they will be notified of the full-time award amount, but the amount actually paid will depend on whether they are enrolled full-time or part-time, and whether they attend for a full academic year or less. Students may also be eligible to receive additional Pell Grant funds for Summer enrollment.
- The <u>Federal Supplemental Educational Opportunity Grant (FSEOG)</u> is a smaller grant that is awarded to students with the greatest financial need (lowest EFC). Limited funds are provided by the Federal Government and are awarded by the SCC Financial Aid Office to both full-time and part-time students.
- The <u>North Carolina Community College Grant</u> is a program established by the North Carolina General Assembly to help meet the educational costs of attending a community college. To be considered for this grant, students must be North Carolina residents for tuition purposes and enrolled at least half-time (6 credit hours per semester). Students' EFCs will determine whether or not they are eligible and how much they will receive.
- The <u>North Carolina Education Lottery Scholarship (ELS)</u> is a need-based scholarship, and students' EFCs will determine whether or not they are eligible and how much they will receive. Students must be North Carolina residents for tuition purposes, and be enrolled at least half-time (6 credit hours per semester). Filing the FAFSA will submit students' names for consideration for this scholarship.

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

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

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

Scholarships are funds that do not have to be repaid and may be awarded based on financial need or some type of merit (such as academic) or a combination of the two. Students are encouraged to pursue scholarship opportunities throughout their communities such as civic organizations, employers and churches, and to research other national scholarships through reputable organizations and websites. A number of scholarships are offered through the SCC Foundation and other private donors each year. Currently, the SCC Foundation has 53 endowed scholarships and 41 annual scholarships that are awarded each year. The most current list of scholarships administered through SCC and the filing instructions and deadlines can be found on the Scholarship page of the SCC website.

The SCC Foundation Student Emergency Fund was created to assist SCC students who encounter unforeseen financial emergencies, which would otherwise prevent them from continuing their education at SCC. These funds are not intended to be used for routine expenses or as a consistent supplement to a student's education funding sources. This funding is only available during the semester the student is enrolled and the emergency occurs, and requests must be urgent in nature. Students must contact an SCC faculty or staff member regarding their situation, and the employee will contact the SCC Foundation to request an application.

Other Programs

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

- The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program that provides financial assistance to income-eligible persons enrolled in an approved curriculum. The program is usually administered through the NC Works Career Centers in the student's county of residence, although this may vary by county.
- The North Carolina Division of Vocational Rehabilitation provides services to persons with disabilities in order to help them obtain employment. SCC is approved to provide training and education for individuals who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation, Department of Health and Human Services.
- The Cherokee Education and Training Adult Education Program administers educational assistance programs for the Eastern Band of Cherokee Indians and the Bureau of Indian Affairs.

- The <u>U.S. Department of Veterans Affairs</u> provides educational benefits to eligible veterans and to eligible dependents and survivors of certain veterans. Students who believe they are eligible for veterans' benefits should contact the VA Certifying Official in the SCC Enrollment Center to receive an application for benefits and a list of requirements that they must meet.

How to Apply for Financial Aid

In order to receive federal grants, state grants, loans, work-study and most scholarships, you have to file the Free Application for Federal Student Aid (FAFSA). You only need to submit the FAFSA once for each academic year.

1. **File the FAFSA**
    - Go to studentaid.gov and click "Complete the FAFSA Form" from the "Apply for Aid" drop-down menu.
    - Use the IRS Data Retrieval, if eligible, to import tax data to the FAFSA.
    - Be sure to submit the FAFSA and use SCC's federal School Code, 008466.

> **FAFSA Deadlines:** The FAFSA opens Oct. 1 each year for the following year's fall term. SCC has set priority deadlines to ensure that students file in time to allow processing and awarding before the start of each semester. Students are encouraged to file their FAFSA as early as possible and not wait for these deadlines.
>
> May 1 - students starting the next Fall
> Sept. 30 - students starting the next Spring
> Feb. 15 - students starting the next Summer
>
> FAFSAs filed after these deadlines WILL be processed as soon as possible, but eligible students may not have time to be awarded until after the semester has begun.

2. **Apply to an eligible program at SCC**
    - The Financial Aid Office cannot view your Student Aid Report (SAR) until an admissions application to the college is on file.
    - SCC Admissions Office will send you an acceptance letter with your SCC student ID number.
    - Be sure you have selected a program of study that is eligible for financial aid. Each program's eligibility for aid is identified on the SCC website.
3. **Review your Student Aid Report (SAR)**
    - Read emails from the Department of Education, and follow link to view SAR. Read all comments at the end of the SAR.
    - Check information on SAR for accuracy.
    - If you are eligible but did not use the IRS Data Retrieval, please go back and correct your FAFSA using the IRS Data Retrieval.
4. **Send Requested Documents to the SCC Financial Aid Office**
    - Read emails from SCC Financial Aid Office, or go to mySCC/Self-Service to see requested documents.
    - Download any requested Financial Aid Forms, complete and submit to SCC Financial Aid Office.

Satisfactory Academic Progress

To receive financial aid, the federal government requires students to make satisfactory academic progress toward completing a degree or approved program. Progress will be monitored at the end of each semester at SCC. Results are measured cumulatively, so if students have attended SCC in the past, their transcripts will be evaluated for satisfactory academic progress if they return to SCC and apply for financial aid, even if they have not received aid in the past.

Satisfactory academic progress is measured in two ways:

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

If students are not making satisfactory academic progress, they will be notified and placed on financial aid warning for the next semester they are in attendance so that they will have an opportunity to regain satisfactory academic progress. Students are asked to meet with their advisor and sign a form confirming that they understand what they need to accomplish to reach the required standards. They will receive any financial aid for which they are eligible during this one financial aid warning term. At the conclusion of the financial aid warning term, if they are not making satisfactory academic progress, all federal and state aid will be suspended, until they have completed enough additional courses without financial aid to reach the required standards.

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

Withdrawals

If students completely withdraw from all classes or stop attending all classes and have received a Pell Grant, a Federal Supplemental Educational Opportunity Grant, a Federal Direct Loan or a North Carolina Community College Grant or North Carolina Education Lottery Scholarship for that semester, the Financial Aid Office must determine if those funds were earned. Students earn their state aid once they have attended beyond the 35% date of the semester, and their federal aid once they have attended beyond the 60% date of the semester. If more funds were disbursed than earned, students must repay a portion of the difference. The SCC Financial Aid Office will determine the amount students must repay the US Department of Education (ED) and the amount SCC must repay ED or the state of North Carolina. If SCC is required to repay funds because of the withdrawal, students will be expected to repay SCC. Students will receive written notification from the SCC Financial Aid Office of any funds owed due to a full withdrawal.

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

If students stop attending classes but do not initiate the withdrawal procedure, they may be administratively withdrawn from class by their instructor, according to the college's attendance policy for students.

Special Circumstances

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

How to Contact the Financial Aid Office
Location: Jackson Campus, Balsam Center
Telephone: 828.339.4438 • 800.447.4091
Fax: 828.339.4651 • Attn: Financial Aid
Address: 447 College Drive, Sylva, N.C. 28779
Webpage: www.southwesterncc.edu/financial-aid
Email: financialaid@southwesterncc.edu

STUDENT LIFE

- Bookstore
- Career Services
- Clubs and Organizations
- Campus Connections
- Conduct Standards
- Counseling
- Disability Services
- Holt Library
- Learning Assistance
- Student Emergency Support
- Student Identifications/Library Cards
- Student Life
- Student Information
- Student Policies and Procedures
- Student Rights
- Student Right-to-Know Information
- Student Support Services
- Tobacco Use

BOOKSTORE

New and used textbooks as well as school supplies are available at the Jackson campus. The bookstore is located on the first floor of the Burrell Building.

SCC maintains a contract with Follett Higher Education Group to operate the bookstore. Regular bookstore hours are posted each semester at the bookstore entrance, as well as on the bookstore website www.theswccshop.com. Telephone: 828.339.4222.

Financial aid recipients who have awards showing on their account in mySCC may charge books and school supplies at the SCC Bookstore at the beginning of each semester, and those costs will be deducted from their financial aid before any financial aid refunds are issued. The financial aid calendar gives the exact date that charges may begin. This service is provided as a convenience. Students are not required to purchase books this way. Financial aid students wishing to purchase books from another vendor will need to pay for those purchases on their own, and those costs will not be deducted from their financial aid.

CAREER SERVICES

Career Services will partner with your faculty and programs across SCC to help you achieve success in your journey through the PEAK program. We will help you gain the **P**rofessional **E**xploration **a**nd **K**nowledge required to make strong, informed decisions and plan your pathways toward academic, occupational, and career goals.

Career Services offers all students with both in-person services and online tools to explore careers, identify academic pathways to achieve their goals and become successfully employed contributors to the regional community and economy.

Our professional career counselors will help you identify goals, develop a plan to gain experience and work-ready skills, build a resume, write letters of application and practice interviewing. Our online tools will help you define your interests, research careers, practice skills and look for jobs.

Whether you are new to SCC or about to transfer or graduate, Career Services is here to help. Take advantage of our many events and services, most of which are free and tailored to your needs:

1. The SCC Job Board (full and part-time jobs posted for the region and beyond).
2. Resume and cover letter critiquing.
3. Career counseling and career decision-making guidance.
4. Career Seminars and Job Fairs.
5. Big Interview is an online mock interview tool to help you practice interviewing and sharpen your skills.
6. Career Coach is an online, interactive tool that combines self-assessment, major and career exploration, extensive data about real jobs and even job listings.
7. Use Google Meet to meet online with a career counselor to discuss any of these services or tasks!

How to Contact Career Services

Location: Balsam Center, 1st Floor
Telephone: 828.339.4352
Webpage: www.southwesterncc.edu/career-services
Facebook: SCC Career Services
Instagram: SCC_CareerServices

CLUBS AND ORGANIZATIONS

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

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

- Campus Connections
- Car Club
- Ceramics Club
- Culinary Arts Club
- Epsilon Sigma Pi EMS Professional Society
- Helping Hands
- Human Services Club
- Nursing Club
- Nursing Assistant Club
- Outdoor Leadership Club
- PTA Club
- Respiratory Therapy Technology Club
- Sole Destroyers Running Club
- Spanish Club – Macon Campus
- STEM Club
- Student Occupational Therapy Association (SOTA) Club
- Veterans Club

CAMPUS CONNECTIONS

SCC offers a safe and supportive environment for students who are beginning, or living, a life of recovery. The Campus Connections Club's weekly activities and monthly programs support students on their road to a healthy lifestyle, provide a forum to discuss local and regional resources aligned with recovery and raise awareness toward recovery by reducing stigma related to addiction.

CONDUCT STANDARDS

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

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

Students are responsible for knowledge of college rules and regulations. The Standards of Student Conduct are published in the SCC Student Handbook and are available online. Refer to policy 6.03.02.

Title IX of the Education Amendments of 1972:

Southwestern is committed to providing primary training and awareness activities to educate our learning community regarding Title IX, Clery Act and VAWA. A comprehensive list of college efforts can be found at www.southwesterncc.edu/sexual-harassment-and-title-ix.

COUNSELING

SCC's College Counselor is available to help students with a number of issues including: stress, test-taking issues, anxiety, procrastination, motivation, family issues, gender identity, relationships, anger, depression, trauma, aspects of ADD, breaking habits, and other issues.

Counseling services are free. Students are usually seen in individual sessions or small group sessions. Phone calls and video calls are available as appropriate.

The Counseling office also helps students get services from counselors and agencies in the area such as REACH, DSS, Meridian or Appalachian. If a student is already working with counselors or doctors outside of SCC, we can help set up appropriate supplemental support at SCC, such as providing safe places and people to meet with if things get overwhelming or providing coaching focused on specific issues.

Stress is almost universal among humans and especially among students. School can be challenging but there are ways to do it with more clarity, calmness, enjoyment and lot less stress.

The Counseling Office is on the ground floor of the Balsam Center, room 129A. Call 828.339.4243 or email pbuck@southwesterncc.edu.

For local hotlines and resources look up "Counseling Services" on the SCC site or go to: www.southwesterncc.edu/counseling_services.

DISABILITY SERVICES

Southwestern Community College is an open-door institution committed to providing equal access to all students, employees and community members. Student Disability Services (SDS) works in partnership with students, faculty and staff to eliminate or minimize barriers and facilitate full access and inclusion in the college experience and learning process for students with disabilities. SDS serves as an advocate for students while promoting independence, self-determination and personal responsibility.

SDS services level the playing field, promote retention and support academic success. Accommodations are provided when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis. Examples of accommodations include alternative testing arrangements, note-taking assistance, use of assistive technology, preferential seating, video captioning, sign language or visual interpreters, room relocation and alternative assignment formats.

A student must self-identify and register with the Student Disability Services Coordinator and provide necessary documentation of the disability, including the functional limitations imposed by the disability and support for the requested accommodations. Documentation is confidential and maintained as outlined in the Family Educational Rights and Privacy Act (FERPA) of 1974.

Accommodations can be requested at any time in the semester; however, some may take extended time to put in place, so students are strongly encouraged to begin the accommodation request process early.

How to Contact Student Disability Services

Location: Jackson Campus, Balsam Center
Phone: 828.339.4326 • 800.447.4091 ext. 4326
Fax: 828.339.4651 • Attn: Student Disability Services
Email (coordinator): j_dehart@southwesterncc.edu
Webpage: www.southwesterncc.edu/disability_services

HOLT LIBRARY

The Holt Library on the Jackson Campus is an 11,000 square foot facility that houses professional staff, a research collection, 26 computer lab workstations, snack room, instruction/conference room, 4 study rooms and other college offices. Internet access and the Microsoft Office suite are available on the library's computers, with one black/white printer. The library has open WiFi access.

- **Access to Research Resources and Library Assistance:** Students, faculty and staff can login to the "MySCC" page, then select "Library" link on the left menu, on or off campus. This portal offers complete access to the online catalog, digital research sources, article databases, topical research guides and library user information and services. Email, chat and phone assistance are accessible from this page, or you may schedule an appointment with a librarian.
- Non-students may search the online catalog and access basic information on the Library's open-access website, www.southwesterncc.edu/library. Resident borrower cards are available.
- **Library Cards:** Students and employees must bring in their SCC photo ID card to borrow materials. Students and staff on the Macon and Swain campuses may register their SCC ID card online for Library borrowing and may have library books and technology sent to the Macon or Swain Campus receptionist's desk for pickup.
- **Technology Lending:** Laptops, hotspots, calculators and webcams are available for checkout from the library for the entire semester and are due on the last day of class. Students on the Jackson campus, please come to the Holt Library front desk to checkout technology. Students at Macon or Swain campuses, please email us at: library@ southwesterncc.edu to arrange delivery of library technology to your campus for pickup.
- **Library Collection:** The Library's OneSearch discovery tool allows for searching across library resources. Access is simple: Login to MySCC and click the "Library" link on the left menu. To ensure access to career technologies and scholarly research resources for student needs, the Library subscribes to thousands of online electronic journals, magazines, newspapers and ebooks, as well as about 180 online library databases. The "All Books" searches our library print collections and ebooks. SCC holds over 20,000 hard-copy books and audiovisual resources that directly support academic programs. Online access to streaming films is also available from the library website.
- **Special Collections:** Special collections include Reference books, Fiction books, DVD movies, Young Adult books, Children's books and the Small Business Center collection.
- **Reserve Collection:** The faculty may place course-specific materials in this area, located behind the Information Desk to ensure student access to class materials and study aids. Library staff will assist students to access and utilize Reserve materials.
- **Interlibrary Loan Services:** The SCC Library is a member of the CCLINC consortium with access to two million books selected to support academic programs of study. Books from libraries around the country can be borrowed for faculty, staff and students through the Library's OCLC Interlibrary Loan program. Users may contact our library staff to initiate a request to borrow books from other libraries. Borrowers need a library account in good standing.
- **Research Instruction:** The Librarian teaches in-class library instruction on the use of the online catalog, OneSearch and research databases and helps students develop information literacy skills. Faculty members may contact the librarian to request a customized class for a specific topic or assignment. Library instruction classes are held at Jackson Campus, Macon Campus or Swain Centers. All students have access to a basic online library course in Moodle and course-specific online library instruction can also be requested by faculty.

- **Returning Materials:** All library materials must be returned and accounts cleared of fines before students are allowed to register, graduate, or receive a transcript.
- **Library Hours:** Monday – Thursday (8 a.m. to 6 p.m.); Friday (8 a.m. to noon) when SCC classes are in session. Library hours are determined by the college academic calendar and may vary during student breaks, holidays and emergency weather closings.

LEARNING ASSISTANCE

Students are offered a variety of free resources to assist in their learning. Services are available to students regardless of their location or type of course.

Learning Assistance Centers

The Learning Assistance Centers (LACs) provide in-house and online assistance on a drop-in and by-appointment basis. Summer hours vary, and the centers are closed during breaks and on holidays. Any unusual closings are posted in a Notice at the top of the main Learning Assistance Web page found at www.southwesterncc.edu/learning-assistance/learning-assistance.

Learning Assistance Centers are housed on the Jackson and Macon campuses. The centers are staffed with qualified tutors who provide skills-based help with all courses and exam proctoring in a safe, engaging environment. All tutors model and encourage critical thinking, effective study habits, and a positive attitude toward learning. Additionally, these experts assist each student with determining which type(s) of help will be most beneficial and then demonstrate how to access and use them.

SCC students are urged to take advantage of 4-5 weekly hours of by-appointment tutoring. Tutoring is also available on a drop-in basis with no appointment needed. It is available in-house each fall and spring on both the Jackson and Macon campuses as well as online. Each SCC student may also use ThinkingStorm's writing-submission and live-tutoring options, which are especially useful outside of the LAC's open hours. To learn more about accessing and using these services, please click the Tutoring link at the bottom of your Moodle course page.

Test proctoring is provided by both the Jackson and Macon LACs as arranged by students' instructors. Students MUST present a photo ID and should ensure that they have their MySCC login information. Cell phones and other electronic devices will be secured outside of the testing area. To ensure a smooth testing experience, please read "Important Information for Students" at the LAC's Exam Proctoring website before arriving.

If you have any questions with accessing and using the resources at the LAC, please contact Full-Time Jackson LAC Coordinator Toni Knott (828.339.4325; tknott@southwesterncc.edu); Part-Time Jackson LAC Coordinator Julie Bennett (828.339.4304; j_bennett@southwesterncc.edu); or Part-Time Macon LAC Coordinator Joan Willis (828.306.7028; j_willis@southwesterncc.edu).

Jackson Campus LAC

The Jackson Learning Assistance area, located on the upper level of Oaks Hall, consists of the Learning Assistance Center (LAC), Testing Room, and Tutoring Room. The LAC features computers and a printer as well as four enclosed study carrels with computers; the latter include Fusion (ZoomText and JAWS). A scanner is also available. All LAC computers present Read&Write and access to a Virtual Lab that features Adobe Creative Suite; four designated computers feature C++ as well. The Testing Room, which also is a certified Pearson VUE Testing Center, has 20 computers; all include Read&Write and Examplify, and two present Fusion. The Tutoring Room offers six computers (four in study carrels), which feature Read&Write and Fusion.

All Jackson LAC tutors have achieved or are required to complete College Reading and Learning Association's International Tutor Training Program Certification Levels I and II within two semesters after hiring.

Macon Campus LAC

Located in Room 230 on the upper level of Groves Center Building, the Macon LAC is a 12-station computer lab with a printer. Additional laptops are available for use. A private testing room is located within the LAC with three additional computers. Adjacent classrooms are utilized when classes are not in session. Computers feature Read&Write and Fusion to accommodate all students. Scanning and copying options are available with assistance. All Macon LAC tutors are educators and/or adjunct instructors. Tutoring is available on a drop-in basis.

STUDENT EMERGENCY SUPPORT

1. **SCC Foundation Emergency Fund** - The Student Emergency Fund was created by the SCC Foundation to assist SCC students who encounter an unforeseen financial emergency which would otherwise prevent them from continuing their education at SCC. These funds are not intended to be used for routine expenses or as a consistent supplement to a student's education funding sources. This funding is only available during the semester the student is enrolled and the emergency occurs. **Requests must be urgent in nature.** The Student Emergency Fund will award up to a maximum of $250 per student. These funds will not be awarded to the same student in consecutive semesters. For eligibility and procedure information, contact Kathy Posey at k_posey@southwesterncc.edu

2. **SCC Foundation Gas Card** – The Gas Card Fund was created by the SCC Foundation to assist SCC students who have an immediate transportation emergency which would otherwise prevent them from continuing their education at SCC. The Gas Card Fund provides a one-time $25 award for students experiencing urgent transportation need. For eligibility and procedure information, contact Kathy Posey at k_posey@ southwesterncc.edu

3. **Campus Cupboard** – SCC houses a food pantry to combat hunger and support Southwestern Community College students in their pursuit of higher education by providing access to free food options so they may focus on being happy, healthy and successful. The Campus Cupboard is located in the lobby of the Balsam Building.

STUDENT IDENTIFICATION/LIBRARY CARDS

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

STUDENT LIFE

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

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

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

STUDENT INFORMATION

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

STUDENT POLICIES AND PROCEDURES

The following highlighted policies and procedures are a few that affect all students and are published in the SCC student handbook, as well as online. Students are responsible for obtaining a copy of the handbook and becoming familiar with these policies. For a complete list of SCC policies and procedures please visit the SCC website.

POLICY	REFERS TO
6.03.041 Drug-Free Policy	Establishes SCC as a Drug-Free Environment and the penalties for violating the policy.
6.04.05 Student Clubs & Organizations	Guidelines and requirements governing student clubs.
6.04.07 Student Records	FERPA rights compliance, release of records, records inspection and correction, directory information.
6.03.02 Standards of Student Conduct	Defines students' standards of conduct.
6.03.02.01 Discipline and Appeal Procedure for Academic Related Violations	Defines the Discipline and Appeals process for academic violations.
6.03.02.02 Discipline and Appeal Procedure for Non-Academic Related Violations	Defines the discipline and appeals process for non-academic violations.
6.03.03 Discrimination and Unlawful Harassment	Describes SCC's process for managing Title IX violations.
6.03.05 Student Grievance	Defines the orderly process for student grievance against the college.
4.03.09 Weapons on Campus	Defines weapons as allowed on SCC property.

NCCCS Grievance Process

Filing a complaint against the college after completing the college's grievance procedure. After a student has exhausted the college's complaint or grievance procedures, if a matter remains unsolved, a formal complaint may be filed with the online Student Complaint Portal. The Portal is hosted by the Licensure Division of the University of North Carolina System Office. The NCCCS Grievance Procedure website can be found at: www.nccommunitycolleges.edu/complaint-procedures-and-forms.

STUDENT RIGHTS

Academic institutions exist for the transmission of knowledge, the pursuit of truth, and the development of students who promote the well-being 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 explanation and truth. Freedom to teach and freedom to learn are inseparable functions of academic conditions in the classroom, on the campus, and in the community. All should exercise their freedom with responsibility and be mindful of the rights and protections entitled to them by the policies and procedures at SCC and the laws of the community in which SCC resides. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the college. Students have the right to have their performance evaluated solely on an academic basis as defined by the course syllabus, not on opinions or conduct 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 form clubs, as defined through Student Life, to show solidarity to an academic program, societal issue or personal cause. Students have the right to safeguard and protect their official college record, as defined by the Family Educational Rights and Privacy Act (FERPA) of 1974. Students and former students have the right to review their official records and to request a hearing if they want to challenge the content of their record. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied to any student. Should a student violate a college policy, college discipline will be initiated when the presence of the student on campus will (or has) disrupt the educational process. Students have the right to due process during these situations. Due process procedures are established to guarantee a student accused of a Standards of Student Conduct Violation (academic or non-academic) the right to a hearing, a presentation of charges, evidence of charges, the right to present evidence, the right to have a witness on one's behalf, the right to hear witness on behalf of the accuser, and the right to an appeal. If a student violates State or Federal law and the violation adversely impacts the college's pursuit of its recognized educational objectives, the college will enforce its own disciplinary sanctions, in addition to penalties incurred by legal authorities, to maintain a safe and orderly academic environment.

STUDENT RIGHT-TO-KNOW INFORMATION

Southwestern Community College is committed to informing enrolled and prospective students about the probabilities of success in each program as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and who completed their curriculum programs within 1-1/2 times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students in each curriculum at SCC is available from the Registrar. The Career Center can provide current job market information and job-placement data for each academic program. Human Resources can provide campus crime statistics. All information is available at www.southwesterncc.edu.

STUDENT SUPPORT SERVICES

SSS is funded with a Title IV education grant which promotes graduation and transfer rates among eligible participants. This grant assists students in need of academic and personal support so they may achieve their goal of graduation and/or transfer. To qualify for Student Support Services, students must: Be a first-generation college student OR meet income guidelines OR have a documented ADA disability; and have a need for academic support and a willingness to use program services. Program services include academic co-advising, tutoring, academic and personal counseling, supplemental grant aid support, career counseling, volunteer opportunities, referral to community services, and cultural enrichment programs. Services also include an initiative to assist students who want to transfer to a four-year institution. Also available to students is a large resource loan area equipped with computers, laptops, and printers, and a wide variety of course ready, job-ready and resource ready materials in text and software mediums. Students wishing to participate in the Student Support Services program must complete an SSS application and have an intake interview. For additional information visit www.southwesterncc.edu/sss; contact the Student Support Services office at 828.339.4420 or 800.447.4091, ext. 4420; or stop by Student Support Services located on the lower level of Oaks Hall.

TOBACCO USE

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

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

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

COLLEGE AND CAREER READINESS

- General Information
- Admission Eligibility
- Cost
- Course Repetition
- Adult Basic Skills, High School Equivalency (GED® / HiSET Test) and Adult High School
- Basic Skills Plus Program
- The Project SEARCH Program
- English Language / Civics Education
- High School Equivalency (GED®/ HiSET) Testing
- Human Resource Development (HRD)

GENERAL INFORMATION

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

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

Specialized classes are offered at various locations in the service area. There is no fee for registration or for instructional materials. To enroll, call 800.447.4091, ext. 4272 or 828.339.4272.

ADMISSION ELIGIBILITY

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

COST

There is no registration fee for classes in the following program areas: Adult Basic Education (ABE), High School Equivalency (HSE), Adult High School (AHS), and English Language/ Civics Education. The Job and Career Preparation (HRD) classes are offered at no cost to unemployed or underemployed students and community members.

COURSE REPETITION

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

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

Instruction is offered from beginning reading and mathematics to preparation for the high school equivalency test or diploma. The High School Equivalency (HSE) program offers students that did not complete a formal high school program the opportunity to earn their high school credential by preparing for the GED® or HiSET tests with the help of our instructors. Our classroom instruction is based on best practices in adult education and we target our lessons to help students develop the skills and knowledge they will need to pass a high school equivalency exam. Instruction includes Reading Language Arts, Mathematics, Social Studies and Science. The Adult High School diploma program allows students who only need a few credits to earn a diploma from Southwestern Community college.

BASIC SKILLS PLUS PROGRAM

Basic Skills PLUS is designed for students who have not attained their high school diploma nor finished their high school equivalency. Basic Skills Plus provides workforce preparation activities and workforce training for a specific occupation to students concurrently enrolled in an adult high school diploma or high school equivalency program. Structured career pathways and courses are designed to reduce the amount of time a Basic Skills PLUS student is enrolled in the program and provides students with the skills necessary for successful transition into and completion of postsecondary education or training, or employment. Eligible students have course tuition and some fees waived.

Career Pathways include Automotive Systems Technology, Business Administration, Certified Nursing Assistant, Culinary Arts, Early Childhood Education, Medical Assisting Technology and Welding.

THE PROJECT SEARCH PROGRAM

The Project SEARCH program provides young adults with developmental disabilities an opportunity to have three internships during a school year in a host business. The interns receive classroom instruction in employability skills and independent living skills and then on-the-job experience daily. Each intern receives intensive job coaching which continues for a period of time upon job placement after the internship portion of the program. The goal is for each intern to be placed in permanent employment at the end of the program. For additional information call Devonne Jimison at 828.339.4486.

ENGLISH LANGUAGE/CIVICS EDUCATION

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

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

HIGH SCHOOL EQUIVALENCY (GED®/HiSET) TESTING

Southwestern Community College is an official Pearson Vue Testing Center offering the GED® test as well as the Hi-Set test. The assessment provides adults the opportunity to earn a high school credential, and goes further by measuring career-and college-readiness skills that are the focus of today's curriculum and tomorrow's success. The content areas—literacy, mathematics, science, and social studies—will measure a foundational core of knowledge and skills that are essential for career and college readiness. The cost of the GED® Test is $80 and the cost of HiSet Test is $75.

Individuals receiving a total passing score are awarded a High School Equivalency Certificate. This certificate may be accepted as an equivalent to a high school diploma when being considered for employment, seeking a job promotion or applying for admission into a college or university.

Preparation: An individual wishing to prepare for the GED®/HiSET Examination should come to SCC for an initial orientation and enroll in a High School Equivalency class. In the event that any single test score is unsatisfactory, a retest may be taken after further study.

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

HUMAN RESOURCE DEVELOPMENT (HRD)

SCC is committed to assisting our community by offering job and career services to create a more work-ready labor force. The purpose of the HRD program is to educate and train people in the emerging workforce, people in transition and the underemployed workforce for success in the workplace. HRD provides employability training and instruction as well as career development counseling providing much-needed support for workers within the college service area. The department collaborates with area employers ensuring instruction and training are current and relevant to the job market. Services are available in HRD Career Readiness Labs and participants may enroll at any time.

Career Services

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

Also available in the Career Readiness Labs are a variety of workshops that focus on improving personal and professional skills, including soft skills. Topics include: public speaking, problem solving, creative thinking, money management, effective communication, self-assessment, conflict resolution, resume and job application.

Digital Literacy

Our Digital Literacy class is designed for students who need to learn basic computer skills – as well as more advanced users who need help in specific areas. Participants will work through the lessons they need to master so they're not spending time on concepts they already know. Skills that will be covered include how to use a computer, navigating the Internet, engaging with social media and email and accessing online platforms for digital communication. Classes are held in computer labs throughout Jackson, Macon and Swain Counties and SCC will help those without computer or Internet service to find a location for completing their studies.

Fee Waiver Guidelines

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

For more information on this program and how to get started contact: Melanie Phillips, College and Career Readiness Coordinator, 828.366.2023.

WORKFORCE CONTINUING EDUCATION

- General Information
- Admission Eligibility
- Cost
- Customized Training
- Defensive Driving
- Healthcare Professions Training
- Heritage Arts
- Workforce Education
- Online Programs
- Personal Enrichment
- Professional Licensure and Certification
- Pre-Registration/Enrollment
- Refund Policy
- Small Business Center

GENERAL INFORMATION

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

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

These extension courses may or may not earn academic credits that are recognized in a degree or diploma program; however, a certificate may be awarded upon successful completion of a course or series of courses. For some courses, Continuing Education Units (CEUs) are awarded. One CEU may be given for each 10 contact hours of participation in an organized Continuing Education class.

ADMISSION ELIGIBILITY

Admission is open to individuals who are at least 18 years old and who are not enrolled in public school. Sixteen- to 18-year-olds may enroll in some courses, when space is available and pending proper permission. Students under 16 years of age may enroll in summer classes designed specifically for the younger student. Only individuals officially enrolled may attend class.

COST

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

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

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

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

CUSTOMIZED TRAINING

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

DEFENSIVE DRIVING

The National Safety Council's Defensive Driving classes are available at Southwestern Community College. It is your responsibility to determine what options you might have for a traffic ticket. We offer both the 4 Hour driving class and the 8 Hour driving class. Anyone may take advantage of this course, even if you have not received a ticket. The benefit of taking a defensive driving course is being able to keep you and other drivers safe on the road. The Defensive Driving classes are self-supporting.

HEALTHCARE PROFESSIONS TRAINING

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

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

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

HERITAGE ARTS

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

WORKFORCE EDUCATION

Workforce Education programs are specifically designed to prepare individuals for current in-demand jobs in our service area. These programs allow the student to explore their individual interests and train for specific jobs. Programs offered include: Table Gaming, Phlebotomy, Pharmacy Technician, Real Estate, Computer Technician, Electronic Health Records and more.

Please check the continuing education schedule for a list of classes currently being offered at www.southwesternccc.edu/workforce-innovations/workforce-education-0.

ONLINE PROGRAMS

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

PERSONAL ENRICHMENT

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

PROFESSIONAL LICENSURE AND CERTIFICATION

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

PRE-REGISTRATION/ENROLLMENT

Online registration is encouraged for all continuing education courses, except for defensive driving.

The steps for registering using a credit or debit card for payment are as follows:
1.   Go to the website: www.southwesterncc.edu
2.   Look under the Workforce Continuing Education block in green on the right side of the page
3.   Click Online Registration
4.   Type in class keyword
5.   Click Submit (this will present you with a list of classes to peruse)
6.   Check the box(es) next to the class(es) you want
7.   Scroll to the bottom of the page and click Submit
8.   Answer questions and click Submit
9.   Follow steps through payment options

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

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

REFUND POLICY

Registration fee refunds are granted only under the following circumstances:
- A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100-percent refund if an applicable class is canceled.
- 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.
- A 100-percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75-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.
- Self-supporting classes are not eligible for refunds unless the class is canceled.

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

SMALL BUSINESS CENTER

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

Your Small Business Center is a FREE resource that's here to help. Offering confidential one-on-one counseling we're here to help take the confusion out of what can seem like an endless list of rules, regulations and red tape. We can show you what it takes to start your business, serve as a sounding board for your ideas and assist you as your business grows. This SBC offers a multi-faceted approach to facilitating business development by providing prospective and current small business owners with a central point of contact for information, education and assistance.

Seminars & Workshops

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

For more information about our program and offerings or to schedule a meeting with someone from our team visit: http://bit.ly/SBCatSCC or call 828.339.4426

PUBLIC SAFETY TRAINING

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

EMERGENCY MEDICAL SERVICES TRAINING

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

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

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

FIRE AND RESCUE SERVICES TRAINING

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

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

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

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

LAW ENFORCEMENT TRAINING

The Public Safety Training Law Enforcement Training program offers both basic and advanced training in all aspects of law enforcement. SCC-PSTC provides the North Carolina Basic Law Enforcement Training program mandated by the NC Criminal Justice Education and Training Standards Commission and by the NC Sheriff's Education and Training Standards Commission. This program will provide the student with the knowledge and entry level requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission.

SCC-PSTC is one of only six institutions accredited to deliver a basic training program designed to prepare Park Rangers to perform law enforcement in areas administered by the National Park Service.

Academy hours match the most current curriculum as established by the National Park Service – Federal Law Enforcement Training Center. Graduates of the program are eligible to receive a type II law enforcement commission as a Seasonal Ranger with the National Park Service at one of the more than 400 locations comprised of parks, monuments and other facilities of the Park Service in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, the US Virgin Islands and Guam.

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

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

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

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

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

Thom Brooks
SCC Executive Vice President for Instruction and Student Services

Values for Teaching Excellence

- Inspires students to become independent learners

- Promotes the development of critical-thinking skills

- Respects each student as an individual

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

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

- Engages students in learning for practical use and personal growth

- Provides an innovative and accessible educational experience

- Demonstrates an excitement about teaching and learning

- Maintains high standards in a caring, supportive environment

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

Henry Brooks Adams

KEYS FOR CLASSROOM SUCCESS

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

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

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

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

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

ACADEMIC PROGRAMS OF STUDY

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

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

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

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25800
FALL SEMESTER 1

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

SPRING SEMESTER 1

ACC	121	Principles of Managerial Accounting	3	2	0	4
CTS	130	Spreadsheet	2	2	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	140	Payroll Accounting	1	3	0	2
ACC	150	Accounting Software Applications	1	3	0	2
		Totals	12	7	0	15

SUMMER SEMESTER

Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
Choose one of the following:						
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

			Class	Lab	Clinical	Credit
ACC	220	Intermediate Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
Choose one of the following:						
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
Choose one of the following:						
ACC	180	Practices in Bookkeeping	3	0	0	3
ACC	240	Gov. & Not-for-Profit Accounting	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
Choose one of the following:						
ACC	227	Practices in Accounting	3	0	0	3
WBL	111	Work-Based Learning	0	0	10	1
WBL	112	Work-Based Learning	0	0	20	2
		Totals	9-12	0	10-20	10-12

Total Semester Hour Credits: 67-70

DIPLOMA (AAS) - D25800
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
		Totals	12	4	0	14

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	150	Accounting Software Applications	1	3	0	2
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	7	5	0	9

FALL SEMESTER 2

			Class	Lab	Clinical	Credit
ACC	129	Individual Income Taxes	2	2	0	3
ACC	180	Practices in Bookkeeping	3	0	0	3
ACC	220	Intermediate Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
		Totals	11	4	0	13

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
ACC	227	Practices in Accounting	3	0	0	3
		Totals	6	0	0	6

Total Semester Hour Credits: 42

CERTIFICATE - C25800 & C25800CP* - Accounting

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

Total Semester Hour Credits: 16

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

CERTIFICATE - C258001 - Bookkeeping

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	150	Accounting Software Applications	1	3	0	2
ACC	180	Practices in Bookkeeping	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	12	9	0	16

Total Semester Hour Credits: 16

CERTIFICATE - C258002 - Payroll Accounting

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	3	0	2
ACC	150	Accounting Software Applications	1	3	0	2
CIS	110	Introduction to Computers	2	2	0	3
		Totals	12	14	0	18

Total Semester Hour Credits: 18

CERTIFICATE - C258003 - Tax Accounting

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

Total Semester Hour Credits: 17

FACULTY
Sharon Lauffer, Program Coordinator
s_lauffer@southwesterncc.edu
828.339.4616 or 800.447.4091, ext. 4616

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

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

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

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

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

SPRING SEMESTER 1

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

SUMMER SEMESTER

PSY	150	General Psychology	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	5	2	0	6

FALL SEMESTER 2

GRA	121	Graphic Arts I	2	4	0	4
GRD	131	Illustration I	1	3	0	2
GRD	153	Computer Design Tech II	1	4	0	3
GRD	241	Graphic Design III	2	4	0	4
GRD	281	Design of Advertising	1	3	0	2
Choose one of the following:						
ART	264	Digital Photography I	1	4	0	3
GRD	167	Photographic Imaging I	1	4	0	3
		Totals	8	22	0	18

SPRING SEMESTER 2

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

Total Semester Hour Credits: 73

FACULTY
Robert Keeling, Program Coordinator
bkeeling@southwesterncc.edu
828.339.4317 or 800.447.4091, ext. 4317

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

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

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

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

DIPLOMA - D35100
REQUIRED COURSES:

Prefix	Number	Title	Class	Lab	Clinical	Credit
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	120	HVACR Maintenance	1	3	0	2
AHR	210	Residential Building Code	1	2	0	2
AHR	211	Residential System Design	2	2	0	3
ELC	111	Intro to Electricity	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
Choose one of the following:						
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	19-20	29-31	0	34

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

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

Total Semester Hour Credits: 40

CERTIFICATE - C35100 & C35100CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	120	HVACR Maintenance	1	3	0	2
ELC	111	Intro to Electricity	2	2	0	3
		Totals	5	11	0	10

SPRING SEMESTER 1

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

Total Semester Hour Credits: 18

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

ADVISOR
Danell Moses, Dean of Career Technologies
dmoses@southwesterncc.edu
828.339.4341 or 800.447.4091, ext. 4341

Through an agreement with the University of North Carolina system, SCC students can earn up to 60 hours worth of credit that will transfer to any public university and many private colleges in the state. Completion of the Associate in Arts degree ensures students transfer with junior status into most majors. Students should become familiar with the entrance and program requirements at the university they plan to transfer to in order to guide their course selections at SCC. Students who wish to transfer before completing the AA degree should consult closely with the receiving institutions for course-by-course equivalencies.

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

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

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

ENGLISH/COMPOSITION – 6 credit hours required

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

HUMANITIES/FINE ARTS/COMMUNICATIONS – Universal General Education Transfer Component (UGETC) - Select 9 credit hours from at least two different disciplines:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Into to Interpersonal Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

Select 3 credit hours from the following:

COM	140	Intro to Intercultural Communication	3	0	0	3
GER	111	Elementary German I	3	0	0	3
GER	112	Elementary German II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
REL	111	Eastern Religions	3	0	0	3
REL	112	Western Religions	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Universal General Education Transfer Component (UGETC) - Select 9 credit hours from at least two different disciplines:

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

Select 3 credit hours from the following:

ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

NATURAL SCIENCE – Universal General Education Transfer Component (UGETC) - Select 4 credit hours from the following:

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

Select 4 credit hours from the following:

AST	111	Descriptive Astronomy	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
BIO	110*	Principles of Biology	3	3	0	4
BIO	111*	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environ. Biology Lab	0	3	0	1
CHM	131	Intro. to Chemistry	3	0	0	3
CHM	131A	Intro. to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4

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

MATHEMATICS – Universal General Education Transfer Component (UGETC) - 3 credit hours

			Class	Lab	Clinical	Credit
MAT	143	Quantitative Literacy	2	2	0	3

Select 4 credit hours from the following:

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

OTHER REQUIRED HOURS

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

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

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	132	Drawing II	0	6	0	3
ART	214	Portfolio and Resume	0	2	0	1
ART	240	Painting I	0	6	0	3
ART	241	Painting II	0	6	0	3
ART	264	Digital Photography I	0	6	0	3
ART	281	Sculpture I	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	283	Ceramics I	0	6	0	3
ART	284	Ceramics II	0	6	0	3
ART	288	Studio	0	6	0	3
AST	111	Descriptive Astronomy	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
BIO	163	Basic Anatomy & Physiology	4	2	0	5
BIO	168	Anatomy & Physiology I	3	3	0	4
BIO	169	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CHM	130	General, Organic & Biochemistry	3	0	0	3
CHM	130A	General, Organic & Biochemistry	0	2	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Intro. to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4

Prefix	Number	Title	Class	Lab	Clinical	Credit
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Prog. & Logic	2	3	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
COM	140	Intro. to Intercultural Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
EDU	216	Foundations of Education	3	0	0	3
EGR	150	Intro to Engineering	1	2	0	2
ENG	114	Prof. Research & Reporting	3	0	0	3
ENG	125	Creative Writing I	3	0	0	3
ENG	126	Creative Writing II	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
GER	111	Elementary German I	3	0	0	3
GER	112	Elementary German II	3	0	0	3
GER	181	German Lab I	0	2	0	1
GER	182	German Lab II	0	2	0	1
HEA	110	Personal Health/Wellness	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	121	The Nature of America	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
HUM	230	Leadership Development	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4
MAT	273	Calculus III	3	2	0	4
MAT	280	Linear Algebra	2	2	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3

Prefix	Number	Title	Class	Lab	Clinical	Credit
MUS	133	Band I	0	2	0	1
MUS	134	Band II	0	2	0	1
PED	110*	Fit and Well for Life	1	2	0	2
PED	111*	Physical Fitness I	0	3	0	1
PED	117*	Weight Training I	0	3	0	1
PED	118*	Weight Training II	0	3	0	1
PED	122*	Yoga I	0	2	0	1
PED	123*	Yoga II	0	2	0	1
PED	125*	Self-Defense-Beginning	0	2	0	1
PED	137*	Badminton	0	2	0	1
PED	142*	Lifetime Sports	0	2	0	1
PED	143*	Volleyball-Beginning	0	2	0	1
PED	145*	Basketball-Beginning	0	2	0	1
PED	162*	Angling	0	2	0	1
PED	171*	Nature Hiking	0	2	0	1
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	215	Positive Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	275	Health Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
REL	111	Eastern Religions	3	0	0	3
REL	112	Western Religions	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	181	Spanish Lab I	0	2	0	1
SPA	182	Spanish Lab II	0	2	0	1
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3
SPA	221	Spanish Conversation	3	0	0	3

* Limited to 2 elective credit hours

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

TOTAL SEMESTER HOURS: 60

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

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

Barbara Putman, Program Coordinator, ext. 4496
bputman@southwesterncc.edu

Rebecca Branden, 828.306.7023
r_branden@southwesterncc.edu

Jennifer Brooks, ext. 4264
j_brooks@southwesterncc.edu

Susan Cain, ext. 4226
s_cain@southwesterncc.edu

Alison Carter, ext. 4205
a_carter@southwesterncc.edu

Matthew Cass, ext. 4384
mcass@southwesterncc.edu

Chris Cox, ext. 4345
chrisc@southwesterncc.edu

Bucky Dann, ext. 4475
bucky@southwesterncc.edu

Stephen Hesselbirg, 828.306.7031
s_hesselbirg@southwesterncc.edu

James Hippensteel, ext. 4297
j_hippensteel@southwesterncc.edu

Allen Lomax, ext. 4310
h_lomax@southwesterncc.edu

B. Edward Lunsford, ext. 4351
elunsford@southwesterncc.edu

Michael McIntosh, 828.306.7050
m_mcintosh@southwesterncc.edu

Elaine Merritt, 828.306.7022
e_merritt@southwesterncc.edu

Deanne Oppermann, ext. 4298
deanne@southwesterncc.edu

Trevor Rundle, ext. 4383
trundle@southwesterncc.edu

Hilary Seagle, ext. 4363
hseagle@southwesterncc.edu

Hannah Sykes, ext. 4463
h_sykes@southwesterncc.edu

Vicki Todd, ext. 4266
v_todd@southwesterncc.edu

CAREER & COLLEGE PROMISE

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

ASSOCIATE IN ARTS - CAREER & COLLEGE PROMISE - P1012C

ENGLISH/COMPOSITION – 6 credit hours required

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

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

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

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

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

MATHEMATICS – Select one course from the following:

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

CAREER & COLLEGE PROMISE

NATURAL SCIENCES – Select 4 credit hours from the following:

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

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

OTHER REQUIRED HOURS

ACA	122	College Transfer Success	0	2	0	1

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

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

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

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

ADVISORS
April McNiff, High School Partnership Coordinator
a_mcniff@southwesterncc.edu
828.339.4465 or 800.447.4091, ext. 4465

Tom Jones, Career Coach
t_jones1@southwesterncc.edu
828.339.4217 or 800.447.4091, ext. 4217

Jodie Waldroup, Career Coach
j_waldroup@southwesterncc.edu
828.339.4424 or 800.447.4091, ext. 4424

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.

ASSOCIATE IN ARTS IN TEACHER PREPARATON - A1010T

ENGLISH/COMPOSITION – 6 Credit Hours

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

HUMANITIES/FINE ARTS – Select 9 credit hours from the following. One course must be a communications course.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Intro to Interpersonal Communications	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

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

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

MATHEMATICS - Select 3-4 credit hours from the following:

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

NATURAL SCIENCES - Select 4 credit hours - one course with lab:

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

OTHER GENERAL EDUCATION HOURS - 17-18 credit hours

SOC	225	Social Diversity	3	0	0	3

Other Required Hours - 14 credit hours
Academic Transition

ACA	122	College Transfer Success *	0	2	0	1

EDUCATION

EDU	187	Teaching and Learning for All	3	3	0	4
EDU	216	Foundations of Education	3	0	0	3
EDU	250	Teacher Licensure Preparation	3	0	0	3
EDU	279	Literacy Development and Instruction	3	3	0	4

Select 14-15 additional credit hours from the following focused on future major and area of teaching specialization:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
AST	111	Descriptive Astronomy	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
COM	120	Intro to Interpersonal Communication	3	0	0	3
COM	140	Intro to Intercultural Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3

GER	111	Elementary German I	3	0	0	3
GER	112	Elementary German II	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HUM	121	Nature of America	3	0	0	3
HUM	122	Southern Culture	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3

Total Semester Hours Credit in Program: 60

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

PROGRAM COORDINATOR:
Barbara Putman, Dean of Arts & Sciences
bputman@southwesterncc.edu
828.339.4496 or 800.447.4091, ext. 4496

CAREER & COLLEGE PROMISE

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

ASSOCIATE IN ARTS IN TEACHER PREPARATON -
CAREER & COLLEGE PROMISE - P1012T

ENGLISH/COMPOSITION – 6 Credit Hours

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

HUMANITIES/FINE ARTS – Select 9 credit hours from the following. One course must be a communications course.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Introduction to Interpersonal Comm	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

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

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

MATEMATICS - Select 3-4 credit hours from the following:

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

CAREER & COLLEGE PROMISE

NATURAL SCIENCES - Select 4 credit hours from one of the following groups:

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

OTHER REQUIRED GENERAL EDUCATION HOURS – 3 credit hours

SOC	225	Social Diversity	3	0	0	3

OTHER REQUIRED HOURS – 8 credit hours
Academic Transition

ACA	122	College Transfer Success	0	2	0	1

EDUCATION

EDU	187	Teaching and Learning for All *	3	3	0	4
EDU	216	Foundations of Education	3	0	0	3

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

Total Semester Hours credit in program: 40-48**

**Optional General Education Hours (0-8 SHC)
A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High School students in the 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.

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

ADVISORS
April McNiff, High School Partnership Coordinator
a_mcniff@southwesterncc.edu
828.339.4465 or 800.447.4091, ext. 4465

Jodie Waldroup, Career Coach
j_waldroup@southwesterncc.edu
828.339.4424 or 800.447.4091, ext. 4424

Tom Jones, Career Coach
t_jones1@southwesterncc.edu
828.339.4217 or 800.447.4091, ext. 4217

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

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

Through an agreement with the University of North Carolina system, our students can earn up to 61 hours of course credit that will transfer to public universities in the state. Therefore, students will have the option to complete the AFA degree and transfer into a Bachelor of Fine Arts or Bachelor of Arts program. It is advised that students in the program become familiar with the entrance and program requirements at the college or university they plan to transfer to before completing the AFA degree. Students should consult with their advisors to assure course equivalencies and track their academic progress.

ASSOCIATE IN FINE ARTS IN VISUAL ARTS DEGREE (AFA) - A10600

ENGLISH/COMPOSITION – 6 Credit Hours

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

HUMANITIES/FINE ARTS – 6 credit hours. Choose two courses from two different disciplines.

COM	120	Intro to Interpersonal Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – 6 credit hours. Choose two courses from two different disciplines.

ECO	251	Prin. of Microeconomics	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

NATURAL SCIENCE – Select 4 credit hours from the following:

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

MATHEMATICS – Select 3-4 credit hours

MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4

OTHER REQUIRED HOURS - 20 credit hours

ACA	122	College Transfer Success	0	2	0	1
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	132	Drawing II	0	6	0	3
ART	214	Portfolio and Resume	0	2	0	1

Select 15 credit hours from the following:

ART	240	Painting I	0	6	0	3
ART	241	Painting II	0	6	0	3
ART	281	Sculpture I	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	283	Ceramics I	0	6	0	3
ART	284	Ceramics II	0	6	0	3
ART	288	Studio	0	6	0	3

Total Semester Hours Credit: 60-61

FACULTY
Brian Kane, Program Coordinator
b_kane@southwesterncc.edu
828.366.2006 or 800.447.4091, ext. 2006

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

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

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

ASSOCIATE IN GENERAL EDUCATION (AGE) - A10300
(For candidates to all selective-admission programs, excluding Nursing)

I. GENERAL EDUCATION

English – 6 SHC required for AGE degree.

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

Humanities/Fine Arts – 3 SHC required for AGE degree

***	***	Humanities Elective	3	0	3

Social/Behavioral Sciences – 3 SHC required for AGE degree

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

Natural Sciences/Mathematics – 3 SHC required for AGE degree
Mathematics
Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.
 or
Natural Sciences
Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

Total General Education Hour Credits: 15

II. OTHER REQUIRED COURSES (49-50 SHC)

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

Choose one of the following:

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

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

ADVISOR
Mitch Fischer, Dean of Health Sciences
mfischer@southwesternnc.edu
828.339.4331 or 800.447.4091, ext. 4331

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 his or her choice.

ASSOCIATE IN GENERAL EDUCATION – NURSING - A1030N
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
MAT	152	Statistical Methods	3	2	0	4
PSY	150	General Psychology	3	0	0	3
		Totals	12	7	0	15

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
ENG	114	Professional Research & Reporting	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	12	6	0	14

SUMMER SEMESTER 1

HUM	115	Critical Thinking	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

BIO	175	General Microbiology	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
HIS	132	American History II	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PED	122	Yoga I	0	2	0	1
		Totals	10	6	0	13

SPRING SEMESTER 2

COM	231	Public Speaking	3	0	0	3
ENG	232	American Literature II	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
		Totals	12	0	0	12

Total Semester Hour Credits: 60

ADVISOR
Wendy Buchanan, Program Coordinator, [Students S - Z]
w_buchanan@southwesterncc.edu
828.339.4258 or 800.447.4091, ext 4258

Amy Banner, Nursing Instructor [Students A - F]
a_banner@southwesterncc.edu
828.339.4285 or 800.447.4091, ext. 4285

Michelle Evans, Nursing Instructor [Students G - L]
m_evans@southwesterncc.edu
828.339.4619 or 800.447.4091, ext. 4619

Kimi Walker, Nursing Instructor [Students M - R]
k_walker@southwesterncc.edu
828.339.4339 or 800.447.4091, ext. 4339

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

ASSOCIATE IN SCIENCE (AS) - A10400, A10400EC *
COURSE AND HOUR REQUIREMENTS

English/Composition	6
Humanities/Fine Arts	9
Social/Behavioral Science	9
Natural Science	8
Mathematics	8
Other Required Hours	20
TOTAL	60

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

ENGLISH/COMPOSITION – 6 credit hours required

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

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

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

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

ANT	220	Cultural Anthropology	3	0	0	3
ECO	251	Prin. of Microeconomics	3	0	0	3
ECO	252	Prin. of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

NATURAL SCIENCE – Select 8 credit hours from one sequence:

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

MATHEMATICS – Select 4 credit hours from the following:

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

Select 4 credit hours from the following:

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

OTHER REQUIRED HOURS

ACA	122	College Transfer Success	0	2	0	1

Select 11 credit hours from the following:

AST	111	Descriptive Astronomy with	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CIS	115	Introduction to Prog. & Logic	2	3	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
MAT	152	Statistical Methods	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4
MAT	273	Calculus III	3	2	0	4
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4

Select 8 additional credit hours:

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ANT	220	Cultural Anthropology	3	0	0	3
BIO	169	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
CHM	152	General Chemistry II	3	3	0	4
CIS	115	Introduction to Prog. & Logic	2	3	0	3

CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
EGR	150	Intro to Engineering	1	2	0	2
GER	111	Elementary German I	3	0	0	3
GER	112	Elementary German II	3	0	0	3
GER	181	German Lab I	0	2	0	1
GER	182	German Lab II	0	2	0	1
HEA	110	Personal Health and Wellness	3	0	0	3
MAT	280	Linear Algebra	2	2	0	3
PED	110*	Fit and Well for Life	1	2	0	2
PED	111 *	Physical Fitness I	0	3	0	1
PED	117*	Weight Training	0	3	0	1
PED	118*	Weight Training II	0	3	0	1
PED	122*	Yoga I	0	2	0	1
PED	123*	Yoga II	0	2	0	1
PED	125*	Self Defense Beginning	0	2	0	1
PED	137*	Badminton	0	2	0	1
PED	142*	Lifetime sports	0	2	0	1
PED	143*	Volleyball Beginning	0	2	0	1
PED	145*	Basketball Beginning	0	2	0	1
PED	171*	Nature Hiking	0	2	0	1
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	181	Spanish Lab I	0	2	0	1
SPA	182	Spanish Lab II	0	2	0	1

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

Total Semester Hours credit in program: 60

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

Barbara Putman, ext. 4496
Program Coordinator
bputman@southwesterncc.edu

Rebecca Branden, ext. 7050
r_branden@southwestercc.edu

Jennifer Brooks, ext. 4264
j_brooks@southwesterncc.edu

Susan Cain, ext. 4226
s_cain@southwesterncc.edu

Alison Carter, ext. 4205
a_carter@southwesterncc.edu

Matthew Cass, ext. 4384
mcass@southwesterncc.edu

Chris Cox, ext. 4345
chrisc@southwesterncc.edu

Bucky Dann, ext. 4475
bucky@southwesterncc.edu

Stephen Hesselbirg, 828.306.7031
s_hesselbirg@southwesterncc.edu

James Hippensteel, ext. 4297
j_hippensteel@southwesterncc.edu

Allen Lomax, ext. 4310
h_lomax@southwesterncc.edu

B. Edward Lunsford, ext. 4351
elunsford@southwesterncc.edu

Michael McIntosh, ext. 7050
m_mcintosh@southwesterncc.edu

Elaine Merritt, ext. 7022
e_merritt@southwesterncc.edu

Deanne Oppermann, ext. 4298
deanne@southwesterncc.edu

Trevor Rundle, ext. 4383
trundle@southwesterncc.edu

Hilary Seagle, ext. 4363
hseagle@southwesterncc.edu

Hannah Sykes, ext. 4463
h_sykes@southwesterncc.edu

Vicki Todd, ext. 4266
v_todd@southwesterncc.edu

CAREER & COLLEGE PROMISE

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

ASSOCIATE IN SCIENCE - CAREER & COLLEGE PROMISE - P1042C

ENGLISH/COMPOSITION - 6 credit hours required

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

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

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

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

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

MATHEMATICS – Select 8 credit hours from the following:

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

CAREER & COLLEGE PROMISE

NATURAL SCIENCES – Select 8 credit hours from one sequence:

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

OTHER REQUIRED HOURS

ACA	122	College Transfer Success	0	2	0	1

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

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

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

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

ADVISORS
April McNiff, High School Partnership Coordinator
a_mcniff@southwesterncc.edu
828.339.4465 or 800.447.4091, ext. 4465

Tom Jones, Career Coach
t_jones1@southwesterncc.edu
828.339.4217 or 800.447.4091, ext. 4217

Jodie Waldroup, Career Coach
j_waldroup@southwesterncc.edu
828.339.4424 or 800.447.4091, ext. 4424

The Associate in Science 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 the 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 science 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.

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION - A1040T

ENGLISH/COMPOSITION – 6 Credit Hours

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

HUMANITIES/FINE ARTS – Select 6 credit hours from the following. One course must be a communications course.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Introduction to Interpersonal Comm	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Select 3 credit hours from the following:

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

MATHEMATICS – Select 8 credit hours from the following:

MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4

NATURAL SCIENCES – Select 8 credit hours from a set of two courses:

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

OTHER GENERAL EDUCATION HOURS – 15 credit hours.
The following course is required:

SOC	225	Social Diversity	3	0	0	3

OTHER REQUIRED HOURS – 14 credit hours
Academic Transition

ACA	122	College Transfer Success	0	2	0	1

EDUCATION

EDU	187	Teaching and Learning for All*	3	3	0	4
EDU	216	Foundations of Education	3	0	0	3
EDU	250	Teacher Licensure Preparation	3	0	0	3
EDU	279	Literacy Development and Instruction	3	3	0	4

Select 12 additional credit hours from the following focused on future major and area of teaching specialization:

AST	111	Descriptive Astronomy	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
GER	111	Elementary German I	3	0	0	3
GER	112	Elementary German II	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3

MAT	142	Mathematical Concepts II	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Total Semester Hours credit in program: 60-61

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

PROGRAM COORDINATOR:
Barbara Putman, Dean of Arts & Sciences
bputman@southwesterncc.edu
828.339.4496 or 800.447.4091, ext. 4496

CAREER & COLLEGE PROMISE

The CCP College Transfer Pathway leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION - P1042T

ENGLISH/COMPOSITION – 6 Credit Hours

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

HUMANITIES/FINE ARTS – Select 6 credit hours from the following. One course must be a communications course.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	120	Introduction to Interpersonal Comm	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	215	Philosophical Issues	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCES – Select 3 credit hours from the following:

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

MATHEMATICS – Select 8 credit hours from the following:

MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4

CAREER & COLLEGE PROMISE

NATURAL SCIENCES – Select 8 credit hours from one sequence:

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

OTHER REQUIRED GENERAL EDUCATION HOURS – 3 credit hours

SOC	225	Social Diversity	3	0	0	3

OTHER REQUIRED HOURS – 8 credit hours
Academic Transition

ACA	122	College Transfer Success	0	2	0	1

EDUCATION

EDU	187	Teaching and Learning for All *	3	3	0	4
EDU	216	Foundations of Education	3	0	0	3

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

Total Semester Hours credit in program: 42-50

Optional General Education Hours (0-8 SHC)
A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High School students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science degree in Teacher Preparation with the exception of mathematics courses beyond MAT 271.

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

ADVISORS
April McNiff, High School Partnership Coordinator
a_mcniff@southwesterncc.edu
828.339.4465 or 800.447.4091, ext. 4465

Jodie Waldroup, Career Coach
j_waldroup@southwesterncc.edu
828.339.4424 or 800.447.4091, ext. 4424

Tom Jones, Career Coach
t_jones1@southwesterncc.edu
828.339.4217 or 800.447.4091, ext. 4217

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

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A60160
FALL SEMESTER 1

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

SPRING SEMESTER 1

AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Lab	0	3	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
TRN	145	Advanced Transportation Electronics	2	3	0	3

Choose one of the following:

PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	12	11	0	16

SUMMER SEMESTER

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

FALL SEMESTER 2

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

Choose one of the following:

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

SPRING SEMESTER 2

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

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
MAT	110	Mathematical Measurements	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	12	10	0	16

Total Semester Hour Credits: 68

DIPLOMA - D60160
FALL SEMESTER 1

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

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	0	2	0	1
		Totals	7-8	14-16	0	13

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Lab	0	3	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
TRN	145	Advanced Transportation Electronics	2	3	0	3
		Totals	9	11	0	13

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	181	Engine Performance I	2	3	0	3
TRN	140	Transportation Climate Control	1	2	0	2
TRN	140A	Transportation Climate Control Lab	1	2	0	2
		Totals	4	7	0	7

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	116	Engine Repair	2	3	0	3
LDD	112	Introduction to Light-Duty Diesel	2	2	0	3

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
MAT	110	Mathematical Measurements	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	6	7	0	9

Total Semester Hour Credits: 42

BASIC CERTIFICATE - C60160B
SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
TRN	110	Introduction to Automotive	1	2	0	2
TRN	120	Basic Transportation Electricity	4	3	0	5
		Totals	7	11	0	11

SEMESTER 2

AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Systems Lab	0	3	0	1
		Totals	2	6	0	4

Total Semester Hour Credits: 15

ADVANCED CERTIFICATE - C60160A
SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	181	Engine Performance I	2	3	0	3
TRN	140	Transportation Climate Control	1	2	0	2
TRN	140A	Transportation Climate Control Lab	1	2	0	2
		Totals	4	7	0	7

SEMESTER 2

AUT	183	Engine Performance II	2	6	0	4
LDD	112	Intro to Light-Duty Diesel	2	2	0	3
TRN	145	Advanced Transportation Electronics	2	3	0	3
		Totals	6	11	0	10

Total Semester Hour Credits: 17

CERTIFICATE - C60160CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
AUT	181	Engine Performance I	2	3	0	3
TRN	110	Introduction to Automotive	1	2	0	2
TRN	120	Basic Transportation Electricity	4	3	0	5
TRN	120A	Basic Transportation Electricity Lab	0	3	0	1

Total Semester Hour Credits: 18

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

FACULTY

David Myers, Program Coordinator
d_myers@southwesterncc.edu
828.339.4237 or 800.447.4091, ext. 4237

Marty Rowland
w_rowland@southwesterncc.edu
828.339.4259 or 800.447.4091, ext. 4259

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

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

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. Students can complete the courses required for this degree, diploma and certificate as online courses.

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

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

SPRING SEMESTER 1

BUS	139	Entrepreneurship I	3	0	0	3
BUS	168	Electronic Business	2	2	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
Choose two of the following:						
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	135	Principles of Supervision	3	0	0	3
MKT	232	Social Media Marketing	3	2	0	4
MKT	223	Customer Service	3	0	0	3
Choose one of the following:						
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	15	0-4	0	15-17

Total Semester Hour Credits: 65-68

DIPLOMA - D25120

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

FALL SEMESTER 1

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

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
BUS	115	Business Law I	3	0	0	3
BUS	139	Entrepreneurship I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
BUS	168	Electronic Business	2	2	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
ACC	120	Principles of Financial Accounting	3	2	0	4
		Totals	14	4	0	16

SUMMER SEMESTER

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

Total Semester Hour Credits: 38-39

CERTIFICATE - C25120 & C25120CP*

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

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

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

Total Semester Hour Credits: 16

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

***Career & College Promise students MUST take ACC 120.

CERTIFICATE - C25120T & C25120TC*

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	115	College Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
MKT	232	Social Media Marketing	3	2	0	4

Total Semester Hour Credits: 14

* This degree is offered to high school students through the Career & College Promise Initiative. Please refer to page 21 for additional information.

FACULTY
Carolyn Porter, Business Department Chair /
Program Coordinator
cporter@southwesternccc.edu
828.339.4232 or 800.447.4091, ext. 4232

ENTREPRENEURSHIP

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25120ET

FALL SEMESTER 1

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

SPRING SEMESTER 1

ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	139	Entrepreneurship I	3	0	0	3
BUS	168	Electronic Business	2	2	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Totals	14	4	0	16

SUMMER SEMESTER

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

FALL SEMESTER 2

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

ENTREPRENEURSHIP

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
ETR	240	Funding for Entrepreneurs	3	0	0	3
Choose one of the following:						
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	135	Principles of Supervision	3	0	0	3
MKT	232	Social Media Marketing	3	2	0	4
MKT	223	Customer Service	3	0	0	3
Choose one of the following:						
SOC	210	Introduction to Sociology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	15	0-2	0	15-16

Total Semester Hour Credits: 65-67

CERTIFICATE - C25120ET

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

FALL SEMESTER 1

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

Total Semester Hour Credits: 16

FACULTY
William Clark, Lead Instructor
w_clark@southwesterncc.edu
828.339.4275 or 800.447.4091, ext. 4275

OFFICE ADMINISTRATION

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
MKT	223	Customer Service	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
		Totals	12	6	0	15

SPRING SEMESTER 1

BUS	110	Introduction to Business	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	184	Records Management	2	2	0	3
Choose one of the following:						
MAT	110	Mathematical Measurement and Lit	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
		Totals	13-14	4	0	15-16

SUMMER SEMESTER

Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
Choose one of the following:						
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

BUS	260	Business Communications	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
OST	286	Professional Development	3	0	0	3
Choose one of the following:						
ACC	115	College Accounting	3	2	0	4
OST	153	Office Finance Solutions	1	2	0	2
		Totals	12-14	4	0	14-16

OFFICE ADMINISTRATION

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
MKT	232	Social Media Marketing	3	2	0	4
OST	289	Office Administration Capstone	2	2	0	3
		Totals	13	7	0	16

Total Semester Hour Credits: 66-69

OFFICE ADMINISTRATION DIPLOMA - D25370

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

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
		Totals	9	6	0	12

SPRING SEMESTER 1

BUS	110	Introduction to Business	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	184	Records Management	2	2	0	3
		Totals	14	2	0	15

FALL SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	286	Professional Development	3	0	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	11	2	0	12

Total Semester Hour Credits: 39

OFFICE ADMINISTRATION

CERTIFICATE - C25370 & C25370CP*

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

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	164	Office Editing	3	0	0	3
		Totals	8	2	0	9

SPRING SEMESTER 1

OST	136	Word Processing	2	2	0	3
OST	184	Records Management	2	2	0	3
MKT	223	Customer Service	3	0	0	3
		Totals	7	4	0	9

Total Semester Hour Credits: 18

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

FACULTY
Jennifer Barfield, Program Coordinator
j_barfield@southwesterncc.edu
828.339.4462 or 800.447.4091, ext. 4462

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40140

FALL SEMESTER 1

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

SPRING SEMESTER 1

CEG	211	Hydrology & Erosion Control	2	3	0	3
CIV	215	Highway Technology	2	3	0	3
EGR	250	Statics & Strength of Materials	4	3	0	5
SRV	110	Surveying I	2	6	0	4
		Totals	10	15	0	15

SUMMER SEMESTER

ENG	114	Professional Research & Reporting	3	0	0	3
SRV	111	Surveying II	2	6	0	4
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
Choose one of the following:						
ECO	251	Principles of Microeconomics	3	0	0	3
POL	120	American Government	3	0	0	3
		Totals	11	6	0	13

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

Total Semester Hours Credit: 76

FACULTY
David Ivey, Program Coordinator
d_ivey@southwesterncc.edu
828.339.4427 or 800.447.4091, ext. 4427

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

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

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

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

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

FALL SEMESTER 1

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

SPRING SEMESTER 1

COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
ENG	111	Writing and Inquiry	3	0	0	3
***	***	Elective	2-3	0-2	0	3-4
		Totals	9-10	24-26	0	18-19

SUMMER SEMESTER

COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
***	***	Elective	2-3	0-2	0	3-4
		Totals	6-7	12-14	0	11-12

FALL SEMESTER 2

COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
Choose one of the following:						
MAT	110	Mathematical Measurement	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	4	23	0	12

SPRING SEMESTER 2

ENG	114	Professional Research & Reporting	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
BUS	110	Introduction to Business	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
		Totals	12	0	0	12

Total Semester Hour Credits: 66-68

Electives: Take 6-8 hours from:

ACC	120	Principles of Financial Accounting	3	2	0	4
ART	111	Art Appreciation	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	232	Social Media Marketing	3	2	0	4

DIPLOMA - D55140 (1500 Hours), D55140CP*
FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER

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

FALL SEMESTER 2

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

Total Semester Hour Credits: 48

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CERTIFICATE C55140 (1500 Hours)
FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER

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

FALL SEMESTER 2

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

Total Semester Hour Credits: 41

FACULTY
Randy McCall, Program Coordinator
rmccall@southwesterncc.edu
828.339.4238 or 800.447.4091, ext. 4238

Pam Ensley
p_ensley@southwesterncc.edu
828.339.4401 or 800.447.4091, ext. 4401

Debra Ray
dcray@southwesterncc.edu
828.339.4422 or 800.447.4091, ext. 4422

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

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

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

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

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

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	CJ Elective	1-3	0-2	0	2-3
Choose one of the following:						
MAT	110	Math. Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	15-17	4-6	0	18-19

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
WBL	111	Work-Based Learning I	0	0	10	1
		Totals	0	0	10	1

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	223	Organized Crime	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
Choose one of the following:						
SOC	210	Introduction to Sociology	3	0	0	3
SOC	220	Social Problems	3	0	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	18	0	0	18

SPRING SEMESTER 2

CJC	212	Ethics & Community Relations	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	255	Issues in Criminal Justice Applications	3	0	0	3
POL	120	American Government	3	0	0	3
***	***	Criminal Justice Elective	3	0	0	3
		Totals	15	0	0	15

Total Semester Hour Credits: 70-71

Criminal Justice Electives

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

Students who successfully complete a Basic Law Enforcement Training (BLET) program accredited by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriff's Education and Training Standards Commission will receive credit for CJC 120, CJC 121, CJC 131, CJC 132, CJC 221, and CJC 231 (18 credit hours total) toward the Criminal Justice Technology associate of applied science degree program.

CERTIFICATE - C55180CP*
FALL SEMESTER 1

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

SPRING SEMESTER 1

CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

CJC	231	Constitutional Law	3	0	0	3
		Totals	3	0	0	3

SPRING SEMESTER 2

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

Total Semester Hour Credits: 18

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

FACULTY
Tim Coffey, Program Coordinator
t_coffey@southwesterncc.edu
828.339.4276 or 800.447.4091, ext. 4276

Ashley Burleson
acunningham@southwesterncc.edu
828.339.4358 or 800.447.4091, ext. 4358

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CUL	110	Sanitation & Safety	2	0	0	2
CUL	112	Nutrition for Foodservice	3	0	0	3
CUL	140	Culinary Skills I	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	11	12	0	17

SPRING SEMESTER 1

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

SUMMER SEMESTER

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

BUS	230	Small Business Management	3	0	0	3
CUL	120	Purchasing	2	0	0	2
CUL	250	Classical Cuisine	1	8	0	5
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
COM	140	Intro to Intercultural Communication	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	12	8	0	16

Total Semester Hour Credits: 70

CERTIFICATE - C55150 & C55150CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CUL	110	Sanitation & Safety	2	0	0	2
CUL	112	Nutrition for Foodservice	3	0	0	3
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Service Lab	0	2	0	1
CUL	140	Culinary Skills I	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	10	12	0	16

Total Semester hour Credits: 16

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FACULTY
Ceretta Davis, Program Coordinator
ceretta@southwesternccc.edu
828.339.4256 or 800.447.4091, ext. 4256

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55210

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CCT	110	Introduction to Cyber Crime	3	0	0	3
CCT	112	Ethics and High Technology	3	0	0	3
CTI	120	Network & Security Foundation	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	14	5	0	16

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
CCT	121	Computer Crime Investigation	3	2	0	4
CTI	140	Virtualization Concepts	1	4	0	3
ENG	112	Writing & Research in the Disciplines	3	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
		Totals	11	10	0	16

SUMMER SEMESTER

			Class	Lab	Clinical	Credit
MAT	143	Quantitative Literacy	2	2	0	3

Choose one of the following:

			Class	Lab	Clinical	Credit
ECO	151	Survey of Economics	3	0	0	3
PSY	150	General Psychology	3	0	0	3

Choose one of the following:

			Class	Lab	Clinical	Credit
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

			Class	Lab	Clinical	Credit
CCT	231	Technology Crimes & Law	3	0	0	3
CCT	240	Data Recovery Techniques	2	3	0	3
CCT	250	Network Vulnerabilities I	2	2	0	3
CCT	272	Forensic Password Recovery	1	4	0	3
CTI	141	Cloud & Storage Concepts	1	4	0	3
NOS	230	Windows Administration I	2	2	0	3
		Totals	11	15	0	18

SPRING SEMESTER 2

CCT	241	Advanced Data Recovery	2	3	0	3
CCT	251	Network Vulnerabilities II	2	2	0	3
CCT	285	Trends in Cyber Crime	2	2	0	3
CCT	289	Capstone Project	1	6	0	3
NET	175	Wireless Technology	2	2	0	3
		Totals	9	15	0	15

Total Semester Hour Credits: 74

FACULTY
Kirk Stephens, Program Coordinator
kirks@southwesterncc.edu
828.339.4376 or 800.447.4091, ext. 4376

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

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

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

A program that 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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55220EC

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	13	2	0	14

SPRING SEMESTER 1

EDU	131	Child, Family, & Community	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	14	2	0	15

SUMMER SEMESTER

PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
ART	111	Art Appreciation	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

EDU	151	Creative Activities	3	0	0	3
EDU	184	Early Childhood Introductory Practicum	1	3	0	2
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
Choose one of the following:						
EDU	161	Introduction to Exceptional Children	3	0	0	3
EDU	261	Early Childhood Administration I	3	0	0	3
		Totals	13	3	0	14

SPRING SEMESTER 2

COM	231	Public Speaking	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	284	Early Child Capstone Practicum	1	9	0	4
Choose one of the following:						
EDU	162	Observation & Assessment in ECE	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3
		Totals	13	9	0	16

Total Semester Hour Credits: 65

CERTIFICATE - C55220EC, C55220CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	131	Child, Family, Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
		Totals	13	0	0	13

Total Semester Hour Credits: 13

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

FACULTY
Linda Aiken, Program Coordinator
lindaa@southwesterncc.edu
828.339.4220 or 800.447.4091, ext. 4220

B-K LICENSURE TRANSFER

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55220BK

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
Choose one of the following:						
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	14	0	0	14

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	131	Child, Family & Community	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
ENG	111	Writing & Inquiry	3	0	0	3
Choose one of the following:						
AST	111	Descriptive Astronomy and	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
PHY	110	Conceptual Physics and	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
		Totals	15	2	0	16

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
ART	111	Art Appreciation	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
		Totals	6	0	0	6

B-K LICENSURE TRANSFER

FALL SEMESTER 2

COM	231	Public Speaking	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	250	Teacher Licensure Preparation	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

BIO	110	Principles of Biology	3	3	0	4
EDU	216	Foundations of Education	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	284	Early Child Capstone Practicum	1	9	0	4
Choose one of the following:						
ENG	112	Writing/Research in the Discipline	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
		Totals	16	12	0	20

Total Semester Hour Credits: 71

FACULTY
Linda Aiken, Program Coordinator
lindaa@southwesterncc.edu
828.339.4220 or 800.447.4091, ext. 4220

NON-TEACHING LICENSURE TRANSFER

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55220NT

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
Choose one of the following:						
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	14	0	0	14

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	131	Child, Family & Community	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
ENG	111	Writing & Inquiry	3	0	0	3
Choose one of the following:						
AST	111	Descriptive Astronomy and	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
PHY	110	Conceptual Physics and	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
		Totals	15	2	0	16

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
ART	111	Art Appreciation	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	110	Principles of Biology	3	3	0	4
COM	231	Public Speaking	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	261	Early Childhood Admin I	3	0	0	3
		Totals	15	3	0	16

NON-TEACHING LICENSURE TRANSFER

SPRING SEMESTER 2

EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	262	Early Childhood Admin II	3	0	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	284	Early Child Capstone Practicum	1	9	0	4
MAT	143	Quantitative Literacy	2	2	0	3
Choose one of the following:						
ENG	112	Writing/Research in the Discipline	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
		Totals	15	11	0	19

Total Semester Hour Credits: 71

FACULTY
Linda Aiken, Program Coordinator
lindaa@southwesterncc.edu
 828.339.4220 or 800.447.4091, ext. 4220

This curriculum prepares individuals pursuing administrating roles in diverse child care 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.

CERTIFICATE - C55850

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	261	Early Childhood Administration I	3	0	0	3
		Totals	7	0	0	7

SPRING SEMESTER 1

EDU	131	Child, Family and Community	3	0	0	3
EDU	153	Health, Safety and Nutrition	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3
		Totals	9	0	0	9

Total Semester Hour Credits: 16

FACULTY
Linda Aiken, Program Coordinator
lindaa@southwesterncc.edu
828.339.4220 or 800.447.4091, ext. 4220

This curriculum prepares individuals pursuing administrating roles in diverse child care settings. 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.

CERTIFICATE - C55860

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	146	Child Guidance	3	0	0	3
		Totals	7	0	0	7

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	131	Child, Family and Community	3	0	0	3
EDU	153	Health, Safety and Nutrition	3	0	0	3
EDU	145	Child Development II	3	0	0	3
		Totals	9	0	0	9

Total Semester Hour Credits: 16

FACULTY
Linda Aiken, Program Coordinator
lindaa@southwesterncc.edu
828.339.4220 or 800.447.4091, ext. 4220

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
EMS	110	EMT	6	6	3	9
ENG	111	Writing & Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	12	8	3	16

SPRING SEMESTER 1

BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
EMS	122	EMS Clinical Practicum I	0	0	3	1
EMS	130	Pharmacology	3	3	0	4
EMS	131	Adv. Airway Management	1	2	0	2
EMS	160	Cardiology I	2	3	0	3
		Totals	12	11	3	17

SUMMER SEMESTER

BIO	169	Anatomy & Physiology II	3	3	0	4
EMS	220	Cardiology II	2	3	0	3
EMS	221	EMS Clinical Practicum II	0	0	6	2
		Totals	5	6	6	9

FALL SEMESTER 2

EMS	210	Advanced Patient Assessment	1	3	0	2
EMS	240	Patients with Special Challenges	1	2	0	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	250	Medical Emergencies	3	3	0	4
EMS	260	Trauma Emergencies	1	3	0	2
EMS	270	Life Span Emergencies	3	3	0	4
		Totals	10	13	9	17

SPRING SEMESTER 2

EMS	235	EMS Management	2	0	0	2
EMS	241	EMS Clinical Practicum IV	0	0	12	4
EMS	285	EMS Capstone	1	3	0	2
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	9	3	12	14

Total Semester Hour Credits: 73

CERTIFICATE - C45340 & C45340CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	163	Basic Anatomy & Physiology	4	2	0	5
EMS	110	EMT	6	6	3	9
		Totals	11	8	3	15

Total Semester Hour Credits: 15

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

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the spring of each year. Applications and supporting documents must be completed and submitted by Phase I deadline, if applicable. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I - To be completed by Oct. 31

The applicant must:

1. Complete an application (if not currently enrolled). Designate Emergency Medical Science AAS Degree (A45340) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Must be age 18 or older prior to Spring Semester 1.
3. Must possess a valid and active EMT credential defined as a North Carolina Credential, National Registry EMT (NREMT) Credential or other states' EMS credential.
4. Successful completion of ENG 111 or CASAS Reading and Comprehension score above post-secondary level prior to Spring Semester 1.
5. Successful completion of MAT 143 or CASAS math score above post-secondary level prior to Spring Semester 1.
6. Be enrolled in EMS Certificate C45340 or C45340CP. Must be enrolled or show evidence of completion of ACA 111. Students who already hold current NC EMT or Advanced EMT (state or national) may be eligible for advanced placement credit for EMS 110 at the discretion of the Program Coordinator.
7. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
8. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
9. Must take ATI-TEAS Exam. Refer to the website for cut-off scores.
10. Submit a copy of a current/valid North Carolina drivers license.

PHASE II

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once an applicant returns the signed Acknowledgment of Acceptance form to the Admissions Office, they will be fully accepted into the program. Accepted applicants will receive health forms in their provisional acceptance package. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. These forms should be sent to the program coordinator by Jan. 5. Failure to complete the health packet may result in relinquishment of full acceptance status.

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

BRIDGING PROGRAM COURSE WORK

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

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

GENERAL EDUCATION COURSES

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

EMERGENCY MEDICAL SCIENCE COURSES

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	235	EMS Management	2	0	0	2
EMS	240	Patients with Special Challenges	1	2	0	2
EMS	280	EMS Bridging Course	2	2	0	3
		Totals	5	4	0	7

Total Semester Hour Credits: 30

NOTES

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

FACULTY

Eric Hester, Program Coordinator
ehester@southwesterncc.edu
828.339.4277 or 800.447.4091, ext. 4277

Tony Belcher, Clinical Coordinator
mbelcher@southwesterncc.edu
828.339.4309 or 800.447.4091, ext. 4309

This 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, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

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

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

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CEG	211	Hydrology & Erosion Control	2	3	0	3
DFT	152	CAD II	2	3	0	3
EGR	250	Statics & Strength of Materials	4	3	0	5
SRV	110	Surveying I	2	6	0	4
		Totals	10	15	0	15

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research & Reporting	3	0	0	3
SRV	111	Surveying II	2	6	0	4
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
Choose one of the following:						
ECO	251	Principles of Microeconomics	3	0	0	3
POL	120	American Government	3	0	0	3
		Totals	11	6	0	13

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CEG	111	Introduction to GIS & GNSS	2	4	0	4
CEG	210	Construction Materials & Methods	2	3	0	3
CIV	111	Soils and Foundations	2	4	0	4
SRV	210	Surveying III	2	6	0	4
SRV	220	Surveying Law	2	2	0	3
		Totals	10	19	0	18

SPRING SEMESTER 2

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

Total Semester Hours Credit: 76

FACULTY
David Ivey, Program Coordinator
d_ivey@southwesterncc.edu
828.339.4427 or 800.447.4091, ext. 4427

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

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

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

The HIT program is accredited by Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45360

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
HIT	110	Intro to Healthcare and HIM	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	15	2	0	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy and Physiology	4	2	0	5
ENG	114	Professional Research & Reporting	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
HUM	110	Technology and Society	3	0	0	3
MAT	152	Statistical Methods	3	2	0	4
		Totals	15	7	0	18

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	112	Health Law & Ethics	3	0	0	3
HIT	226	Pathophysiology & Pharmacology	2	3	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	3	0	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	122	Professional Practice Experience I	0	0	3	1
HIT	211	Diagnosis Coding & Reporting	2	3	0	3
HIT	213	Inpt. Procedure Coding & Reporting	1	3	0	2
HIT	218	Management Principles in HIT	3	0	0	3
HIT	220	Electronic Health Records	1	2	0	2
HIT	221	Life Cycle of EHR	2	2	0	3
		Totals	9	10	3	14

SPRING SEMESTER 2

HIT	214	OP Procedure Coding / Reporting	1	3	0	2
HIT	215	Revenue Cycle Management	1	3	0	2
HIT	217	Quality and Data Analysis	2	3	0	3
HIT	222	Professional Practice Experience III	0	0	6	2
HIT	225	Healthcare Informatics	2	3	0	3
HIT	227	Informatics Project Management	2	2	0	3
HIT	280	Seminar in HIT	2	0	0	2
		Totals	10	14	6	17

Total Semester Credit Hours: 74

ADMISSIONS CRITERIA

The applicant must:

1. Complete an application (if not currently enrolled). Designate Health Information Technology AAS Degree (A45360) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: Student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.

NOTES

1. Applicants should be able to demonstrate typing competence.
2. Applicants are responsible for submitting all the necessary records to the College Registrar's Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non Health Information Technology general education and related coursework prior to being accepted into the program.
5. All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
6. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/ or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

PROFESSIONAL PRACTICE PREREQUISITES

A student must earn a final grade of "C" or better in the HIT and related courses to progress in the program.

Also, prior to professional practice, the student must have completed SCC's health forms by the appropriate medical personnel. These completed forms must indicate that the student is capable of meeting the health requirements of the program. Students must also purchase liability insurance through SCC's Business Office.

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

FACULTY
Penny Wells, Program Coordinator
pwells@southwesterncc.edu
828.339.4362 or 800.447.4091, ext. 4362

Amber Sutton, Instructor
a_sutton@southwesterncc.edu
828.339.4263 or 800.447.4091, ext. 4263

HEALTH INFORMATICS

The Health Informatics certificate will provide individuals with the knowledge and skills to assess the environment of clinical practice, make recommendations for adoption of related technology, and lead the implementation of IT projects related to the collection, storage, and management of patient data within electronic health record systems.

Course work includes data collection, data sets and reporting for compliance, workflow analysis, the system development lifecycle with emphasis on impact within the clinical setting, vendor selection process, training of end users, and skills/tools used to manage IT projects.

Upon completion, the student will be able to explain data needs, capture methodology and retention of patient clinical data, perform an environmental assessment of data needs, prioritize clinical needs to determine vendor product selection, develop a plan for end user education/training, and create supporting end user training documentation. Opportunities would exist within large healthcare organizations, physician practices, clinics and vendor sales.

CERTIFICATE - C453601
SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
		Totals	2	2	0	3

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	221	Lifecycle of EHR	2	2	0	3
HIT	220	Electronic Health Records	1	2	0	2
		Totals	3	4	0	5

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	225	Healthcare Informatics	2	3	0	3
HIT	227	Informatics Project Mgt	2	2	0	3
		Totals	6	8	0	9

Total Semester Hour Credits: 17

ADMISSIONS CRITERIA
The applicant must:
1. Complete an application (if not currently enrolled). Designate Health Informatics Certificate (C453601) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).

HEALTH INFORMATICS

5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
    a. High school GPA of 2.8 or higher within the past 10 years
    b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
    c. High school GPA of below 2.2 within the past 10 years: Student will be eligible for admission after completion of required transition English and math courses.
    d. High school graduation prior to the past 10 years: student will be eligible for Phase II of the selective admission process after successful completion of the RISE placement test or the required transition English and math courses.

NOTES
1. Applicants are responsible for submitting all the necessary records to the College Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Health Professionals may be able to advance place out of some courses. Coursework required will be program specific. A grade of "S" will be awarded for all courses that cover subject matter demonstrated mastered by the attainment and proof of current/active licensure or certification or degree.

FACULTY
Penny Wells, Program Coordinator
pwells@southwesterncc.edu
828.339.4362 or 800.447.4091, ext. 4362

MEDICAL CODING

The Medical Coding Certificate prepares students to classify and code procedures and diagnoses. Graduates of this program will be able to work primarily in ambulatory care settings such as physician offices, clinics and surgery centers.

CERTIFICATE - C453602
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	211	Diagnosis Coding & Reporting	2	3	0	3
HIT	213	Inpt Procedure Coding & Reporting	1	3	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	9	6	0	11

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	214	OP Procedure Coding / Reporting	1	3	0	2
HIT	215	Revenue Cycle Management	1	3	0	2
		Totals	4	9	0	7

Total Semester Hour Credits: 18

ADMISSIONS CRITERIA
The applicant must:
1. Complete an application (if not currently enrolled). Designate HIT - Medical Coding Certificate - (C453602) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for Phase II of the selective admission process after successful completion of the RISE placement test or the required transition English and math courses.

FACULTY
Penny Wells, Program Coordinator
pwells@southwesterncc.edu
828.339.4362 or 800.447.4091, ext. 4362

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

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

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

Graduates choosing to continue their education may transfer to Western Carolina University's Social Work Program as juniors under our articulation agreement. A degree in Social Work increases opportunities for employment in mental health, nursing homes, veterans services, hospitals, elementary and high schools, child protective services, jails and prisons, and vocational rehabilitation.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45380

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Writing & Inquiry	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PSY	241	Developmental Psychology	3	0	0	3
Choose one of the following:						
GRO	120	Gerontology	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
		Totals	16	2	0	17

SUMMER SEMESTER

COM	231	Public Speaking	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

HSE	112	Group Process I	1	2	0	2
HSE	125	Counseling	2	2	0	3
HSE	170	Recovery Services	3	0	0	3
HSE	220	Case Management	3	0	0	3
HSE	240	Issues in Client Services	3	0	0	3
		Totals	12	4	0	14

SPRING SEMESTER 2

HEA	110	Personal Health & Wellness	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SWK	110	Introduction to Social Work	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Seminar I	1	0	0	1
Choose one of the following:						
BIO	163	Basic Anatomy & Physiology	4	2	0	5
HSE	215	HealthCare	3	2	0	5
		Totals	13-14	2	10	16

Total Semester Hour Credits: 72

CERTIFICATE - C45380

This certificate is designed to appeal to those professionals who desire increased knowledge and skills to augment their current education and experience. This certificate will provide participants with information and skills in helping by learning how to develop trust, understanding family dynamics, including domestic violence, and how to help a person through a crisis such as divorce, death, unemployment, or past child abuse. The certificate will provide awareness on how to increase self-growth as a helper of others and how to develop strategies to prevent burnout. Professionals who are likely to be interested in this certificate are people in ministry, non-profit agencies as well as volunteers in the human services field. This certificate should also appeal to those who are employed in a human services agency without specific education and training in Human Services skills.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	170	Recovery Services	3	0	0	3
HSE	225	Crisis Intervention	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	15	9	0	18

Total Semester Hour Credits: 18

Admission Criteria for Human Services Technology and Human Services Technology-Substance Abuse:

It is important that all potential applicants for the Human Services and Substance Abuse Treatment Programs understand the admissions process. Please review carefully the information regarding minimum requirements and other pertinent information.
The applicant must:
1. Complete an application (if not currently enrolled). Designate Human Services Technology AAS Degree (A45380) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.

4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
    a. High school GPA of 2.8 or higher within the past 10 years
    b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and MAT 143 and their corresponding corequisites. This is a required corequisite for the program.
    c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
    d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Complete a writing sample and email to l_clancy@southwesterncc.edu. To obtain the topic for the writing sample, email l_clancy@southwesterncc.edu
7. Complete the Gordon Personal Profile Inventory ($25 fee) through the testing center.
8. All candidates need to complete their advising session with the Program Director by the following dates:
    a. **Fall 2021 Semester** - prior to July 1, 2021 or until slots are full. An email will be sent by July 10, 2021 confirming admission to the program.
    b. **Spring 2022 Semester** - prior to December 1, 2021 or until slots are full. An email will be sent by December 10, 2021 confirming admission to the program.

Notes:
1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. All students admitted into a health science program may be required, by clinical or work-based site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health sciences program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
Lori Clancy, Program Coordinator
l_clancy@southwesterncc.edu
828.339.4397 or 800.447.4091, ext. 4397

Nicole Conner, Clinical Coordinator
h_conner@southwesterncc.edu
828.339.4319 or 800.447.4091, ext. 4319

SUBSTANCE ABUSE

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

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the 12 Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Addiction Specialist Professional Practice Board (NCASPPB) with certification for a Certified Drug and Alcohol Counselor (CDAC).

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A4538E
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	170	Recovery Services	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	15	6	0	18

SPRING SEMESTER 1

HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
ENG	111	Writing & Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
Choose one of the following:						
GRO	120	Gerontology	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
		Totals	17	2	0	17

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

HSE	125	Counseling	2	2	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Seminar I	1	0	0	1
Choose one of the following:						
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
		Totals	12	4	10	14

SPRING SEMESTER 2

SAB	120	Intake and Assessment	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	250	Prevention & Education	2	0	0	2
SOC	213	Sociology of the Family	3	0	0	3
WBL	121	Work-Based Learning II	0	0	10	1
WBL	125	Work-Based Seminar II	1	0	0	1
		Totals	11	2	10	13

Total Semester Hour Credits: 71

SUBSTANCE ABUSE

Admission Criteria for Human Services Technology and Human Services Technology-Substance Abuse:

It is important that all potential applicants for the Human Services and Substance Abuse Treatment Programs understand the admissions process. Please review carefully the information regarding minimum requirements and other pertinent information.

The applicant must:

1. Complete an application (if not currently enrolled). Designate Human Services Substance Abuse AAS Degree (A4538E) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: Student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Complete a writing sample and email to l_clancy@southwesterncc.edu. To obtain the topic for a writing sample, email l_clancy@southwesterncc.edu.
7. Complete the Gordon Personal Profile Inventory ($25 fee) through the testing center.
8. All candidates need to complete their interviews with the Program Director.
   a. Fall 2021 Semester - prior to July 1, 2021 or until slots are full. An email will be sent by July 10, 2021 confirming admission to the program.
   b. Spring 2022 Semester - prior to December 1, 2021 or until slots are full. An email will be sent by December 10, 2021 confirming admission to the program.

Notes:

1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

SUBSTANCE ABUSE

CERTIFICATE - C4538E

This program is designed to appeal to students currently in the Human Services curriculum at Southwestern Community College or for those who are currently employed in Human Services with an associate degree in a comparative discipline and are interested in gaining specialized training in substance abuse. This educational certificate may also appeal to those professionals with a bachelor's degree in Human Services or Social Work who are interested in pursuing the Certified Drug and Alcohol Counselor (CDAC) credential from the North Carolina Addiction Specialist Professional Practice Board (NCASPPB).

Prefix	Number	Title	Class	Lab	Clinical	Credit
HSE	170	Recovery Services	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	240	SAB Issues & Client Services	3	0	0	3
		Totals	16	4	0	18

Total Semester Hour Credits: 18

CERTIFICATE - C4538E1 (LCAS Certificate)

This certificate is designed to appeal to human services professionals who have a Master's degree in a related human services field and are interested in pursuing the Licensed Clinical Addiction Specialist (LCAS) credential by gaining the substance abuse specific education hours required by the North Carolina Addiction Specialist Professional Practice Board (NCASPPB).

Prefix	Number	Title	Class	Lab	Clinical	Credit
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	240	SAB Issues & Client Services	3	0	0	3
		Totals	10	4	0	12

Total Semester Hour Credits: 12
Total Contact Hours: 192

NOTES

Applications and supporting documents must be completed and submitted to the Admissions Office by Nov. 1 for enrollment in the fall semester and by Feb. 10 for spring enrollment of the CSAC and LCAS certificate program of the year in which the student wishes to enroll in the program.

FACULTY

Lori Clancy, Program Coordinator
l_clancy@southwesterncc.edu
828.339.4397 or 800.447.4091, ext. 4397

Nicole Conner, Clinical Coordinator
h_conner@southwesterncc.edu
828.339.4319 or 800.447.4091, ext. 4319

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, early head start programs, and other infant/toddler programs.

CERTIFICATE - C55290
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Intro. to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
		Totals	7	0	0	7

SPRING SEMESTER 1

EDU	131	Child, Family & Community	3	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	3
EDU	234	Infant, Toddlers, & Twos	3	0	0	3
		Totals	9	0	0	9

Total Semester Hour Credits: 16

FACULTY
Linda Aiken, Program Coordinator
lindaa@southwesternccc.edu
828.339.4220 or 800.447.4091, ext. 4220

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.

NETWORK MANAGEMENT

The Network Management Track of the Information Technology Curriculum focuses on supporting network infrastructure environments. Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25590N

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CTI	110	Web, Pgm, & DB Foundation	2	2	0	3
CTI	120	Network & Sec Foundation	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	12	9	0	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CTI	140	Virtualization Concepts	1	4	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
		Totals	11	8	0	15

SUMMER

Prefix	Number	Title	Class	Lab	Clinical	Credit
MAT	143	Quantitative Literacy	2	2	0	3

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
HUM	115	Critical Thinking	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
ECO	251	Principle of Microeconomics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CTI	141	Cloud & Storage Concepts	1	4	0	3
CTS	120	Hardware/Software Support	2	3	0	3
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NOS	230	Windows Admin I	2	2	0	3
		Totals	7	17	0	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CTS	250	User Support & Softw Eval	2	2	0	3
CTS	289	System Support Project	1	4	0	3
NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
WBL	111	Work Based Learning I	0	0	10	1
		Totals	5	14	10	13

Total Semester Hour Credits: 68

NETWORK MANAGEMENT

CISCO CERTIFICATE - C25590N, C25590NC*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
		Totals	2	8	0	6

SPRING SEMESTER 1

NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
		Totals	2	8	0	6

Total Semester Hour Credits: 12

OPERATING SYSTEM CERTIFICATE - C25590N2, C25590C2*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
NOS	110	Operating System Concepts	2	3	0	3
		Totals	2	3	0	3

SPRING SEMESTER 1

NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
		Totals	4	4	0	6

FALL SEMESTER 2

NOS	230	Windows Admin I	2	2	0	3
		Totals	2	2	0	3

Total Semester Hour Credits: 12

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

FACULTY
Scott Cline, Program Coordinator
scline@southwesterncc.edu
828.339.4494 or 800.447.4091, ext. 4494

Kurt Berger
kberger@southwesterncc.edu
828.339.4503 or 800.447.4091, ext. 4503

Dawn Harrison
d_harrison@southwesterncc.edu
828.339.4208 or 800.447.4091, ext. 4208

SOFTWARE AND WEB DEVELOPMENT

The Software and Web Development Track of the Information Technology Curriculum focuses on creating software and web based applications. Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of software and web applications, websites, web services, and related areas of distributed computing.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25590SD
FALL SEMESTER 1

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

SPRING SEMESTER 1

CIS	115	Intro to Prog & Logic	2	3	0	3
CTS	115	Info Sys Business Concepts	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
		Totals	11	10	0	15

SUMMER

MAT	143	Quantitative Literacy	2	2	0	3

Choose one of the following:

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

Choose one of the following:

ECO	251	Principle of Microeconomics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

CSC	151	JAVA Programming	2	3	0	3
CTI	120	Network & Sec Foundation	2	2	0	3
DBA	120	Database Programming I	2	2	0	3
WEB	111	Intro to Web Graphics	2	2	0	3
WEB	213	Internet Mkt & Analytics	2	2	0	3
		Totals	10	11	0	15

SPRING SEMESTER 2

CSC	121	Python Programming	2	3	0	3
CSC	251	Advanced JAVA Programming	2	3	0	3
CTS	289	System Support Project	1	4	0	3
WBL	111	Work Based Learning I	0	0	10	1
WEB	140	Web Development Tools	2	2	0	3
WEB	225	Content Management Sys	2	2	0	3
		Totals	9	14	10	16

Total Semester Hour Credits: 71

SOFTWARE AND WEB DEVELOPMENT

PROGRAMMING CERTIFICATE - C25590SD, C25590DC*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	2	2	0	3

SPRING SEMESTER 1

CIS	115	Intro to Prog & Logic	2	3	0	3
		Totals	2	3	0	3

FALL SEMESTER 2

CSC	151	JAVA Programming	2	3	0	3
DBA	120	Database Programming I	2	2	0	3
		Totals	4	5	0	6

SPRING SEMESTER 2

CSC	121	Python Programming	2	3	0	3
CSC	251	Advanced JAVA Programming	2	3	0	3
		Totals	4	6	0	6

Total Semester Hour Credits: 18

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FACULTY
Scott Cline, Program Coordinator
scline@southwesterncc.edu
828.339.4494 or 800.447.4091, ext. 4494

Kurt Berger
kberger@southwesterncc.edu
828.339.4503 or 800.447.4091, ext. 4503

Dawn Harrison
d_wick@southwesterncc.edu
828.339.4208 or 800.447.4091, ext. 4208

SUPPORT & SERVICES

The Support & Services Track of the Information Technology Curriculum focuses on help desk and troubleshooting in the Information Technology field. Graduates should qualify for career opportunities as help desk and user support technicians.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25590SS
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CTI	110	Web, Pgm, & DB Foundation	2	2	0	3
CTI	120	Network & Sec Foundation	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	12	9	0	16

SPRING SEMESTER 1

CIS	115	Intro to Prog & Logic	2	3	0	3
CTI	140	Virtualization Concepts	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
NOS	130	Windows Single User	2	2	0	3
		Totals	10	12	0	15

SUMMER

MAT	143	Quantitative Literacy	2	2	0	3

Choose one of the following:

MUS	110	Music Appreciation	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3

Choose one of the following:

ECO	251	Principle of Microeconomics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	2	0	9

FALL SEMESTER 2

CTI	141	Cloud & Storage Concepts	1	4	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	155	Tech Support Functions	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
		Totals	7	11	0	12

SPRING SEMESTER 2

CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	250	User Support & Softw Eval	2	2	0	3
CTS	289	System Support Project	1	4	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
WBL	111	Work Based Learning I	0	0	10	1
		Totals	10	10	10	15

Total Semester Hour Credits: 68

SUPPORT & SERVICES

USER SUPPORT CERTIFICATE - C25590SS, C25590SC*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CTS	120	Hardware/Software Support	2	3	0	3
CTS	155	Tech Support Functions	2	2	0	3
		Totals	4	5	0	6

SPRING SEMESTER 1

CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	250	User Support & Softw Eval	2	2	0	3
		Totals	5	2	0	6

Total Semester Hour Credits: 12

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

FACULTY
Scott Cline, Program Coordinator
scline@southwesterncc.edu
828.339.4494 or 800.447.4091, ext. 4494

Kurt Berger
kberger@southwesterncc.edu
828.339.4503 or 800.447.4091, ext. 4503

Dawn Harrison
d_harrison@southwesterncc.edu
828.339.4208 or 800.447.4091, ext. 4208

A course of study that prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations. Graduates will specialize in technician work related to PLC's (Programmable Logic Controllers), robots, and three phase power and control.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A40350

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Work	Credit
ACA	111	College Student Success	1	0	0	1
ATR	112	Intro to Automation	2	3	0	3
COM	120	Interpersonal Communication	3	0	0	3
EGR	111	Engineer Comp & Careers	2	2	0	3
ELC	131	Circuit Analysis I	3	3	0	4
ISC	112	Industrial Safety	2	0	0	2
		Totals	13	8	0	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Work	Credit
CIS	110	Intro to Computers	2	2	0	3
ELC	128	Intro to PLC	2	3	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MEC	130	Mechanisms	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	7	0	15

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Work	Credit
HUM	110	Technology & Society	3	0	0	3
MAT	171	Precalculus Algebra	3	2	0	4
		Totals	6	2	0	7

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Work	Credit
ELC	132	Electrical Drawings	1	3	0	2
ELC	213	Instrumentation	3	2	0	4
HYD	110	Hydraulics/Pneumatics	2	3	0	3
PHY	151	College Physics	3	2	0	4
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	111	Work-Based Learning I*	0	0	10	1
		Totals	9	10-14	0-10	14-15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Work	Credit
ATR	211	Robot Programming	2	3	0	3
ATR	219	Automation Troubleshooting	1	3	0	2
ELC	117	Motors & Controls	2	6	0	4
ELC	228	PLC Application	2	6	0	4
WBL	121	Work-Based Learning II	0	0	10	1
		Totals	7	18	0	13-14

*If you choose WBL 111 in Fall Semester 2, you must take WBL 121 in Spring Semester 2.

Total Semester Hour Credits: 66-67

BASIC CERTIFICATE - C40350

Prefix	Number	Title	Class	Lab	Work	Credit
ACA	111	College Student Success	1	0	0	1
ATR	112	Intro to Automation	2	3	0	3
ELC	128	Intro to PLC	2	3	0	3
ELC	131	Circuit Analysis	3	3	0	4
ISC	112	Industrial Safety	2	0	0	2
MEC	130	Mechanisms	2	2	0	3
		Totals	12	11	0	16

Total Semester Hour Credits: 16

BASIC CERTIFICATE - CCP - C40350CP*

Prefix	Number	Title	Class	Lab	Work	Credit
ATR	112	Intro to Automation	2	3	0	3
ELC	128	Intro to PLC	2	3	0	3
ELC	131	Circuit Analysis	3	3	0	4
ISC	112	Industrial Safety	2	0	0	2
MEC	130	Mechanisms	2	2	0	3
		Totals	11	10	0	15

Total Semester Hour Credits: 15

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

INTERMEDIATE CERTIFICATE - C403501

Prefix	Number	Title	Class	Lab	Work	Credit
CIS	110	Intro to Computers	2	2	0	3
ELC	132	Electrical Drawings	1	3	0	2
ELC	213	Instrumentation	3	2	0	4
HYD	110	Hydraulics/Pneumatics	2	3	0	3
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	111	Work-Based Learning I	0	0	10	1
		Totals	8	10-14	10	13-14

Total Semester Hour Credits: 13-14

ADVANCED CERTIFICATE - C403502

Prefix	Number	Title	Class	Lab	Work	Credit
ATR	211	Robot Programming	2	3	0	3
ATR	219	Automation Troubleshooting	1	3	0	2
ELC	117	Motors & Controls	2	6	0	4
ELC	228	PLC Application	2	6	0	4
Choose one of the following:						
EGR	285	Design Project	0	4	0	2
WBL	111	Work-Based Learning I	0	0	10	1
WBL	121	Work-Based Learning II	0	0	10	1
		Totals	7	18-22	0-10	14-15

Total Semester Hour Credits: 14-15

GENERAL EDUCATION CERTIFICATE - C403503

Prefix	Number	Title	Class	Lab	Clinical	Credit
COM	120	Intro to Interpersonal Comm.	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
HUM	110	Technology & Society	3	0	0	3
MAT	171	Precalculus Algebra	3	2	0	4
PSY	150	General Psychology	3	0	0	3
		Totals	15	2	0	16

Total Semester Hour Credits: 16

Mechatronics is a stackable credentials program. This means that students may be awarded the AAS Degree upon successful completion of the four Mechatronics certificates and PHY 151.

FACULTY
Jim Falbo, Program Coordinator
j_falbo@southwesterncc.edu
828.339.4299 or 800.447.4091, ext. 4299

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45400

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	163	Basic Anatomy and Physiology I	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	130	Admin. Office Procedures I ~ 1st Session	1	2	0	2
MED	131	Admin. Office Procedures II ~ 2nd Session	1	2	0	2
		Totals	16	6	0	19

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
MAT	143	Quantitative Literacy	2	2	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
		Totals	11	10	0	16

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
MED	270	Symptomatology	2	2	0	3
MED	276	Patient Education	1	2	0	2
		Totals	6	4	0	8

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	232	Medical Insurance Coding	1	3	0	2
MED	240	Exam Room Procedures II	3	4	0	5
MED	272	Drug Therapy	3	0	0	3
NUT	110	Nutrition	3	0	0	3
		Totals	10	7	0	13

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
HUM	115	Critical Thinking	3	0	0	3
MED	260	MED Clinical Practicum	0	0	15	5
MED	262	Clinical Perspectives	1	0	0	1
MED	264	Medical Assisting Overview	2	0	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	10	7	0	14

Total Semester Hour Credits: 70

MEDICAL ASSISTANT CERTIFICATE - C45400 & C45400CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law & Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Admin. Office Procedures I ~ 1st Session	1	2	0	2
MED	131	Admin. Office Procedures II ~ 2nd Session	1	2	0	2
		Totals	11	4	0	13

Total Semester Hour Credits: 13

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

Graduates of the Medical Assistant Certificate program are NOT eligible to sit for the American Association of Medical Assistants' Certification Examination.

ADMISSION REQUIREMENTS

Admissions Criteria: The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents listed in Phase I below must be completed and submitted by April 1 of the calendar year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I – to be completed by April 1

The applicant must:

1. Complete an application (if not currently enrolled). Designate Medical Assisting AAS Degree (A45400) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.0 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
    a. High school GPA of 2.8 or higher within the past 10 years
    b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and MAT 143 and their corresponding corequisites. This is a required corequisite for the program.
    c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
    d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.

6. It is recommended that the applicant spend observation time in a medical assisting environment.
7. Must take the TEAS - Allied Health Exam. The TEAS - Allied Health Exam must have been taken within the past three years and may only be taken once per academic year. Details for cost, testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.

PHASE II

Those individuals who are notified of acceptance status will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 1.

NOTES
1. Applicants are responsible for submitting all the necessary records to the Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-medical assisting, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health sciences program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5. All students completing a health sciences program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
Melissa Allison-Brooks, Program Coordinator
m_allison@southwesterncc.edu
828.339.4391 or 800.447.4091, ext. 4391

Jessica Moody, Clinical Coordinator
j_moody@southwesterncc.edu
828.339.4305 or 800.447.4091, ext. 4305

MEDICAL LABORATORY TECHNOLOGY

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

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

Graduates may be eligible to take the examinations given by the Board of Certification of the American Society of Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45420
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Writing & Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MLT	110	Introduction to MLT	2	3	0	3
MLT	116	Anatomy & Medical Terminology	5	0	0	5
MLT	118	Medical Lab Chemistry	3	0	0	3
		Totals	16	5	0	18

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	126	Immunology & Serology	1	2	0	2
MLT	140	Introduction to Microbiology	2	3	0	3
MLT	253	MLT Practicum I (Phlebotomy clinic)	0	0	9	3
		Totals	7	11	12	14

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research & Reporting	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
MLT	127	Transfusion Medicine	2	3	0	3
MLT	130	Clinical Chemistry I	3	3	0	4
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	240	Special Clinical Microbiology	2	3	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	12	0	16

SPRING SEMESTER 2*

Prefix	Number	Title	Class	Lab	Clinical	Credit
MLT	215	Professional Issues	1	0	0	1
MLT	265	MLT Practicum II	0	0	15	5
MLT	277	MLT Practicum III	0	0	24	8
		Totals	1	0	39	14

Total Semester Hour Credits: 68

Notes:
1. The weekly hours for class/lab/clinical are based on a 16-week semester. Weekly hour requirements will increase if course is offered over a period less than 16 weeks.
2. Students who can provide documentation of current national certification in Phlebotomy (e.g., ASCP BOC) may be waived from MLT 253.
3. *Spring Semester 2, the student will spend the full 16 weeks (39 hours/week) in clinical rotations along with completing the MLT 215 course (1 hour/week) online.

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Acceptance into the program is based on the following objective criteria:

- Completion of Phase I requirements.
- Highest GPAs (grade point averages).
- The completed medical forms must indicate that you are capable of meeting the physical requirements for the program.
- Students must be 18 years of age or older by Aug. 15, the year they plan to attend the program, in order to be accepted into the MLT program for Fall Semester.

All Phase I requirements must be completed by **March 1** of the year in which the student wishes to enroll in the program. Students who complete Phase I requirements after the deadline will be considered for acceptance if slots are available. Please check with the Admissions Office about the enrollment availability.

PHASE I – To be completed by March 1

The applicant must:

1. Complete an application (if not currently enrolled). Designate Medical Laboratory Technology AAS Degree (A45420) as the program of interest. Applications must be updated annually by applicants who were not accepted the previous year. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of **2.8 or higher** on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and MAT 143 and their corresponding corequisites. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Completion of 8 hours of observation is recommended (not required).
7. Have a computer or access to a computer that is up to date (it does not have to be new, but it needs to be updated) with a web browser. Compatible web browsers are (Internet Explorer and Mozilla Firefox) Google Chrome is functional, however, not fully compatible yet.
8. Have access to a word processing application like Microsoft Office 2010, Open Office (freeware) or use Google Docs, included within the "Quick Launch Pad" in your "myscc" page. If you have any questions regarding your online access to our college services, please review the online learning technical requirements here, or contact our IT Help Desk at 828.339.4409.
9. Have access to a scanner to upload completed assignments to Blackboard.
10. Local students: within driving distance must attend on-campus labs, typically two days/week, day classes only. No MLT night classes available at this time.

11. **Distant students:** Distant lab students are required to be currently employed in a hospital lab (e.g., Phlebotomist/Lab Assistant) or have access to a full service lab that offers all areas of laboratory practice: Phlebotomy, Hematology/Hemostasis, Urinalysis, Chemistry, Microbiology and Blood Bank/Serology. As a part of Phase I Admission Requirements, distant students must complete the following and submit by the **March 1 deadline:**
    a. Provide their employer's statement of support. This statement must indicate the employer will support the student in their lab and clinical rotations for the completion of the program. Submit this statement to the MLT Program Coordinator at the college.
    b. Complete and submit a "Lab Site Information Form" which will detail the contact information for their laboratory site. This form may be found online at the College's MLT website and should be submitted to MLT Program Coordinator.

PHASE II
Preliminary selection for 15 slots will be based on those students with the top grade point averages who have completed Phase I requirements by **March 1**. Additional consideration will be given to students that have completed a college level chemistry and math course. The identified individuals will receive provisional acceptance and move to Phase III of the admission requirements.

PHASE III
An Acceptance Packet from Admissions is sent (by mail) to those individuals who successfully complete Phase II requirements. The acceptance packet will include the following items with due dates for completion:
• Provisional Acceptance Letter
• Acknowledgement of Acceptance form – note due date on form
• MLT Lab Site Information form – note due date on form
• *SCC Medical/Health Forms – **Due Aug. 1**
• Essential Functions (self-appraisal) form to be completed by the student – **Due Aug. 1**
• Castlebranch instructions for submitting medical records and proof of accident and liability insurance.

*The medical/health forms must be completed by appropriate medical personnel and must indicated that you are capable of meeting the physical requirements of the program.

The items on the following Check-off list must be submitted as instructed below by **Aug. 1**.
• Medical/Health Forms including documentation of a physical, health history, immunizations to include the first Hepatitis B vaccine in the series. Note: if you have had Chicken Pox (and not the vaccine) then you will need to provide an Varicella-Zoster antibody titer to proof immunity. Medical forms need to be loaded to Castlebranch website.
• Receipt/proof of purchase for accident and malpractice insurance. This insurance can be purchased in the College Business office. Proof of purchase to be loaded to Castlebranch website.
• Essential Functions (self-appraisal) form - submit to Program Coordinator
• Signed signature sheet at the end of the Program Student Policy Manual is submitted to the Program Coordinator. See Student Policy Manual section following below.

*Castlebranch instructions are mailed to the student with program acceptance letter. Students who fail to submit the completed forms above will not be able to register for program courses.

PROGRAM STRUCTURE

The program offers its MLT courses online. All non-MLT prefixed courses may be taken seat-based or online. Any courses not taken at SCC must be transferred in with a grade of "C" or better and approved by the registrar's office.

Labs are offered concurrently and can be completed on campus, two days per week, or in the student's geographical area at a pre-approved clinical facility.

Clinical rotations take place in the second and final semester of the program and may be completed in the student's geographical area at a pre-approved clinical facility. Distant students must be employed or associated with a laboratory that is willing to support them in their laboratory and clinical rotations at an approved clinical facility/affiliate. The clinical education will be provided at cooperating hospitals or other healthcare facilities. In the MLT program, the clinical rotations are spent in one or more clinical facilities for practical experience in the clinical laboratory, under supervision. During clinical education, the student will rotate through all departments of the laboratory including: Hematology, Hemostasis, Urinalysis, Chemistry, Phlebotomy, Microbiology, Serology, and Blood Bank. Emphasis is placed on attaining competency and proficiency in the performance of laboratory procedures, correlating theory and practice and demonstrating prescribed professional behavior.

ACADEMIC STANDARDS

The program requires that students maintain a high level of academic and clinical performance. Students must maintain a semester and cumulative GPA of 2.8 on a 4.0 scale. Failure to meet these standards will prevent normal progression through the program.

STUDENT POLICY MANUAL

The student policy manual link is available online at the college's MLT website. This manual outlines the policies and procedures to be followed over the course of the program. Students must sign the signature sheet at the end of the policy manual and submit it to the program director by Aug. 1 of the year in which they plan to enroll.

INSURANCE

Accident and malpractice insurance must be purchased prior to beginning the program. The insurance can be purchased in the College Business Office at the time fall semester tuition is paid. Proof of purchase is to be loaded to the Castlebranch website.

ACCREDITATION

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is as follows: NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; Phone: 847.939.3597 or 773.714.8880, Fax: 773.714.8886; Website: www.naacls.org

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

FACULTY
Andrea Kennedy, Program Coordinator
andrea@southwesterncc.edu
828.339.4312 or 800.447.4091, ext. 4312

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. Students can complete the courses required for this degree as online courses.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25310
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
Choose one of the following:						
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	11	4	0	13

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing and Inquiry	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	184	Records Management	2	2	0	3
Choose one of the following:						
MAT	110	Math Measurement and Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
		Totals	13-14	4	0	15-16

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	121	Medical Terminology I (first half)	3	0	0	3
MED	122	Medical Terminology II (second half)	3	0	0	3
Choose one of the following:						
OST	131	Keyboarding	1	2	0	2
WBL	111	Work-Based Learning	0	0	10	2
		Totals	6-7	0-2	10	8

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	260	Business Communications	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	148	Medical Insurance & Billing	3	0	0	3
OST	286	Professional Development	3	0	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
OST	288	Medical Office Admin Capstone	2	2	0	3
OST	289	Office Administration Capstone	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
		Totals	12	7	0	15

Total Semester Hour Credit: 66-67

DIPLOMA - D25310
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	3	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
		Totals	10	6	0	12

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	260	Business Communications	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
Choose one of the following:						
MAT	110	Math Measurement and Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
		Totals	11-12	2	0	12-13

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
MED	121	Medical Terminology I (first half)	3	0	0	3
MED	122	Medical Terminology II (second half)	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	148	Medical Insurance & Billing	3	0	0	3
		Totals	15	0	0	15

Total Semester Hour Credit: 39-40

CERTIFICATE - C25310CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
OST	164	Office Editing	3	0	0	3
MKT	223	Customer Service	3	0	0	3
		Totals	7	0	0	7

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
		Totals	9	0	0	9

Total Semester Hour Credit:16

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

FACULTY
Jennifer Barfield, Program Coordinator
j_barfield@southwesterncc.edu
828.339.4462 or 800.447.4091, ext. 4462

Diagnostic Medical Sonography or Ultrasound is a diagnostic medical procedure that uses high-frequency sound waves to produce images of organs, tissue, or blood flow inside the body. This type of procedure is often referred to as a sonogram or ultrasound scan. Sonography is generally associated with obstetrics and the use of ultrasound imaging during pregnancy, but this technology has many other applications in the diagnosis and treatment of many medical conditions.

This program of study is designed to provide academic and clinical training in the field of general diagnostic sonography. Coursework includes an introduction to sonography and patient care, sonographic physics, abdominal sonography, obstetrical/gynecological sonography, and an introduction to vascular sonography.

Sonographers can choose to work in clinics, hospitals, private practice physician offices, public health facilities, mobile services, and other medical settings performing examinations in ultrasounds.

The sonography program is currently accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography and the Commission on Accreditation of Allied health Education Programs. Upon graduation from the sonography program, you will be able to apply to take the national certification examinations offered by the ARDMS. By successfully completing the certification exams, you will be awarded the credential RDMS (Registered Diagnostic Medical Sonographer).

The average starting salary is approximately $45,000/year.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45440
PREREQUISITE COURSES -

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy and Physiology	4	2	0	5
COM	140	Intro to Intercultural Communication	3	0	0	3
MAT	152	Statistical Methods I	3	2	0	4
PHY	125	Health Sciences Physics	3	2	0	4
		Totals	13	6	0	16

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Writing & Inquiry	3	0	0	3
SON	110	Introduction to Sonography	1	3	3	3
SON	130	Abdominal Sonography I	2	3	0	3
SON	222	Selected SON Clinical Ed	0	0	6	2
		Totals	6	6	9	11

SPRING SEMESTER 1

SON	111	Sonographic Physics	3	3	0	4
SON	120	SON Clinical Education I	0	0	15	5
SON	131	Abdominal Sonography II	1	3	0	2
SON	140	Gynecological Sonography	2	0	0	2
		Totals	6	6	15	13

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SON	121	SON Clinical Education II	0	0	15	5
		Totals	6	0	15	11

FALL SEMESTER 2

SON	220	SON Clinical Education III	0	0	24	8
SON	225	Case Studies	0	3	0	1
SON	241	Obstetrical Sonography I	2	0	0	2
SON	250	Vascular Sonography	1	3	0	2
		Totals	3	6	24	13

SPRING SEMESTER 2

SON	221	SON Clinical Education IV	0	0	24	8
SON	242	Obstetrical Sonography II	2	0	0	2
SON	289	Sonographic Topics	2	0	0	2
		Totals	4	0	24	12

Total Semester Hour Credits: 76

MISSION STATEMENT

The mission of the Southwestern Community College's Sonography program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a sonographer and/or to continue with other educational goals.

GOALS

1. To prepare competent entry level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare students to meet the requirements of and pass the national examination offered by the American Registry for Diagnostic Medical Sonographers.
3. To foster independent thinking and life-long learning.

ADMISSION CRITERIA

Admission to the Sonography Program happens once a year in the Fall semester. It is important that all potential applicants for the Sonography Program understand the selective admissions process. Please review carefully the information regarding minimum requirements and other pertinent information. The Sonography program has a limited enrollment of 10 candidates that are admitted into the program in the fall of each year. Applications and supporting documents must be completed and submitted online by March 1st of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I - The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Medical Sonography AAS Degree (A45440) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for Phase II of the selective admission process after successful completion of the RISE placement test or the required transition English and math courses.
6. Take the ATI-TEAS Exam. Students may take the exam twice per academic year (August-July). There must be a minimum of 30 days between exams. Exam scores are valid for three years from the date of the exam. Refer to the Testing section for more information.
7. Complete 5 hours of observation/lab time in the Southwestern Community College scanning Lab. The applicant will be asked to be a volunteer to be scanned during the lab time by a current sonography student. The instructors will be available during the lab session, and the applicants are encouraged to ask questions about the program at this time. A sign-up sheet with the lab dates and times will be available outside the Program Coordinator's office. **The observation hours will start in November and be available through March.** If you are currently unable to attend our SCC lab, you may complete the observation hours at 9 local hospitals or outpatient centers. A signed observation form needs to be completed from that facility. Observation forms are available upon request at d_eavenson@southwesterncc.edu.

PHASE II

    Submit an online application by March 1. The application will be available in January of each year at www.southwesterncc.edu/health-sciences/medical-sonography/medical-sonography-aas.

    In order to complete your application, you will need an uploaded copy of your most recent transcript with 12 completed semester hours and also your completed observation form.

Applications will be scored using the following criteria:

a.   GPA x 10
b.   ATI-TEAS Score
c.   Points for Grades Earned
    i.   BIO 168/169: A= 4; B= 3; C= 1
    ii. ENG 111, ENG 114, PSY 150 AND HUM/COM: A=3; B=2; C=1
d.   Observation Hours
    i.   5 hours = 20 points
    ii. No partial points will be awarded for hours less than 5

PHASE III

The ten highest scoring applicants will be notified by the Admissions Office of provisional acceptance to the program. Provisional acceptance is contingent upon completion of the prerequisite courses. The prerequisite courses are: BIO 168/169 or BIO 163, COM 140, MAT 152 and PHY 110/110A or PHY 125. Provisionally accepted students must return the signed Acknowledgement of Acceptance Form to the Admissions Office in order to reserve their seat in the program.

CLINICAL EDUCATION

Clinical education will be provided at cooperating health care facilities and other related settings within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

NOTES
1.   Applicants are responsible for submitting all the necessary records to the Admissions Office.
2.   Applications must be updated annually by applicants who were not accepted the previous year.
3.   Applicants may take non-Medical Sonography, general education and related coursework prior to being accepted into the program.
4.   All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to attending clinic. The results of these tests could affect the student's ability to progress in the program.
5.   A student who presents problems of physical or emotional health at any time throughout the program and has not responded to appropriate treatment within a reasonable period of time may be required to withdraw from the program. Any student whose behavior conflicts with safety may also be required to withdraw from the program.

FACULTY
Debbie Eavenson, Program Coordinator
d_eavenson@southwesterncc.edu
828.339.4323 or 800.447.4091, ext. 4323

Jasmine Free, Clinical Coordinator
j_free@southwesterncc.edu
828.339.4605 or 800.447.4091, ext. 4605

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

NURSE AIDE CERTIFICATE – C45840, C45840CP*
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinic	Credit
NAS	101	Nurse Aide I	3	4	3	6
		Totals	3	4	3	6

SPRING SEMESTER 1

NAS	102	**Nurse Aide II	3	2	6	6
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Teminology II	3	0	0	3
		Totals	9	2	6	12

Total Hour Credits: 18

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

**Students must have a GED or High School diploma before enrolling in the NAII course in order to be eligible to receive certification and be listed by the North Carolina Board of Nursing as a Nurse Aide II.

ADMISSIONS CRITERIA
All applicants must:
1. Complete an application (if not currently enrolled). Designate Nurse Aide Certificate (C45840) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. All applicants must be able to meet all Technical Standards required of the program. Those Standards are as follows:
    *   Lift up to 50 pounds routinely
    *   Able to reach, bend and stoop often
    *   Able to push and pull routinely
    *   Have full use of both hands, wrists and shoulders
    *   Distinguish audible sounds
    *   Able to distinguish colors correctly
    *   Work standing on the feet 80 percent of the time
    *   Interact compassionately and effectively with the sick and injured
    *   Communicate effectively with patients and other health care professionals

The Nurse Aide Certificate has limited enrollment. Students will be accepted into the courses based on application submission date and meeting the college testing requirement.

Any student interested in completing Nurse Aide courses outside of the certificate program, please visit: www.southwesterncc.edu/continuing-education for availability.

PROGRESSION CRITERIA
In order to progress to the Spring Semester, a student must:
- Be currently licensed as a Certified Nurse Aide I with the North Carolina Division of Health Service Regulation with no substantiated findings of abuse, neglect or misappropriation of resident property.
- Must have current CPR certification for Healthcare Providers that must remain current through clinical rotation. CPR certification will be included in the Nurse Aide I class for those who need it.

CLINICAL EDUCATION
Clinical education will be provided at cooperating hospitals or health care facilities within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

NOTES
1. Applications must be updated annually by applicants who were not accepted the previous year.
2. All students admitted into a health science program may be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
3. All students completing a health sciences program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
Donna Pruitt Conner, Program Coordinator
d_conner@southwesterncc.edu
828.339.4459 or 800.447.4091, ext. 4459

The Associate Degree Nursing curriculum provides knowledge and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial and community health care facilities.

NURSING PROGRAM INFORMATION

The philosophy of the Associate Degree Nursing Program (ADN) is derived from statements about the health, quality of life, achievement of potential, the individual, environment, health, nursing, the practice, and education of the Associate Degree Nurse. Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual.

The ADN program supports the mission of the North Carolina Community College System and the mission of Southwestern Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing health-care needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level.

Graduates of this program receive an Associate in Applied Science degree with a nursing major (ADN), and meet the education requirements to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. Successful completion of the nursing program does not guarantee licensure. The Board of Nursing may not issue a license to an applicant who has been convicted of a felony.

Persons interested in entering the nursing program are encouraged to apply. Due to enrollment limitations, interested individuals are urged to begin the process of application as early as possible. Information on nursing and the program requirements are available in the Nursing Department. Applications should be submitted online. See the Nursing web page for approximate cost of program.

THE SCHEDULE

The schedule is designed for full-time study. Non-nursing courses in the curriculum may be completed at the college of enrollment or wherever is most convenient for the student. Students, however, are responsible for having their transcripts for non-nursing courses taken at other colleges sent to the college of enrollment. Clinical experiences are provided in a variety of settings throughout Western North Carolina.

The structure of the nursing program permits individuals to make choices about their career in health care.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45110

Non-nursing classes may be taken prior to the time they are scheduled in the curriculum but if they are not, they must be taken at the times listed. All nursing courses must be taken in the order they appear in the curriculum.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
NUR	111	Intro to Health Concepts	4	6	6	8
NUR	117	Pharmacology I	1	3	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	11	14	6	18

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
NUR	112	Health-Illness Concepts ~1st 8 weeks	3	0	6	5
NUR	114	Holistic Health Concepts ~2nd 8 weeks	3	0	6	5
		Totals	12	3	12	17

SUMMER SEMESTER

ENG	114	Professional Research and Reporting	3	0	0	3
NUR	113	Family Health Concepts	3	0	6	5
		Totals	6	0	6	8

FALL SEMESTER 2

BIO	175	General Microbiology	2	2	0	3
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
PSY	241	Developmental Psychology	3	0	0	3
		Totals	11	2	12	16

SPRING SEMESTER 2

HUM	115	Critical Thinking	3	0	0	3
NUR	213	Complex Health Concepts	4	3	15	10
		Totals	7	3	15	13

Total Semester Hour Credits: 72

ADMISSIONS REQUIREMENTS

All applicants for admission to the ADN program will follow a standard admission process, be given identical information regarding the nursing program and the criteria for admission, and assigned a nursing advisor who will follow the applicant through the pre-nursing period. It is highly recommended that interested applicants contact their advisor for assistance at their earliest opportunity.

When the individual begins the process, whether it be through the Admissions Office or the Nursing Department, information and instructions are furnished to the applicant along with the explanation of the program's structure and the next step in the admissions process. The applicant will also be referred from Admissions to Nursing or Nursing to Admissions for further information and processing. Any applicant not selected for entry into the nursing program must submit a new application by the next Jan. 31 deadline to be considered for entry in the Fall of that year.

The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be completed and submitted by Phase I deadline.

PHASE I – To be completed by Jan. 31

Meet the Southwestern Community College placement requirements. This may be met by one of the following:

a. High school GPA of 2.8 or higher within the past 10 years
b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisites. This is a required corequisite for the program.
c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.

- Complete an application (if not currently enrolled). Designate Nursing AAS Degree (A45110) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
- Evidence of high school graduation or completion of GED certificate (High School Seniors must send an interim transcript by Jan. 31).
- Official copies of all high school and college course transcripts (High school seniors must have a final transcript sent within one month of graduation).
- Satisfactory scores on the college placement test or completion of necessary remediation. (See SCC Placement Test Requirements in Admission/Enrollment section.)
- Must take the ATI TEAS Exam. A minimum score of 65 on the TEAS. The TEAS must have been taken within the past three years and may only be taken once per academic year.
- Evidence of completion of a high school algebra, or college-level math, biology, and a general chemistry at the high school level or above with a grade of "C" or better.
- Documentation of current licensure or certification in a health care related field is required and must be submitted to admissions prior to the Jan. 31 deadline. Those listed in Phase II are all accepted. Other medical related certificates/licensures will be considered on an individual basis by admissions and the program director.
- Evidence of a cumulative GPA of 3.0 or greater on a 4-point scale on the most recent transcript with 10 semester hours completed excluding developmental courses.

Once the program deadline has passed and records have been reviewed, applicants will receive a letter stating their eligibility status.

PHASE II

Applicants who complete Phase I by the Jan. 31 deadline will be scored in accordance with the following selection system criteria:

- Up to 100 points for ATI TEAS Exam.
- Grade point average is multiplied by 10: Up to 40 points
- Up to 10 points for college courses completed with a grade of "C" or better
    - 2 points – BIO 168
    - 2 points – BIO 169
    - 2 points – BIO 175
    - 2 points – CHM 131 & 131A or an equivalent or higher course
    - 2 points – MAT 115 or higher math course
- Up to 3 points for other educational experience or current licensure
    - 1 point – Health Occupations I or Allied Health Science I
    - 1 point – Health Occupations II or Allied Health Science II
    - 1 point – LPN
    - 1 point – Nurse Aide I/Nurse Aide II
    - 1 point – EMT/Paramedic
    - 1 point – Certified Medical Assistant
    - 1 point – Bachelor Degree or higher

The applicants with the highest numerical scores will be accepted into the nursing program. High school students selected for the program will be given provisional acceptance contingent upon graduation from high school.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once applicants return the signed acknowledgement of acceptance form to the Admissions Office, they will be fully accepted into the nursing program.

Accepted applicants will receive health forms in their provisional acceptance packet. These forms must be completed and returned to the Nursing Program Coordinator within 30 days. The Program Coordinator will contact the applicant if any problems are noted on the forms and will allow 30 days for resolution of these problems. Failure to complete the health packet may result in relinquishment of full acceptance status. Accepted applicants will also be required to purchase malpractice insurance and accident or personal health insurance in August.

NOTES

This information applies to all Nursing students.

- All students admitted into a health science program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
- All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.
- At any time throughout the program, a student who presents physical or emotional health problems and has not responded to appropriate treatment within a reasonable period of time will be required to withdraw from the program. Any student whose behavior conflicts with safety essential to nursing practice may also be required to withdraw from the program.

RE-ENTRY/TRANSFER PROCESS

Due to the limited number of students who may be enrolled in the nursing program, re-entry, advanced placement and transfer into the program is possible only on a space-available basis. In the event the number of students applying for re-entry, advanced placement or transfer exceeds the number of spaces available, priority will be given as follows:

1. Re-entering SCC Associate Degree nursing students
2. Transfer students

ADMISSIONS REQUIREMENTS

To be considered for re-entry or transfer applicants must complete the following requirements:

- A completed college Application for Admission.
- Evidence of high school graduation or completion of GED certificate.
- Official copies of all high school and college course transcripts.
- Satisfactory scores on the college placement test or completion of necessary remediation. (See SCC Placement Test Requirements in Admission/Enrollment section.)
- A minimum score of 65 on the ATI TEAS. The TEAS must have been taken within the past three years and may only be taken once per academic year. (See TEAS requirements in Admission/Enrollment section.)
- Evidence of a cumulative GPA of 2.5 or greater on a 4-point scale on the most recent transcript with 10 semester hours completed excluding developmental courses.
- Have completed all prerequisites specific to their entry point with a grade of "C" or better.
- Have a grade of "C" or better in all corequisites.

Re-entering SCC students (to be completed 90 days prior to seeking reentry):
Additional requirements:

- Applicants must submit a new college application.
- Applicants must re-enroll within one year of leaving the program.
- The applicant must declare his/her desire to re-enter the program in writing to the Nursing Program Coordinator at least three (3) months prior to the term in which the student is seeking admission.
- The applicant must meet all admission criteria at least three (3) months prior to the semester he/she wishes to reenter. If all slots have not been filled after the deadline, there may be extensions to the deadline.
- An applicant who must repeat a course must do so within one year of the date the original course was taken and may only reenter one time.
- If health forms are greater than two (2) years old, new health forms must be completed and submitted. Prior to beginning classes, the student must show evidence of current (less than one year old) CPR card, a current TB test, tetanus immunizations, current malpractice insurance, and accident or personal health insurance.

In the event the number of Southwestern Community College nursing students applying for re-entry exceeds the number of spaces available, acceptance will be on a first come, first serve basis.

 Transfer and Advanced Placement students (to be completed 90 days prior to admission date):

Additional requirements:

Applicants must have completed NUR 111 to be eligible for transfer.

- The applicant must declare his/her desire to transfer or advanced placement into the program in writing to the Nursing Program Coordinator at least three (3) months prior to the term in which the student is seeking admission.
- The applicant must meet all admission criteria at least three (3) months prior to the semester he/she wishes to enroll. If all slots have not been filled after the deadline, there may be extensions to the deadline.
- An applicant who must repeat a course must do so within one year of the date the course was taken.
- Applicants must provide official transcripts from a Board of Nursing approved Associate Degree Nursing Program for evaluation.
- Applicants must provide copies of outline and syllabi of nursing courses for which transfer or advanced placement credit is requested. The Nursing Program Coordinator and nursing faculty will review these documents for content compatibility with Southwestern Community College's Associate Degree in nursing courses. As each transfer situation is unique, validation of skills and knowledge may be required.
- Students lacking documentation of completion of a majority of the content for a course will be required to take the course. The final decision for transfer credit for nursing courses will be made by the Nursing Program Coordinator.
- Health forms must be completed and submitted. Prior to beginning classes, the student must show evidence of current (less than one year old) CPR card, a current TB test, tetanus immunizations, current malpractice insurance, and accident or personal health insurance.

After available spaces are filled with returning SCC Associate Degree Students and/or Advanced Placement students, transfer students will be selected based on their GPA and ATI TEAS score on a first come, first serve basis.

FACULTY

Wendy Buchanan, Program Director [Students S - Z]
w_buchanan@southwesterncc.edu
828.339.4258 or 800.447.4091, ext. 4258

Amy Banner, Nursing Instructor, [Students A - F]
a_banner@southwesterncc.edu
828.339.4285 or 800.447.4091, ext. 4285

Allyson Brown, Nursing Instructor
a_brown@southwesterncc.edu
828.339.4258 or 800.447.4091, ext. 4258

Michelle Evans, Nursing Instructor, [Students G - L]
m_evans@southwesterncc.edu
828.339.4619 or 800.447.4091, ext. 4619

Kimi Walker, Nursing Instructor, [Students M - R]
k_walker@southwesterncc.edu
828.339.4339 or 800.447.4091, ext. 4339

Deb Ackman, Nursing Instructor
d_ackman@southwesterncc.edu
828.339.4307 or 800.447.4091, ext 4307

ADMISSION TO WNC RIBN AT SOUTHWESTERN COMMUNITY COLLEGE, SYLVA, NC

Students applying to WNC RIBN must meet dual admission requirements set forth collaboratively by SCC and WCU.

WNC RIBN will accept applications through January 31 for the RIBN class that begins fall semester of the same year. For more information about applying to RIBN, please contact the RIBN advisor.

Admission to WNC RIBN is highly competitive. All students must meet the following minimum requirements to be eligible to apply:

- General acceptance to Western Carolina University: requires if less than 24 years of age that each student has taken these courses in high school or at the college/ university level—4 units of English; 2 units of social studies—one being US History; 4 units of math—Algebra 1, Algebra 2, Geometry, and an advanced math beyond Algebra 2; 3 units of science—such as, life science, physical science, chemistry, biology— must have taken one science with a lab; 2 units of a language (must be 2 units of the same language) other than English.
- ACT - composite score 17 or higher
- Cumulative GPA of 3.0 on a 4.0 scale. If a student has less than 20 credit hours of college coursework, then this requirement will default to the high school **unweighted** GPA.
- All applicants to WNC RIBN must take the ATI TEAS (Test of Essential Academic Skills). RIBN applicants must score 70 or higher on the ATI TEAS examination. For more information about the TEAS, please visit: www.atitesting.com/Solutions/ PreNursingSchool/TEAS.aspx
- All applicants fill out an SCC application and meet with the SCC RIBN Advisor before January 31 of the year they desire fall entry into the program.

WNC RIBN will dually admit and enroll you at Southwestern Community College and Western Carolina University and provide you with a four year, seamless associate to baccalaureate nursing education. Unlike in a traditional university BSN program, you will have the opportunity to begin working as an RN at the end of your third year in this option and pay mostly community college tuition rates.

WNC RIBN makes an associate and bachelor's degree in nursing both affordable and accessible. The first three years of WNC RIBN will be hosted on SCC's campus with one class completed online through WCU every third semester years 1 through 3. Upon successful completion of the first three years in the RIBN curriculum, you will then finish your fourth year of classes through WCU.

Students are required to:

1. Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) from the North Carolina Nurse Aide Registry and the Division of Health Service Regulation or other health care current licensure by year 2 in the RIBN curriculum.
2. Maintain a GPA of 2.5 or greater and at least a "C" = 2.0 in every course to progress in the RIBN option at SCC.
3. Home school will be SCC years 1, 2, and 3.
4. Year 1: enroll in general education courses at SCC and WCU as advised by the RIBN Advisor
5. Year 2 and 3: enroll in Associate Degree Nursing courses at SCC and continue enrollment in WCU courses as advised by RIBN Advisor.
6. Year 4: home school will be WCU
7. Successfully pass NCLEX–RN to progress to year 4 with WCU.

8. See the RIBN Advisor for the recommended course sequence. All nursing NUR courses must be taken in the order they appear in the RIBN curriculum. Non-nursing courses can be completed prior to or during the RIBN program.

This program is approved by the
North Carolina Board of Nursing
PO Box 2129, Raleigh, NC 27602
919.782.3211, www.ncbon.com

NURSING ASSOCIATE DEGREE - RIBN A45110RB
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
Liberal Arts course			3	0	0	3
Choose one of the following:						
MAT	152	Statistical Methods OR	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
		Totals	12	10	0	16

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
CHM	132	Organic and Biochemistry	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
Liberal Arts course			3	0	0	3
Choose one of the following:						
HEA	110	Personal Health/Wellness	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
		Totals	13-15	6-8	0	16-17

SUMMER SEMESTER 1
NSG 346 Pathophysiology @ WCU
CNA I Course Completion

FALL SEMESTER 2

BIO	175	General Microbiology	2	2	0	3
NUR	111	Introduction to Health Concepts	4	6	6	8
NUR	117	Pharmacology	1	3	0	2
Liberal Arts course			3	0	0	3
		Totals	10	11	6	16

SPRING SEMESTER 2

NUR	112	Health-Illness Concepts ~ 1st 8 weeks	3	0	6	5
NUR	114	Holistic Health Concepts ~ 2nd 8 weeks	3	0	6	5
PSY	241	Developmental Psychology	3	0	0	3
Liberal Arts course			3	0	0	3
		Totals	12	0	12	16

SUMMER SEMESTER 2

NUR	113	Family Health Concepts	3	0	6	5
Liberal Arts @ WCU			3	0	0	3
		Totals	6	0	6	8

FALL SEMESTER 3

ENG	114	Professional Research and Reporting	3	0	0	3
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
Liberal Arts course @ WCU			3	0	0	3
		Totals	12	0	12	16

SPRING SEMESTER 3

NUR	213	Complex Health Concepts	4	3	15	10
Liberal Arts course			3	0	0	3
Choose one of the following:						
COM	110	Introduction to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
		Totals	10	3	15	16

SUMMER SEMESTER 3   Transition to Practice

FALL SEMESTER 4   WCU Courses

NSG	327	Essentials of Baccalaureate Nursing Practice	4
NSG	322	Concepts of Geriatric Nursing	2
NSG	302	Community Health	3
NSG	305	Intervention Project	1
NSG	384	Practicum	2

SPRING SEMESTER 4

NSG	328	Essentials of Baccalaureate Nursing Practice	3
NSG	329	Essentials of Baccalaureate Nursing Practice	3
NSG	471	Research Process	2
NSG	472	Critical Reading	2
NSG	473	Clinical Application	2

FACULTY
Linda Deeb, RIBN Student Success Advisor
l_deeb@southwesterncc.edu
828.339.4367

Wendy Buchanan, SCC Nursing Program Coordinator
w_buchanan@southwesterncc.edu
828.339.4258

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

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

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

OCCUPATIONAL THERAPY ASSISTANT – A45500

PREREQUISITE

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1

FALL SEMESTER I

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
OTA	130	Assessment Skills	2	3	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	14	12	0	18

SPRING SEMESTER I

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
OTA	140	Professional Skills I	0	3	0	1
OTA	150	Peds Concepts & Interventions	2	3	0	3
OTA	170	Physical Conditions	2	3	0	3
PSY	241	Developmental Psychology	3	0	0	3
		Totals	10	12	0	14

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research & Reporting	3	0	0	3
OTA	161	Fieldwork 1 Placement 1	0	0	3	1
OTA	162	Fieldwork 1 Placement 2	0	0	3	1
OTA	240	Professional Skills II	0	3	0	1
PSY	281	Abnormal Psychology	3	0	0	3
		Totals	6	3	6	9

FALL SEMESTER II

Prefix	Number	Title	Class	Lab	Clinical	Credit
HUM	115	Critical Thinking	3	0	0	3
OTA	180	Psychosocial Conditions	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	250	Adult Concepts & Interventions	2	3	0	3
OTA	163	Fieldwork I Placement 3	0	0	3	1
		Totals	8	12	3	13

SPRING SEMESTER II

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

Total Semester Hour Credits: 68

ADMISSIONS CRITERIA: To be completed by March 1

The program has a limited enrollment and a selective admissions process including three phases. Classes are admitted in the fall of each year. Applications and supporting documents listed in Phase I below must be completed and submitted by March 1 of the year the student wishes to apply to the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I: To be completed by March 1

1. If you are not currently enrolled at SCC complete an application to the college. Designate Occupational Therapy Assistant AAS Degree (A45500) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Graduate from high school or have earned a high school equivalency diploma (GED). May apply to the program during senior year of high school if enrolled in college classes.
3. Request official transcripts from high school and college/universities attended be mailed to the Registrar's office (1.800.447.4091) or 828.339.4219. Request an unofficial copy be sent to you at home if you would like a copy.
   SCC, Registrar's Office, 447 College Dr., Sylva, NC 28779
4. Achieve a minimum of 2.5 GPA with 10 or more credits. (GPA will be determined from the most recent institution where at least 10 credit hours of non-developmental courses have been completed).
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the
      RISE placement test or the required transition English and math courses.
6. Have access to a computer that is up to date with current web browsers such as Chrome and Safari. Have consistent access to a word processing application like Microsoft Office. If you have any questions regarding your online access to our college services, review the online learning technical requirements or contact the IT helpdesk at 828.339.4409.
7. Must take the ATI-TEAS Exam. The ATI-TEAS must have been taken within the past three years. The exam may be taken twice per academic year with a minimum of 30 days between exams. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program. Refer to testing section in the catalog.
8. Complete a maximum of six hours of observation in occupational therapy and submit the completed observation form. The observation form may be obtained from OTA faculty.
9. Applicants must be able to meet all Essential Functions required to complete the Occupational Therapy Assistant Program and become employable. These essential functions are provided to help students assess the appropriateness of this career individually. A prospective student with a disability that is concerned that the disability may impact his or her ability to perform one or more of these skills, provide patient care, or participate in other job activities, is encouraged to contact Tonya Basse, Student Disability Services Coordinator at 828.339.4326. For more information on essential functions of the Occupational Therapy Assistant: occupationalinfo.org
• Critical Thinking/Problem Solving: Critical thinking and problem-solving ability sufficient for clinical judgment.
• Interpersonal Skills: Ability to interact with individuals, families, and groups successfully from a variety of social, emotional, cultural and intellectual backgrounds.

- Communication: Communication skills sufficient for acceptable written, verbal and non-verbal skills to communicate with individuals, families, and groups.
- Mobility and Strength: Physical mobility and strength sufficient to move through the clinical setting, to move patients and equipment, to use one's body for treatment without the use of equipment, and to ensure patient safety during treatment.
- Motor Skills: Gross and fine motor abilities/coordination to provide safe and effective treatment.
- Hearing: Auditory acuity sufficient to monitor and treat patients and to monitor safety warning signals on equipment.
- Visual Acuity: Visual acuity sufficient to monitor and treat patients and to monitor safety warning signals on equipment.
- Tactile Skills: Tactile skills sufficient to monitor and treat patients and to perform measurements.
- Emotional: Must possess emotional stability sufficient to maintain composure in stressful situations.

Please Note: In order to participate in clinical education experiences at health care facilities, students will be required to submit proof of immunizations, annual TB test, results of a criminal background check and annual drug screen at their own expense.

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). Graduates of the OTA program will be eligible to sit for the national certification examination for the occupational therapy assistant, which is administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the NBCOT certification exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice. Licensure generally requires initial certification by the NBCOT. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and obtain state licensure.

ACOTE
6116 Executive Boulevard, Suite 200 North, Bethesda, MD 20852-4929
301.652.6611, ext. 2914 • www.acoteonline.org

PHASE II

ALL OF THE ABOVE PROGRAM ADMISSIONS REQUIREMENTS MUST BE COMPLETE AND RECEIVED BY THE ADMISSIONS OFFICE BY MARCH 1. After March 1 our admissions office will send the OTA faculty all information on applicants who completed the above criteria. Applicants will be chosen based on the following criteria.

Criteria	Points	Description
GPAx5	20	2.5=12.5 4.0=20
TEAS (R&L)	5	
Attend Information Session	5	Information Sessions are held in the spring and fall.
Clinical Observation	3	Must submit a completed observation form to Admissions.
Academic History	20	Percentages awarded for courses taken toward the curriculum.
Health Related Certificates	1	Must be from an accredited program. Examples: CNA, EMS, Massage Therapy. Credentials must be presented to obtain the point. Documentation must be presented.
Previous Degree	1	Verified through transcript.

PHASE III

Selected applicants will be notified by the admissions office of provisional acceptance into the program. The applicants must sign and return the Acknowledgment of Acceptance form to the admissions office as soon as possible within the identified timeline. Any student whose acknowledgment is not returned in a timely manner may forfeit the seat in the program.

Those individuals, who are notified of acceptance status, will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that the candidate is capable of meeting the essential functions for the program. All conditionally accepted candidates must return the health forms at a scheduled orientation session during the summer. As part of this session, candidates must successfully complete an essential functions activity which includes essential functions for the field of occupational therapy. Students will also be provided with information on the following at orientation: Registering with Castlebranch and submitting required personal information, immunization records, drug test to be accessed by clinical fieldwork sites. Students will be provided with information on CPR certification and professional liability insurance.

NOTES
1. Applicants are responsible for submitting all the necessary records to the admissions office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-occupational therapy assistant, general education and related coursework prior to being accepted into the program.
4. All students admitted into the OTA program will be required to submit to a criminal background check and drug testing each academic year. The results of these tests could affect the student's ability to progress in the program. Additional testing may be required by facilities in which the students are completing fieldwork education.
5. All students' completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduation to sit for the licensure /certification exams.
6. All Students are required to complete clinical fieldwork education. Many of these sites may require the student to relocate or travel extensively for this part of the program. All expenses are the student's responsibility.

FACULTY
Anna Maria Holder Walls, Program Coordinator
a_walls@southwesterncc.edu
828.339.4334 or 800.447.4091, ext. 4334

Peggy Vos, Clinical Coordinator
m_vos@southwesterncc.edu
828.339.4254 or 800.447.4091, ext. 4254

This curriculum is designed to prepare graduates to adapt and fit corrective eyewear or ophthalmic devices as prescribed by the ophthalmologist or optometrist.

Students will acquire competencies in all phases of opticianry, including analysis and interpretation of prescriptions; surfacing, benchwork, dispensing, and fitting of eyewear and ophthalmic devices; maintenance of consumer records; effective communication with consumers; and business management skills.

Graduates should qualify to take certification examinations given by the American Board of Opticianry, the National Contact Lens Examiners, and the North Carolina State Board of Opticians, as well as other state licensing boards.

(Pending SACSCOC approval)
ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A5560
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Writing & Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
OPH	121	Anatomy & Physiology of the Eye	3	0	0	3
OPH	131	Optical Dispensing, I	3	0	0	3
OPH	141	Optical Theory I	3	0	0	3
		Totals	15	2	0	16

SPRING SEMESTER 1

ENG	114	Professional Research & Reporting	3	0	0	3
OPH	111	Ophthalmic Laboratory I	2	3	0	3
OPH	132	Optical Dispensing II	3	2	0	4
OPH	142	Optical Theory II	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	14	5	0	16

SUMMER SEMESTER

CIS	110	Introduction to Computers	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

BUS	110	Introduction to Business	3	0	0	3
OPH	112	Ophthalmic Laboratory II	2	3	0	3
OPH	233	Advanced Optical Procedures	3	2	0	4
OPH	251	Optical Internship I	0	0	3	1
OPH	261	Contact Lenses I	3	3	0	4
		Totals	11	8	3	15

SPRING SEMESTER 2

OPH	215	Laboratory Proficiency	0	6	0	2
OPH	222	Optical Business Management	3	0	0	3
OPH	243	Technical Proficiency	3	0	0	3
OPH	262	Contact Lenses II	3	3	0	4
OPH	282	Optical Externship II	0	6	0	2
		Totals	9	15	0	14

Total Semester Hour Credits: 67

ADMISSIONS CRITERIA

The Opticianry program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be complete and submitted by April 25 of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions office about the status of the program.

PHASE I - To be completed by April 25. The applicant must:

1. Complete an application (if not currently enrolled). Designate Opticiany as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.0 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
    a. High school GPA of 2.8 or higher within the past 10 years
    b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
    c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
    d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. All students admitted into a health sciences program may be required to submit to a criminal background check and drug testing each academic year. The results of these tests could affect the student's ability to progress in the program.

PHASE II

Applicants who have successfully completed Phase 1 by the appropriate deadlines will be notified by mail if they were accepted into the program. Please ensure that the college has your current address on file.

FACULTY
Mitch Fischer, Program Advisor
mfischer@southwesterncc.edu
828.339.4331 or 800.447.4091, ext. 4331

This curriculum is designed to prepare individuals to be successful professionals in outdoor adventure, education and leadership.

Course work includes technical training in the areas such as backpacking, canoeing, kayaking, and rock-climbing. These skills are taught through facilitation and experiential learning methodologies. This course of study includes interpersonal skills and leadership skills such as group process, conflict resolution, program planning, and management issues.

Graduates from this program will have a sound background in outdoor leadership blended with a solid foundation of general education, business, and computer skills. Graduates are prepared for employment in the adventure tourism industry, therapeutic wilderness programs, specialized adventure/leadership programs, adventure programs for youth, challenge course industry, city, county, and state outdoor programs, public and private outdoor education centers, and private and public school outdoor programs.

The Outdoor Leadership program prepares individuals to work as educators, instructors or facilitators in parks, recreational facilities, camps and other outdoor settings. Potential course work includes instruction in leadership skills, wilderness survival skills, first aid, group processes, counseling techniques, environmental studies and instruction in recreational activities such as rock climbing, ropes courses, backpacking, kayaking and canoeing.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A55330
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
ODL	110	Introduction to Outdoor Leadership	2	2	0	3
ODL	120	Challenge Course Facilitation	1	4	0	3
ODL	130	Water-Based Activities I	1	6	0	3
		Totals	10	14	0	16

SPRING SEMESTER 1

ENG	114	Professional Research & Reporting	3	0	0	3
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	125	Wilderness First Responder	3	3	0	4
ODL	135	Land-Based Activities I	1	6	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	11	0	16

FALL SEMESTER 2

HUM	115	Critical Thinking	3	0	0	3
ODL	210	Water-Based Activities II	1	6	0	3
ODL	215	Adm. & Policy of Public Lands	3	0	0	3
ODL	220	Climbing	1	4	0	3
***	***	Technical Elective	0-6	2-6	0-3	1-9
Choose one of the following:						
BUS	139	Entrepreneurship I	3	0	0	3
ODL	140	Intro to Wilderness Therapy	2	2	0	3
		Totals	11-17	12-16	0	16-24

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
ODL	212	Land-Based Activities II	1	6	0	3
ODL	228	ODL for Special Populations	2	2	0	3
ODL	286	Issues in Outdoor Leadership	2	2	0	3
***	***	Technical Elective	0-6	2-6	0-3	1-9
		Totals	7-13	14-18	0-3	14-21

Total Semester Hour Credits: 65-73

TECHNICAL ELECTIVES (6-8 SHC)

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	110	EMT	6	6	3	9
EMS	243	Wilderness EMT	1	2	0	2
ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	222	Minimum Impact Outdoor Skills	0	2	0	1
ODL	245	Wilderness Therapy Models	2	2	0	3
ODL	248	Field Techniques in WT	1	6	0	3
ODL	250	Biking	0	2	0	1
ODL	260	Challenge Course Management	1	4	0	3
ODL	267	Primitive Living Skills	1	4	0	3
ODL	270	Swift Water Rescue	0	2	0	1
ODL	275	Advanced Swiftwater Rescue	0	2	0	1
ODL	277	Technical Rope Rescue	1	2	0	2
WBL	111	Work-Based Learning I	0	0	10	1

CERTIFICATE - C55330

Prefix	Number	Title	Class	Lab	Clinical	Credit
ODL	110	Introduction to Outdoor Leadership	2	2	0	3
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	125	Wilderness First Responder	3	3	0	4
Choose two of the following:						
ODL	120	Challenge Course Facilitation	1	4	0	3
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	220	Climbing	1	4	0	3
		Totals	9	15-19	0	16

Total Semester Hour Credits: 16

Priority registration deadline for Outdoor Leadership AAS seeking students.
Prospective students wishing to attain their AAS in Outdoor Leadership need to be aware that some program classes have enrollment limits to ensure proper supervision and ratios for risk mitigation. Registration priority is granted to students using the following criteria.

To ensure placement in all required courses students need to:
- Have completed an SCC application and have it activated.
- Have submitted all of their previous college transcripts (if attended) and their high school transcript to the Registrar's office. All transcripts need to be processed and appear in the active academic record.
- If applicable, any required components of the Computer Placement Test be completed with scores filed in their academic record.
- Residency determination needs to be completed.

- A registration meeting (phone or in person) must occur with the ODL Program Coordinator or their designate.
- Students need to have a medical exam and be cleared by a Medical professional that they meet the technical standards of the ODL program starting Fall 2020.

Deadline for ensured placement is July 1 of the academic year for Fall Semester and November 1 for Spring Semester.

Priority Enrollment in ODL 130, 120, 125, 135, 220, 248 & 267 will be given to students who meet the above criteria. If spaces in the classes still exist past the deadlines, they will be filled with applicants in the following order.
1. AAS seeking students with previous degrees or significant transferred college credit
2. New AAS students without previous college credit
3. Certificate seeking students (Wilderness Therapy, Outdoor Leadership, Wilderness Emergency Medicine)
4. Non-ODL majors, special credit students

If any of the priority enrollment courses are full, the student will be placed on the waitlist. Students are still able to register for the other Outdoor Leadership classes and other courses required for the degree.

WILDERNESS THERAPY CERTIFICATE - C553301

This curriculum is designed to prepare individuals to be successful professionals in the wilderness therapy field.

Course work includes technical training in the areas of backcountry travel, backpacking, and primitive living skills. These skills are taught through facilitation and experiential learning methodologies. This course of study includes interpersonal skills and leadership skills such as group process, conflict resolution, therapeutic interventions, and management issues.

Graduates from this program will have a sound background in outdoor field skills blended with a solid foundation of theoretical skills and knowledge of wilderness therapeutic models. Graduates are prepared for employment as field instructors in wilderness therapy programs, in residential therapeutic schools and programs, and the adventure therapy industry.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ODL	125	Wilderness First Responder	3	3	0	4
ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	245	Wilderness Therapy Models	2	2	0	3
ODL	248	Field Techniques in WT	1	6	0	3
Choose one of the following:						
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	267	Primitive Living Skills	1	4	0	3
		Totals	9-10	15-19	0	16

Total Semester Hour Credits: 16

WILDERNESS EMERGENCY MEDICINE CERTIFICATE - C553302

This curriculum is designed to prepare individuals to be successful outdoor professionals in Wilderness Emergency Medicine.

Course work includes technical training in the areas such as wilderness patient assessment, improvised litters and splints, environmental emergencies and evacuation protocols. These skills are taught through facilitation and experiential learning methodologies.

Graduates from this program will have a sound background in emergency management blended with a solid foundation of outdoor skills. Graduates are prepared for employment in agencies that require a higher level of training in medical and backcountry skills to handle difficult environments, and prolonged treatment of the patient with limited resources.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
EMS	110	EMT	6	6	3	9
Choose one of the following:						
EMS	243	Wilderness EMT	1	2	0	2
ODL	125	Wilderness First Responder	3	3	0	4
Choose 4 credits from the following:						
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	267	Primitive Living Skills	1	4	0	3
ODL	270	Swift Water Rescue	0	2	0	1
ODL	275	Advanced Swiftwater Rescue	0	2	0	1
ODL	277	Technical Rope Rescue	1	2	0	2
		Totals	9-10	12-15	3	16-18

Total Semester Hour Credits: 16-18

FACULTY
Paul Wolf, Program Coordinator
pjwolf@southwesternccc.edu
SCC Swain Center • 828.366.2003

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, Mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Graduates will be prepared for and eligible to take the Paralegal Certification Exam administered by the North Carolina State Bar.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A25380
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
LEX	110	Introduction to Paralegal Study	2	0	0	2
LEX	271	Law Office Writing	1	2	0	2
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	11	6	0	14

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	280	Ethics & Professionalism	2	0	0	2
OST	136	Word Processing	2	2	0	3
Choose one of the following:						
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	12	4	0	14

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
LEX	150	Commercial Law I	2	2	0	3
LEX	160	Criminal Law & Procedure	2	2	0	3
LEX	288	Elder Law	3	0	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Totals	7	4	10	10

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
LEX	130	Civil Injuries	3	0	0	3
LEX	140	Civil Litigation I	3	0	0	3
LEX	210	Real Property I	3	0	0	3
LEX	250	Wills, Estates, & Trusts	2	2	0	3
OST	286	Professional Development	3	0	0	3
		Totals	14	2	0	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
LEX	141	Civil Litigation II	2	2	0	3
LEX	240	Family Law	3	0	0	3
LEX	270	Law Office Management	1	2	0	2
Choose one of the following:						
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		Totals	12	6	0	15

Total Semester Hour Credits: 68

CERTIFICATE - C25380

Southwestern Community College's Paralegal certificate program is designed with the adult learner in mind. A 2-year associate degree or a 4-year undergraduate degree is required to enroll in the certificate program.

The Paralegal certificate can be earned in a year or less. Students must take two (2) of the eight elective courses, noted by *. All other courses are required.

Upon completion of the certificate program, graduates will be eligible to take the Paralegal Certification Exam administered by North Carolina State Bar.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
LEX	110	Introduction to Paralegal Study	2	0	0	2
LEX	130	Civil Injuries (Torts)*	3	0	0	3
LEX	140	Civil Litigation I	3	0	0	3
LEX	210	Real Property I*	3	0	0	3
LEX	250	Wills, Estates & Trusts*	2	2	0	3
		Totals	5-11	0-2	0	5-11

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	141	Civil Litigation II*	2	2	0	3
LEX	240	Family Law*	3	0	0	3
LEX	270	Law Office Management	1	2	0	2
LEX	280	Ethics and Professionalism	2	2	0	2
		Totals	5-10	6-8	0	7-13

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
LEX	150	Commercial Law*	2	2	0	3
LEX	160	Criminal Law & Procedure*	2	2	0	3
LEX	288	Elder Law*	3	0	0	3
		Totals	0-5	0-4	0	0-6

*Elective Courses - Must take 2 courses.

Total Semester Hour Credits: 18

FACULTY
Pamela Wilcox Smith, Program Coordinator
p_smith@southwesterncc.edu
828.339.4209 or 800.447.4091, ext. 4209

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

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

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians. Graduates are eligible to take the Phlebotomy Certification Exam given by the American Society of Clinical Pathology Board of Certification.

CERTIFICATE - C45600

Prefix	Number	Title	Class	Lab	Clinical	Credit
*PBT	100	Phlebotomy Technology	5	2	0	6
*PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	150	General Psychology	3	0	0	3
		Totals	8	2	9	12

Total Semester Hour Credits: 12
*Stated weekly hour requirements are based on a 16 week semester. PBT 101 runs the latter
8 weeks. This will increase the weekly hour requirements for PBT 100 lab and PBT 101 clinical.

Note: Students who successfully complete the Phlebotomy program may want to consider furthering their education with completion of a Medical Laboratory Technology degree. See MLT program coordinator for more information.

ADMISSIONS CRITERIA
The program has a limited enrollment and only admits a class in the fall of each year. Applications and all of Phase I must be completed by **April 1**. All three phases must be completed by the first day of classes. Students must be 18 years of age or older by August 15, in order to be accepted into the Phlebotomy program for Fall Semester. Please check with the Admissions Office about the status of the program.

PHASE I - To be completed by April 1
The applicant must:
1. Complete an application (if not currently enrolled). Applications must be updated annually by applicants who were not accepted the previous year. Designate Phlebotomy Certificate (C45600) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
    a. High school GPA of 2.8 or higher within the past 10 years
    b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite.

    c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.

    d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.

6. Have a computer or access to a computer that is up to date (it does not have to be new, but it needs to be updated) with a web browser. Compatible web browsers are (Internet Explorer and Mozilla Firefox) Google Chrome is functional, however, not fully compatible yet.

7. Have access to a word processing application like Microsoft Office 2010, Open Office (freeware) or use Google Docs, included within the "Quick Launch Pad" in your "myscc" page. If you have any questions regarding your online access to our college services, please review the online learning technical requirements here, or contact our IT Help Desk at 828.339.4409.

8. Have access to a scanner to upload assignments.

PHASE II

Preliminary selection for 12 slots will be based on those students with the top 12 grade point averages (GPA) who have completed Phase I requirements. The identified individuals will receive provisional acceptance and move to Phase III of the admissions requirements.

PHASE III

An Acceptance Packet from Admissions is sent (by mail) to those individuals who successfully complete Phase II requirements. The acceptance packet will include the following items with due dates for completion:

- Provisional Acceptance Letter
- Acknowledgement of Acceptance form – note due date on form
- *SCC Medical/Health Forms – **Due Aug. 1**
- Essential Functions (self-appraisal) form to be completed by the student – **Due Aug. 1**
- Castlebranch instructions for submitting medical records and proof of accident and liability insurance

*The medical/health forms must be completed by appropriate medical personnel and must indicate that you are capable of meeting the physical requirements of the program.

The items on the following check-off list must be **submitted as instructed below by Aug. 1**.

- Medical/Health Forms including documentation of a physical, health history, immunizations to include the first Hepatitis B vaccine in the series. Note: if you have had Chicken Pox (and not the vaccine) then you will need to provide an Varicella-Zoster antibody titer to prove immunity. Medical forms to be loaded to *Castlebranch website.
- Receipt/proof of purchase for accident and malpractice insurance. This insurance can be purchased in the College Business office. Proof of purchase to be loaded to *Castlebranch website.
- Essential Functions (self-appraisal) form - submit to the Program Coordinator.
- Signed signature sheet at the end of the Program Student Policy Manual. See Student Policy Manual section below. Submit signed signature sheet to Program Coordinator.
  *Castlebranch instructions are mailed to the student with program acceptance letter.

Students who fail to submit the completed forms above will not be able to register for program courses.

Program Structure
The program offers the Phlebotomy coursework online. In addition, the labs are offered on campus 2 days/week during the first 8 weeks. Clinical rotations take place in the second eight weeks of the semester. Students must successfully complete both PBT 100 and PBT 101 in the same semester in order to successfully complete the program. PSY 150 maybe taken prior to entering the Phlebotomy program or while in the program. The clinical education will be provided at cooperating hospitals or other healthcare facilities.

Clinical Education
The clinical education will be provided at cooperating hospitals or other health care facilities. The clinical experience and classroom work are taken within the same semester. Successful completion of the labs must be achieved prior to attending clinical rotations in the latter part of the semester. During clinical education, the student will rotate through the phlebotomy department. Emphasis is placed on attaining competency and proficiency in the performance of phlebotomy procedures, correlated theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus.

Note: Students will receive information on clinical placement at the end of first session fall semester. They are not expected to attend clinic (PBT 101) until the ninth week of the semester.

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

Student Policy Manual
The Student Policy Manual link may be found at www.southwesterncc.edu/program/phlebotomy-certificate. This manual outlines the policies and procedures to be followed over the course of the program. Students must **sign the signature sheet** at the end of the policy manual and **submit it to the program coordinator by August 1** of the year in which they plan to enroll.

Insurance
Accident and malpractice insurance must be purchased prior to entering the Phlebotomy program. The insurance can be purchased in the College Business Office. Proof of purchase must be loaded to the Castlebranch website.

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

FACULTY
Andrea Kennedy, Program Coordinator
andrea@southwesterncc.edu
828.339.4312 or 800.447.4091, ext. 4312

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

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

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

The PTA program at Southwestern Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314. Phone: 703.706.3245 Email: accreditation@apta.org Website: www.capteonline.org

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45620

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
PHY	125	Health Sciences Physics	3	2	0	4
PTA	110	Introduction to Physical Therapy	2	3	0	3
PTA	130	Physical Therapy Procedure I	1	6	0	3
		Totals	12	14	0	17

SPRING SEMESTER 1

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

SUMMER SEMESTER

PTA	160	Physical Therapy Procedure III	2	3	0	3
PTA	170	Pathophysiology	3	0	0	3
PTA	180	PTA Clinical Education Introduction	0	0	9	3
PTA	212	Health Care/Resources	2	0	0	2
		Totals	7	3	9	11

FALL SEMESTER 2

HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PTA	182	PTA Clinical Ed I	0	0	6	2
PTA	222	Professional Interactions	2	0	0	2
PTA	240	Physical Therapy Procedure IV	3	6	0	5
PTA	254	Pediatrics for the PTA	0	3	0	1
PTA	280	PTA Issues I	1	0	0	1
PTA	282	PTA Issues II	0	3	0	1
		Totals	12	12	6	18

SPRING SEMESTER 2

PTA	252	Geriatrics for the PTA	2	0	0	2
PTA	260	Advanced PTA Clinical Education	0	0	30	10
PTA	270	PTA Topics	1	0	0	1
		Totals	3	0	30	13

Total Semester Hour Credits: 76

ADMISSION CRITERIA

Suggested preparatory courses for individuals desiring a career as a physical therapist assistant would include biology, medical terminology, or other courses recommended by the program advisor. Other specific recommendations may be made through individual advising with a program advisor.

The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be completed and submitted by Feb. 15 of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I - To be completed by March 1

The applicant must:

1. If you are not currently enrolled at SCC complete an application to the college. Designate Physical Therapist Assistant AAS Degree (A45620) as the program of interest. If you are a current student, see Admissions if you are not registered as a pre-physical therapist assistant student.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the Admissions Office.
4. Have a cumulative grade point average of 2.75 or higher on a 4.0 scale on the most recent academic transcript for the last 10 hours of college credits. If you do not have college credits, your cumulative grade point average will be taken from your high school transcript.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: Student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Must take ATI TEAS - Allied Health Exam. Details for testing dates and times can be secured from the Advisor. It is used to measure your potential to be successful in the program. A minimal score of 60 is required. The ATI TEAS Exam may be taken twice in an academic year but must be taken at least 30 days apart.
7. Complete ACA 111 (or equivalent course) with a grade of "C" or better if you do not have at least 10 hours of college credits.
8. Contact the program coordinator to schedule an advising session. During the advising session, the point scale and observation hours requirements for applicants will be reviewed.

PHASE II

All components from Phase I must be completed to allow a candidate to progress to Phase II. A point scale is utilized to determine the numerical top candidates from Phase I. The Phase I point scale is available by request to the program faculty.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. The applicants must sign and return the Acknowledgement of Acceptance form to the Admissions office.

Those individuals, who are notified of acceptance status, will also be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that the candidate is capable of meeting the physical requirements for the program. All conditionally accepted candidates must return the health forms at a scheduled required informational session prior to the beginning of the fall semester I. As part of this session, candidates must successfully complete a physical demands activity which includes essential abilities for the field of physical therapy.

NOTES

1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-Physical Therapist Assistant, general education and related coursework prior to being accepted into the program.
4. Contact your advisor for detailed information about the objective selection process.
5. All students admitted into a health science program will be required to submit to a criminal background check and drug testing a minimum of once each academic year. Additional testing may be required by facilities in which the students are completing clinical coursework. The results of these tests could affect the student's ability to progress in the program.
6. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/ or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

CLINICAL EDUCATION

Clinical education will be provided at cooperating health care facilities and other related settings. Many of these sites may require the student to relocate or travel extensively for this part of the program. All expenses are the student's responsibility.

FACULTY

Erin Bock, Program Coordinator
e_bock@southwesternccc.edu
828.339.4306 or 800.447.4091, ext. 4306

Susan Kimel, Clinical Coordinator
skimel@southwesternccc.edu
828.339.4615 or 800.447.4091, ext. 4615

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

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

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

The SCC radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation of an educational program provides students, as graduates, assurance that the educational program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences. For more information, visit www. Jrcert.org.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45700
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
RAD	110	Radiography Intro & Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	151	RAD Clinical Education I	0	0	6	2
RAD	181	RAD Clinical Elective	0	0	3	1
		Totals	12	9	9	18

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
MAT	143	Quantitative Literacy	2	2	0	3
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Image Production I	2	3	0	3
RAD	161	RAD Clinical Education II	0	0	15	5
		Totals	10	11	15	19

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
RAD	122	Image Production II	1	3	0	2
RAD	141	Radiation Safety	2	0	0	2
RAD	171	RAD Clinical Education III	0	0	9	3
		Totals	3	3	9	7

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Image Production III	1	3	0	2
RAD	251	RAD Clinical Education IV	0	0	21	7
		Totals	9	6	21	18

SPRING SEMESTER 2

COM	140	Intro to Intercultural Communications	3	0	0	3
RAD	261	RAD Clinical Education V	0	0	21	7
RAD	271	Radiography Capstone	2	3	0	3
		Totals	5	3	21	13

Total Semester Hour Credits: 75

MISSION STATEMENT

The mission of Southwestern Community College's Radiography Program is to meet the needs of the students by offering innovative instruction through comprehensive educational practices that promote student achievement and academic excellence, which will enable the student to graduate with the necessary skills to succeed as a radiographer or to continue with other educational goals.

GOALS

Program Effectiveness Goal: Students will be able to gain the knowledge and skills necessary for professional practice as radiographers. Program data is available at www.jrcert.org

Student Learning Outcomes:

Students will complete the program. Benchmark: Retention of ≥75%.

Students will pass the Registry Exam on the 1st attempt. Benchmark: 5 year average of ≥80%

Graduates will find employment within 6 months of graduation.

Graduates will be satisfied with their education.

Employers will be satisfied with the graduates performance.

Goal: Students will think critically.

Student Learning Outcomes:

Students will perform non-routine procedures.

Students will be able to perform image evaluation.

Goal: Students will demonstrate professionalism.

Student Learning Outcomes:

Students will demonstrate professional behaviors.

Students will understand ethics.

Goal: Students will communicate effectively.

Student Learning Outcomes:

Students will demonstrate oral communication.

Students will demonstrate written communication.

Goal: Students will be clinically competent.

Student Learning Outcomes:

Students will set appropriate exposure factors.

Students will correctly position patients for routine projections.

ADMISSIONS CRITERIA

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

The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents listed in Phase I below must be completed and submitted by March 1 of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

Students must also be able to pass a technical standards exam. This exam will be conducted by program faculty prior to entrance into the program. This exam demonstrates that a student has the ability to meet certain physical demands which he/she will likely face while in the clinical educational setting. Areas to be evaluated include: communication, cognitive skills, mobility skills, motor skills, physical stamina, and sensory skills (hearing, tactile, smell etc.). Students who cannot meet the technical standards will not be eligible for admission into the program.

PHASE I - To be completed by March 1

The applicant must:

1. Complete an application (if not currently enrolled). Designate Radiography AAS Degree (A45700) as the program of interest. If you are a current student, see the admissions office to complete a change of major form if you wish to apply to this program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students.
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the admissions office.
4. Have a cumulative grade point average of 2.8 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and MAT 143 and their corresponding corequisites. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Be eighteen (18) years of age by the midterm of first semester of the year admitted to the program.
7. Take the ATI-TEAS Exam. Students may take the exam twice per academic year (August-July). There must be a minimum of 30 days between exams. Exam scores are valid for three years from the exam date. Refer to the Testing section for more information.

Once the program deadline has passed and records have been reviewed, applicants will receive a letter stating their eligibility status.

PHASE II

Radiography Selective Admission Points

1. GPA (60%)
2. TEAS Score (30%)
3. Attendance at an informational session (10%)

The weighted percentages of the above are GPA=60%, TEAS=30%, attendance at informational session=10% for a total score of 100.

Once the program deadline has passed and records have been reviewed, applicant will receive a letter detailing time and location of the information session. Acceptance into the program is contingent upon attendance at the session and agreement to program policies and rules.

PHASE III

Selected applicants will be notified by the Admissions Office of provisional acceptance to the program. Once applicants return the signed acknowledgement of acceptance form to the Admissions Office, they will be fully accepted into the program.

Accepted applicants will receive health forms in their provisional acceptance packet. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. These forms must be completed and returned to the Program Coordinator within 30 days. Failure to complete the health packet may result in relinquishment of full acceptance status.

Documentation of current CPR certification is required by September of the first Fall Semester and must be kept current throughout the length of the program.

ACADEMIC STANDARDS

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

Notice:

Candidates for certification from the American Registry of Radiologic Technologists (ARRT) must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. Any conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations must be investigated by the ARRT in order to determine eligibility for the certification examination. Additional information may be obtained from the program director.

DECLARED PREGNANT STUDENT

Federal and state regulations were modified in 1994 to introduce the term "declared pregnant worker." Under these regulations, each student may declare her pregnancy in writing to the program director. However, it is the student's option whether or not to declare the pregnancy. The student may decide to declare the pregnancy as soon as conception is confirmed, or at any time during the pregnancy. Once that pregnancy is declared, this institution is required to ensure that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the radiation dosimeter which is worn at waist level under the apron. In the event that a student has already received 450 or greater millirem from the date of conception to the date of that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of the pregnancy. In all cases, this institution requires that radiation doses to the student and to the unborn child shall be maintained "As Low As Reasonably Achievable" (ALARA).

Further information regarding student pregnancy may be found in the Radiography Student Policy Manual.

STUDENT POLICY MANUAL

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

CLINICAL EDUCATION

Selected learning experience (clinical education) will be provided at cooperating hospitals or other health care facilities within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

NOTES
1.   Applicants are responsible for submitting all the necessary records to the Admissions Office.
2.   Applications must be updated annually by applicants who were not accepted the previous year.
3.   Applicants may take non-radiography, general education and related coursework prior to being accepted into the program.
4.   All students admitted into a health sciences program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5.   All students completing a health sciences program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.
6.   A student who presents problems of physical or emotional health at any time throughout the program and has not responded to appropriate treatment within a reasonable period of time may be required to withdraw from the program. Any student whose behavior conflicts with safety may also be required to withdraw from the program.

FACULTY
Meg Rollins Petty, Program Coordinator
mpetty@southwesterncc.edu
828.339.4320 or 800.447.4091, ext. 4320

Kim Argo, Clinical Coordinator
kargo@southwesterncc.edu
828.339.4359 or 800.447.4091, ext. 4359

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

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

Graduates of accredited programs are eligible to take entry-level examinations from the National Board of Respiratory Care. Graduates may also take the Advanced Practitioner examina-tion, which is required to become a Registered Respiratory Therapist. Graduates may be employed in hospitals, clinics, doctor's offices, nursing homes, education, industry and home care.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45720
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
RCP	110	Intro to Respiratory Care	3	3	0	4
RCP	113	C-P Pharmacology	2	0	0	2
RCP	114	C-P Anatomy & Physiology	3	0	0	3
RCP	122	Special Practice Lab	0	2	0	1
RCP	132	Clinical Practice I	0	0	6	2
		Total	12	8	6	17

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	123	Special Practice Lab	0	3	0	1
RCP	143	Clinical Practice II	0	0	9	3
		Total	12	9	9	18

SUMMER SEMESTER

PSY	150	General Psychology	3	0	0	3
RCP	112	Patient Management	3	3	0	4
RCP	154	Clinical Practice III	0	0	12	4
		Total	6	3	12	11

FALL SEMESTER 2

ENG	114	Professional Research & Reporting	3	0	0	3
RCP	210	Critical Care Concepts	3	3	0	4
RCP	213	Neonatal/Pediatric Concepts	2	0	0	2
RCP	222	Special Practice Lab	0	2	0	1
RCP	234	Clinical Practice IV	0	0	12	4
Choose one of the following:						
MAT	110	Math Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Total	10	7	12	17

SPRING SEMESTER 2

COM	140	Intro to Intercultural Communication	3	0	0	3
RCP	245	Clinical Practice V	0	0	15	5
RCP	211	Advanced Monitoring/Procedures	3	3	0	4
RCP	215	Career Prep-Advanced Level	0	3	0	1
		Totals	6	6	15	13

Total Semester Credit Hours: 76

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted and supporting documents must be received no later than March 1 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I - To be completed by April 1

The applicant must:
1. Complete an application (if not currently enrolled). Designate Respiratory Therapy, AAS A45720 as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
6. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and MAT 110 or MAT 143 and their corresponding corequisites. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Complete a minimum of 6 hours of observation time in Respiratory Therapy at a health care facility. A form for documenting is available from the program advisor. It is the prospective students responsibility to obtain necessary documentation of attendance and return to the admissions office. It is the student's responsibility to schedule your observation visits, if you have questions about possible site, please get approved list from program advisor.
7. Must take the TEAS-Allied Health Exam. The ATI-TEAS Exam must have been taken within the past three years. The exam may be taken twice per academic year with a minimum of 30 days between exams. Details for cost, testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.

PHASE II

Those individuals who are notified of acceptance status will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is Aug. 1.

NOTES
1. Applicants are responsible for submitting all the necessary records to the Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-respiratory therapy, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health sciences program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5. All students completing a health sciences program may be required, by an external-testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

ACADEMIC STANDARDS

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

Upon completion of the program graduates will be eligible to take the national exams and may apply for a state license to practice.

FACULTY
Gretchen Guelcher, Program Coordinator
g_guelcher@southwesterncc.edu
828.339.4472 or 800.447.4091, ext. 4472

Ralph Bruce Moyle, Clinical Coordinator
r_moyle@southwesterncc.edu
828.339.4336 or 800.447.4091, ext. 4336

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

(Pending SACSCOC approval)
ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45740
PREREQUISITES

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	7	0	0	7

SUMMER SEMESTER 1

ENG	111	Writing & Inquiry	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 1

BIO	163	Basic Anatomy & Physiology	4	2	0	5
SUR	110	Introduction to Surgical Technology	3	0	0	3
SUR	111	Perioperative Patient Care	5	6	0	7
		Totals	12	8	0	15

SPRING SEMESTER 1

BIO	175	General Microbiology	2	2	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	Surgical Clinical Practice I	0	0	21	7
		Totals	7	5	21	16

SUMMER SEMESTER 2

SUR	134	Surgical Procedures II	5	0	0	5
SUR	135	Surgical Clinical Practice II	0	0	12	4
		Totals	5	0	12	9

FALL SEMESTER 2

ENG	114	Professional Research & Reporting	3	0	0	3
SUR	137	Professional Success Preparation	1	0	0	1
SUR	210	Advanced Surgical Clinical Practice	0	0	6	2
SUR	211	Advanced Theoretical Concepts	2	0	0	2
SUR	212	Surgical Clinical Supplement	0	0	12	4
Choose one of the following:						
MAT	110	Mathematical Measurement & Literacy				
MAT	143	Quantitative Literacy				
		Totals	8	2	18	15

Total Semester Hour Credits: 71

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the summer of each year. Applications must be completed and submitted and supporting documents must be received no later than March 1 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I - To be completed by May 1 The applicant must:
1. Complete an application (if not currently enrolled). Designate Surgical Technology (A45740) as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students.   Students must be 18 years old to sit for certification.
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and MAT 110 or MAT 143 and their corresponding corequisites. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.
   d. High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.
6. Must take the ATI-TEAS Exam. Exam must have been taken within the past three years. The exam may be taken twice per academic year with a minimum of 30 days between exams. Details for cost, testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program.

PHASE II
Those individuals who are notified of acceptance status will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is July 1.

NOTES
1.   Applicants are responsible for submitting all the necessary records to the Registrar's Office.
2.   Applications must be updated annually by applicants who were not accepted the previous year.
3.   Applicants may take non-surgical technology, general education and related course work prior to being accepted into the program.
4.   All students admitted into a health sciences program will be required to submit to a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program.
5.   All students completing a health sciences program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

ACADEMIC STANDARDS
The program requires that students maintain a high level of academic and clinical performance in accordance with program policies. Failure to meet these standards will prevent normal progression through the program. Upon completion of the program graduates will be eligible to take the national exams and may apply for a state license to practice.

FACULTY:
Melissa Daniels-Dolan, Program Coordinator
m_danielsdolan@southwesterncc.edu
828.339.4225 or 800.447.4091, ext. 4225

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A45750
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	163	Basic Anatomy & Physiology I	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
MTH	110	Fundamentals of Massage	6	9	3	10
		Totals	14	11	3	19

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
MTH	120	Therapeutic Massage Applications	6	9	3	10
MTH	121	Clinical Supplement I	0	0	3	1
MTH	125	Ethics of Massage	2	0	0	2
MTH	130	Therapeutic Massage Management	2	0	0	2
		Totals	10	9	6	15

Summer Semester 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	8	2	0	9

Fall Semester 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MTH	210	Advanced Skills of Massage	4	9	3	8
		Totals	10	9	3	14

Spring Semester 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
HUM	115	Critical Thinking	3	0	0	3
MTH	220	Outcome Based Massage	4	6	3	7
NUT	110	Nutrition	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
		Totals	13	6	3	16

Total Program Hours: 73

DIPLOMA - D45750
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BIO	163	Basic Anatomy & Physiology I	4	2	0	5
ENG	111	Writing & Inquiry	3	0	0	3
MTH	110	Fundamentals of Massage	6	9	3	10
		Totals	14	11	3	19

SPRING SEMESTER 1

CIS	110	Introduction to Computers	2	2	0	3
MTH	120	Therapeutic Massage Applications	6	9	3	10
MTH	121	Clinical Supplement I	0	0	3	1
MTH	125	Ethics of Massage	2	0	0	2
MTH	130	Therapeutic Massage Management	2	0	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	16	11	3	21

Total Semester Hour Credits: 40

ADMISSIONS CRITERIA

The Therapeutic Massage program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be complete and submitted by April 25 of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions office about the status of the program.

PHASE I - To be completed by April 25

The applicant must:

1. Complete an application (if not currently enrolled). Designate Therapeutic Massage as the program of interest. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to ensure that all necessary records are sent to the College Admissions Office.
4. Have a cumulative grade point average of 2.0 or higher on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Meet the Southwestern Community College placement requirements. This may be met by one of the following:
   a. High school GPA of 2.8 or higher within the past 10 years
   b. High school GPA of 2.2-2.79 within the past 10 years: student will be eligible for admission after successful completion of ENG 111 and the corresponding corequisite. This is a required corequisite for the program.
   c. High school GPA of below 2.2 within the past 10 years: student will be eligible for admission after completion of required transition English and math courses.

       d.   High school graduation prior to the past 10 years: student will be eligible for admission after successful completion of the RISE placement test or the required transition English and math courses.

6.   All students admitted into a health sciences program may be required to submit to a criminal background check and drug testing each academic year. The results of these tests could affect the student's ability to progress in the program.

PHASE II

Applicants who have successfully completed Phase 1 by the appropriate deadlines will be notified by mail if they were accepted into the program.

Please ensure that the college has your current address on file.

FACULTY

Mitch Fischer, Program Advisor
mfischer@southwesterncc.edu
828.339.4331 or 800.447.4091, ext. 4331

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

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

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

DIPLOMA - D35180

Prefix	Number	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading / Construction	3	0	0	3
CAR	110	Introduction to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
CAR	113	Carpentry III	3	0	9	6
CAR	115	Residential Planning / Estimating	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CST	244	Sustainable Building Design	2	3	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	110	Mathematical Measurement & Literacy	2	2	0	3
WBL	112	Work-Based Learning I	0	0	20	2
		Totals	26	37	29	44

Total Semester Hour Credits: 44

CERTIFICATE - C35180*

Prefix	Number	Title	Class	Lab	Clinical	Credit
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
		Totals	6	30	0	16

Total Semester Hour Credits: 16

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

Available at Swain County High School and Franklin High School.

CONTACT

April McNiff, High School Partnership Coordinator
a_mcniff@southwesterncc.edu
828.339.4465 or 800.447.4091, ext. 4465

Tom Jones, Career Coach
t_jones1@southwesterncc.edu
828.339.4217 or 800.447.4091, ext. 4217

Jodie Waldroup, Career Coach
j_waldroup@southwesterncc.edu
828.339.4424 or 800.447.4091, ext. 4424

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

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

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

ASSOCIATE IN APPLIED SCIENCE AAS - A50420

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
DFT	151	CAD I	2	3	0	3
WLD	110	Cutting Processes	1	3	0	2
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
		Totals	8	14	0	13

SPRING SEMESTER 1

CIS	110	Introduction to Computers	2	2	0	3
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	131	GTAW (TIG) Plate	2	6	0	4
Choose one of the following:						
MAT	110	Math Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	8	19	0	15

SUMMER SEMESTER

HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
WLD	261	Certification Practices	1	3	0	2
		Totals	7	3	0	8

FALL SEMESTER 2

COM	231	Public Speaking	3	0	0	3
ISC	112	Industrial Safety	3	0	0	3
WLD	116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD	151	Fabrication I	2	6	0	4
		Totals	10	21	0	17

SPRING SEMESTER 2

ENG	111	Writing and Inquiry	3	0	0	3
WLD	215	SMAW (stick) Pipe	1	9	0	4
WLD	231	GTAW (TIG) Pipe	1	6	0	3
WLD	251	Fabrication II	1	6	0	3
		Totals	6	21	0	13

Total Semester Hour Credits: 66

DIPLOMA - D50420

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
WLD	110	Cutting Processes	1	3	0	2
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
		Totals	9	11	0	13

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	131	GTAW (TIG) Plate	2	6	0	4
Choose one of the following:						
MAT	110	Math Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Totals	6	17	0	12

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
WLD	116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD	151	Fabrication I	2	6	0	4
WLD	261	Certification Practices	1	3	0	2
		Totals	5	24	0	13

Total Semester Hour Credits: 38

CERTIFICATE - C50420 & C50420CP*

Prefix	Number	Title	Class	Lab	Clinical	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
		Totals	9	26	0	18

Total Semester Hour Credits: 18

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

ADVISOR
Kelly Robinson, Program Coordinator
k_robinson@southwesterncc.edu
828.339.4221 or 800.447.4091, ext. 4221

The purpose of the Transition Studies program is to provide an educational opportunity for students to increase their foundation skills in preparation for regular curriculum courses. Pre-curriculum courses are designed to provide individualized and group instruction in the areas of reading, standard written English, and mathematics.

These courses are required of students who do not achieve the minimum high school GPA requirement or who do not achieve minimum scores on one or more sections of the college placement test and recommended to students on probation or suspension. Also, curriculum students who made a sufficient score on the college placement test but who desire to sharpen their skills for regular curriculum composition or math courses may choose to take developmental course work.

The high school GPA and college placement test results determine the pre-curriculum course areas and levels appropriate for students. Preferably, course work should be taken prior to, or concurrently with, first-year curriculum studies to avoid extending the total time for graduation.

Prefix	Number	Title	Class	Lab	Credit
CHM	090	Chemistry Concepts	4	0	4
ENG	002	Transition English	0	6	3
MAT	003	Transition Math	0	6	3

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

ACADEMIC RELATED AND ORIENTATION CLASSES

Prefix	Number	Title	Class	Lab	Credit
ACA	111	College Student Success	1	0	1
ACA	115	Success & Study Skills	0	2	1
ACA	122	College Transfer Success	0	2	1

FACULTY
Mary Bradley
mbradley@southwesterncc.edu
828.339.4335 or 800.447.4091, ext. 4335

Amy Russ
a_russ@southwesterncc.edu
828.339.4460 or 800.447.4091, ext. 4460

Prefix	Field of Study
ACA	Academic Related
ACC	Accounting
AHR	A/C, Heating & Refrigeration
ANT	Anthropology
ART	Art
ATR	Automation/Robotics
AUT	Automotive
BIO	Biology
BPR	Blueprint Reading
BUS	Business
CAR	Carpentry
CCT	Cyber Crime
CEG	Civil Engineering & Geomatics
CHM	Chemistry
CIS	Information Systems
CIV	Civil Engineering
CJC	Criminal Justice
COM	Communications
COS	Cosmetology
CSC	Computer Science
CST	Construction
CTI	Computer Technology Integration
CTS	Computer Information Technology
CUL	Culinary
DBA	Database
DFT	Drafting
DMA	Developmental Math
ECO	Economics
EDU	Education/Early Childhood
EGR	Engineering
ELC	Electrical
EMS	Emergency Medical Science
ENG	English
ENV	Environmental Science
ETR	Entrepreneurship
GER	German
GRA	Graphics
GRD	Graphic Design
GRO	Gerontology
HEA	Health
HIS	History
HIT	Health Information Technology
HRM	Hotel Restaurant Management
HSC	Health Science
HSE	Human Services
HUM	Humanities
LEX	Paralegal
MAT	Math
MEC	Mechatronics
MED	Medical Assisting/Related
MKT	Marketing
MLT	Medical Laboratory Technology
MTH	Massage Therapy
MUS	Music
NAS	Nurse Aide
NET	Networking Technology
NOS	Networking Operating Systems
NUR	Nursing
NUT	Nutrition
ODL	Outdoor Leadership
OPH	Opticiary
OST	Office Administration
OTA	Occupation Therapy
PBT	Phlebotomy
PED	Physical Education
PHI	Philosophy
PHO	Photography
PHY	Physics
POL	Political Science
PSY	Psychology
PTA	Physical Therapist Assistant
RAD	Radiography
RCP	Respiratory Therapy
REL	Religion
SAB	Substance Abuse
SEC	Information Systems Security
SOC	Sociology
SON	Medical Sonography
SPA	Spanish
SRV	Surveying
SUR	Surgical Technology
SWK	Social Work
TRN	Transportation Technology
WBL	Work-Based Learning
WEB	Web Technologies
WLD	Welding

Performance Measure	Excellence Level	System Mean	Results for SCC	SCC Performance
Basic Skills Progress	50.6%	45.1%	33.5%	Above baseline level, Below college average
Credit English Success	66.6%	60.6%	72.5%	Met or exceeded excellence level
Credit Math Success	46.2%	42.7%	58.2%	Met or exceeded excellence level
First Year Progression	71.9%	70.3%	65.7%	Above baseline level, Below college average
Curriculum Completion Rate	52.7%	53.4%	58.2%	Met or exceeded excellence level
Licensure Passing Rate	1.07%	.98%	1.00%	Above college average, Below excellence level
Transfer Performance	89.4%	85.4%	86.2%	Above college average, Below excellence level

Source: 2020 Performance Measures for Student Success

COURSE DESCRIPTIONS

- Course Descriptions

EXAMPLE:

ACC 115 College Accounting (3-2-4)
3 = Class Hours Per Week
2 = Lab Hours Per Week
4 = Credit Hours Per Semester

NUR 125 Maternal-Child Nursing (5-3-6-8)
5 = Class Hours Per Week
3 = Lab Hours Per Week
6 = Clinical Hours Per Week
8 = Credit Hours Per Semester

Prerequisite: A course taken prior to another course. An underlined prerequisite indicates that it is a local prerequisite set by the Curriculum and Instruction Committee at SCC.

Corequisite: A course taken at the same time as another course or prior to the course to be taken. An underlined corequisite indicates that it is a local prerequisite set by the Curriculum and Instruction Committee at SCC.

CAA: Comprehensive Articulation Agreement

ACADEMIC RELATED

ACA 111 College Student Success (1-0-1)

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 115 Success & Study Skills (0-2-1)

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 College Transfer Success (0-2-1)

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ACCOUNTING

ACC 115 College Accounting (3-2-4)

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 Principles of Financial Accounting (3-2-4)

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ACC 121 Principles of Managerial Accounting (3-2-4)

Prerequisite: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ACC 129 Individual Income Taxes (2-2-3)

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes (2-2-3)

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting (1-3-2)

Prerequisite: ACC 115 or ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Accounting Software Applications (1-3-2)

Prerequisite: ACC 115 or ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180 Practices in Bookkeeping 3-0-3

Prerequisite: ACC 120

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

ACC 220 Intermediate Accounting I (3-2-4)
Prerequisite: ACC 120
   This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 225 Cost Accounting (3-0-3)
Prerequisite: ACC 121
   This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

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

ACC 240 Government & Not-for-Profit Accounting (3-0-3)
Prerequisite: ACC 121
   This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AIR CONDITIONING, HEATING & REFRIGERATION
AHR 110 Introduction to Refrigeration (2-6-5)
   This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 112 Heating Technology (2-4-4)
Prerequisite: AHR 110
   This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling (2-4-4)
Prerequisite: AHR 110

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology (2-4-4)
Prerequisite: AHR 110 or AHR 113

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 120 HVACR Maintenance (1-3-2)

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 210 Residential Building Code (1-2-2)
Prerequisites: AHR 110 and AHR 120

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design (2-2-3)
Prerequisites: AHR 110 and AHR 120

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems (2-6-4)
Prerequisites: AHR 114, AHR 110 and AHR 120

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

ANTHROPOLOGY

ANT 210 General Anthropology (3-0-3)

Prerequisite: College-ready English Placement

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ANT 220 Cultural Anthropology (3-0-3)

Prerequisite: College-ready English Placement

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ART

ART 111 Art Appreciation (3-0-3)

Prerequisite: College-ready English Placement

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ART 114 Art History Survey I (3-0-3)

Prerequisite: College-ready English Placement

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ART 115 Art History Survey II (3-0-3)

Prerequisite: College-ready English Placement

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ART 121 Two-Dimensional Design (0-6-3)

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 122 Three-Dimensional Design (0-6-3)

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 131 Drawing I (0-6-3)

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 132 Drawing II (0-6-3)

Prerequisite: ART 131

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 214 Portfolio and Resume (0-2-1)

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 240 Painting I (0-6-3)

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 241 Painting II (0-6-3)

Prerequisite: ART 240

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 261 Photography I (0-6-3)

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 264 Digital Photography I (0-6-3)

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 281 Sculpture I (0-6-3)

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 282 Sculpture II (0-6-3)

Prerequisite: ART 281

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 283 Ceramics I (0-6-3)

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 284 Ceramics II (0-6-3)

Prerequisite: ART 283

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 288 Studio (0-6-3)

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ASTRONOMY

AST 111 Descriptive Astronomy (3-0-3)
Prerequisite: <u>College-ready English Placement</u>
Corequisite: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science.

AST 111A Descriptive Astronomy Lab (0-2-1)
Prerequisite: <u>College-ready English Placement</u>
Corequisite: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science.

AUTOMATION AND ROBOTICS

ATR 112 Intro to Automation (2-3-3)

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 211 Robot Programming (2-3-3)
Prerequisite: <u>ELC 131</u>

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR 219 Automation Troubleshooting (1-3-2)
Prerequisite: <u>ELC 131</u>

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

AUTOMOTIVE

AUT 116 Engine Repair (2-3-3)

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering Systems (2-3-3)

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires and balance wheels.

AUT 141A Suspension & Steering Systems Lab (0-3-1)

Corequisite: AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems (2-3-3)

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

AUT 151A Brake Systems Lab (0-3-1)

Corequisite: AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 181 Engine Performance I (2-3-3)

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance II (2-6-4)

Prerequisite: AUT 181

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 212 Auto Shop Management (3-0-3)

This course covers principles of management essential to decision making, communication, authority, and leadership. Topics include shop supervision, customer relations, cost effectiveness, and workplace ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 221 Automatic Transmissions/Transaxles (2-3-3)

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

AUT 221A Automatic Transmissions/Transaxles Lab (0-3-1)

Corequisite: AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Manual Transmissions/Axles/Drive Trains (2-3-3)

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

BIOLOGY
BIO 110 Principles of Biology (3-3-4)

Prerequisite: College-ready English Placement

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA as a general education course in Natural Science. Students may not apply both BIO 110 and BIO 111 toward completion of AA or AS degree requirements.

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

Prerequisite: College-ready English Placement

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. Students may not apply both BIO 110 and BIO 111 toward completion of AA or AS degree requirements.

BIO 112 General Biology II (3-3-4)

Prerequisite: BIO 111

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 120 Introductory Botany (3-3-4)
Prerequisite: BIO 110 or BIO 111

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 130 Introductory Zoology (3-3-4)
Prerequisite: BIO 110 or BIO 111

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 140 Environmental Biology (3-0-3)
Prerequisite: College-ready English Placement
Corequisite: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 140A Environmental Biology Lab (0-3-1)
Prerequisite: College-ready English Placement
Corequisite: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 163 Basic Anatomy & Physiology (4-2-5)
Prerequisite: College-ready English Placement

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective requirement.

BIO 168 Anatomy and Physiology I (3-3-4)
Prerequisite: <u>College-ready English Placement</u>

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective requirement.

BIO 169 Anatomy and Physiology II (3-3-4)
Prerequisite: BIO 168

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective requirement.

BIO 175 General Microbiology (2-2-3)
Prerequisites: BIO 110, BIO, 111, BIO 163, or BIO 168

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA as a premajor and/or elective requirement.

BLUEPRINT READING
BPR 130 Blueprint Reading/Construction (3-0-3)
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BUSINESS
BUS 110 Introduction to Business (3-0-3)
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BUS 115 Business Law I (3-0-3)
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BUS 125 Personal Finance (3-0-3)

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision (3-0-3)

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management (3-0-3)

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 139 Entrepreneurship I (3-0-3)

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS 153 Human Resource Management (3-0-3)

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 168 Electronic Business (2-2-3)

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

BUS 230 Small Business Management (3-0-3)

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 240 Business Ethics (3-0-3)

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 Business Communication (3-0-3)

Prerequisite: ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CARPENTRY (Huskins Students only)

CAR 110 Introduction to Carpentry (2-0-2)

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I (3-15-8)

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II (3-15-8)

Prerequisite: CAR 111

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III (3-9-6)

Prerequisite: CAR 111

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 115 Residential Planning/Estimating (3-0-3)

Prerequisite: BPR 130

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CIVIL ENGINEERING & GEOMATICS
CEG 111 Introduction to GIS and GNSS (2-4-4)
Prerequisite: CIS 110 and DMA 010 - DMA 080

   This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.

CEG 115 Introduction to Tech & Sustainability (2-3-3)
Corequisites: CIS 110 and DMA 010 - DMA 080

   This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development.

CEG 210 Construction Materials & Methods (2-3-3)
Prerequisite: CIS 110 and DMA 010 - DMA 080

   This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications.

CEG 211 Hydrology & Erosion Control (2-3-3)
Prerequisites: MAT 171 and DFT 151

   This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

CEG 212 Introduction to Environmental Technology (2-3-3)
Prerequisite: EGR 250

   This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations.

CEG 230 Subdivision Planning & Design (1-6-3)
Prerequisites: DFT 151 and CEG 211 and SRV 111

   This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

CEG 235 Project Management & Estimating (2-3-3)
Prerequisite: CEG 115
This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules.

CYBER CRIME
CCT 110 Introduction to Cyber Crime (3-0-3)
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT 112 Ethics & High Technology (3-0-3)
This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value system and apply ethical considerations in identifiable cyber crime investigations.

CCT 121 Computer Crime Investigation (3-2-4)
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231 Technology Crimes & Law (3-0-3)
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240 Data Recovery Techniques (2-3-3)
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.

CCT 241 Advanced Data Recovery (2-3-3)
Prerequisite: CCT 240

This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.

CCT 250 Network Vulnerabilities I (2-2-3)

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students will be able to evaluate weaknesses related to traditional networks, wireless technologies, remote access, and network security devices such as firewalls and intrusion detection systems.

CCT 251 Network Vulnerabilities II (2-2-3)
Prerequisite: CCT 250

This course is a continuation of CCT 250 Network Vulnerabilities I. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students will be able to assemble a test kit for multiple operating systems, scan and footprint networks, and test all aspects of network vulnerability.

CCT 271 Mac Digital Forensics (1-4-3)

This course provides students with the unique knowledge and skills necessary to analyze Macintosh operating system artifacts and file system mechanics. Topics include Macintosh architecture, HFS (+) based file systems, Macintosh decryption, address book and chat archives, Internet artifacts related to Safari and Firefox. Upon completion, students will be able to use the course processes and methodologies to forensically analyze a Mac computer.

CCT 272 Forensic Password Recovery (1-4-3)

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving decryption. Topics include decryption of PGP key rings, private keys, EFS hard drives, and encrypted containers. Upon completion, students will be able to use the course processes and methodologies to obtain forensic evidence from encrypted files, folders, and systems.

CCT 285 Trends in Cyber Crime (2-2-3)
Prerequisite: CCT 110

This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

CCT 289 Capstone Project (1-6-3)
Prerequisite: CCT 231

This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs.

CHEMISTRY
CHM 090 Chemistry Concepts (4-0-4)
Prerequisites: College-ready English & math Placement
   This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 130 General, Organic & Biochemistry (3-0-3)
Prerequisite: CHM 090 or high school chemistry
Corequisite: CHM 130A
   This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 130A General, Organic, & Biochemistry Lab (0-2-1)
Corequisite: CHM 130, CHM 090 or high school chemistry
   This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 131 Introduction to Chemistry (3-0-3)
Prerequisites: College-ready English & math Placement
Corequisite: CHM 131A
   This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 131A Introduction to Chemistry Lab (0-3-1)
Prerequisites: College-ready English & math Placement
Corequisite: CHM 131
   This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 132 Organic and Biochemistry (3-3-4)
Prerequisites: CHM 131 and CHM 131A or CHM 151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 151 General Chemistry I (3-3-4)
Prerequisites: College-ready English & math Placement, high school chemistry or CHM 090
Corequisite: MAT 171

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 152 General Chemistry II (3-3-4)
Prerequisite: CHM 151

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

COMPUTER INFORMATION SYSTEMS
CIS 110 Introduction to Computers (2-2-3)

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

CIS 115 Introduction to Programming & Logic (2-3-3)
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040; or MAT 171

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

CIVIL ENGINEERING TECHNOLOGY
CIV 111 Soils and Foundations (2-4-4)
Prerequisite: EGR 250

This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

CIV 215 Highway Technology (2-6-4)
Prerequisite: CEG 115 and MAT 171

This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, traffic analysis, geometric design and other related topics. Upon completion, students should be able to interpret roadway details and specifications, and produce street and highway construction drawings.

CRIMINAL JUSTICE
CJC 111 Introduction to Criminal Justice (3-0-3)

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CJC 112 Criminology (3-0-3)

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice (3-0-3)

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography (1-2-2)

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC 120 Interviews/Interrogations (1-2-2)

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations (3-0-3)

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CJC 122 Community Policing (3-0-3)

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law (3-0-3)

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence (3-0-3)

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections (3-0-3)

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CJC 151 Introduction to Loss Prevention (3-0-3)

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 Terrorism: Underlying Issues (3-0-3)

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 212 Ethics & Community Relations (3-0-3)

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse (3-0-3)

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology (3-0-3)

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles (3-2-4)

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics (3-0-3)

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. Consideration will also be given to the psychological profiling of serial criminal offenders.

CJC 223 Organized Crime (3-0-3)

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention (3-0-3)

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law (3-0-3)

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability (3-0-3)

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 241 Community-Based Corrections (3-0-3)

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/ discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 255 Issues in Criminal Justice Applications (3-0-3)

Prerequisites: CJC 111, CJC 221 and CJC 231

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

COMMUNICATION

COM 120 Introduction to Interpersonal Communication (3-0-3)

Prerequisite: College-ready English placement or
Corequisite: Transition English

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. This course has been approved for transfer under the CAA as a general education course in Communication.

COM 140 Introduction to Intercultural Communication (3-0-3)

Prerequisite: College-ready English Placement or
Corequisite: Transition English

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in Communication.

COM 231 Public Speaking (3-0-3)
Prerequisite: College-ready English Placement or
Corequisite: Transition English

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in Communication. Students may not apply both COM 110 and COM 231 toward completion of AA or AS degree requirements.

COSMETOLOGY
COS 111 Cosmetology Concepts I (4-0-4)
Corequisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I (0-24-8)
Corequisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II (4-0-4)
Prerequisite: COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II (0-24-8)
Prerequisite: COS 111 and COS 112

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III (4-0-4)
Prerequisite: COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III (0-12-4)
Prerequisite: COS 111 and COS 112

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV (2-0-2)
Prerequisite: COS 111 and COS 112

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV (0-21-7)
Prerequisite: COS 111 and COS 112

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.

COMPUTER SCIENCE
CSC 121 Python Programming (2-3-3)
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.

CSC 134 C++ Programming (2-3-3)
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CSC 151 JAVA Programming (2-3-3)
Prerequisite: CIS 115

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CSC 251 Advanced JAVA Programming (2-3-3)
Prerequisite: CSC 151

This course is a continuation of CSC 151 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, and implement objects using the appropriate environment.

COMPUTER INFORMATION TECHNOLOGY
CTS 115 Info Sys Business Concepts (3-0-3)

The 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support (2-3-3)

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet (2-2-3)

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 155 Tech Support Functions (2-2-3)

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 250 User Support & Software Evaluation (2-2-3)

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 289 System Support Project (1-4-3)
Prerequisite: CTI 110, CTI 120 & CTS 115
   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.

COMPUTER TECHNOLOGY INTEGRATION
CTI 110 Web, Program, and Db Foundation (2-2-3)
   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 website with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation (2-2-3)
   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.

CTI 140 Virtualization Concepts (1-4-3)
   This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

CTI 141 Cloud & Storage Concepts (1-4-3)
   This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI 150 Mobile Computing Devices (2-2-3)
   This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

CONSTRUCTION
CST 244 Sustainable Bldg Design (2-3-3)
   This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices.

CULINARY

CUL 110 Sanitation & Safety (2-0-2)

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 112 Nutrition for Foodservice (3-0-3)

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection and be able to successfully pass the Manage First competency exam from the NRA.

CUL 120 Purchasing (2-0-2)

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product and be able to successfully pass the Manage First competency exam from the NRA.

CUL 135 Food & Beverage Service (2-0-2)

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages and be able to successfully pass the Manage First competency exam from the NRA.

CUL 135A Food & Beverage Service Lab (0-2-1)

Corequisite: CUL 135

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages and be able to successfully pass the Manage First competency exam from the NRA.

CUL 140 Culinary Skills I (2-6-5)

Corequisite: CUL 110

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

CUL 160 Baking I (1-4-3)
Corequisite: CUL 110
    This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170 Garde Manger I (1-4-3)
Corequisite: CUL 110
    This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 230 Global Cuisines (1-8-5)
Prerequisites: CUL 110 and CUL 140
    This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240 Culinary Skills II (1-8-5)
Prerequisites: CUL 110 and CUL 140
    This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 250 Classical Cuisine (1-8-5)
Prerequisites: CUL 110, CUL 140, CUL 240
    This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hote menus, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 260 Baking II (1-4-3)
Prerequisites: CUL 110, CUL 160
    This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

DATABASE MANAGEMENT TECHNOLOGY
DBA 110 Database Concepts (2-3-3)

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 120 Database Programming I (2-2-3)
Prerequisite: WEB 110

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.

DRAFTING
DFT 117 Technical Drafting (1-2-2)

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

DFT 151 CAD I (2-3-3)

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II (2-3-3)
Prerequisite: CED 151

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 170 Engineering Graphics (2-2-3)

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.

ECONOMICS
ECO 151 Survey of Economics (3-0-3)

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ECO 251 Principles of Microeconomics (3-0-3)
Prerequisite: College-ready English placement
　　This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

ECO 252 Principles of Macroeconomics (3-0-3)
Prerequisite: College-ready English placement
　　This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

EDUCATION
EDU 119 Introduction to Early Child Education (4-0-4)
　　This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU 131 Child, Family, & Community (3-0-3)
　　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.

EDU 144 Child Development I (3-0-3)
　　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.

EDU 145 Child Development II (3-0-3)

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.

EDU 146 Child Guidance (3-0-3)

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.

EDU 151 Creative Activities (3-0-3)

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.

EDU 153 Health, Safety & Nutrition (3-0-3)

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.

EDU 154 Social/Emotion/Behavioral Development (3-0-3)

Prerequisites: Take one set
    Set 1: EDU 144, EDU 145
    Set 2: PSY 244, PSY 245

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 161 Introduction to Exceptional Children (3-0-3)

This course covers children with exceptionalities as life long learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes.

EDU 162 Observation & Assessment in ECE (3-0-3)

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163 Classroom Management & Instruction (3-0-3)

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 175 Introduction to Trade & Industry (3-0-3)

This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emerging trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education.

EDU 176 Occupation Analysis & Course Development (3-0-3)

This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods.

EDU 177 Instructional Methods (2-2-3)

This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods.

EDU 178 Facilities Organization & Planning (2-2-3)

This course is a study of the problems related to educational facilities planning, layout, and management. Emphasis is placed on applying basic principles to actual projects relating to specific occupational areas. Upon completion, students should be able to lay out an educational facility for an occupational area and develop a plan for the facilities.

EDU 179 Vocational Student Organization (3-0-3)

This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install officers.

EDU 184 Early Child Introductory Practicum (1-3-2)

Prerequisite: EDU 119

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. Site visit placement outside of Jackson, Macon or Swain counties must be approved by the program coordinator.

EDU 187 Teaching and Learning for All (3-3-4)

This course introduces students to knowledge, concepts and best practices needed to provide developmentally appropriate, effective, inclusive and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism and leadership. Upon completion, students should be able to identify the knowledge, skills, roles and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216 Foundations of Education (3-0-3)

Corequisite: ENG 002 or ENG 111

This course introduces the examination of American educational system 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 221 Children with Exceptionalities (3-0-3)
Prerequisite: EDU 144 and EDU 145

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. This course has been approved as a transferable elective at select institutions only.

EDU 234 Infants, Toddlers, & Twos (3-0-3)
Prerequisite: EDU 119

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, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive 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.

EDU 240 Work-Based Learning Practice & Techniques (3-0-3)

This course covers definitions and implementation strategies for various work-place learning programs including apprenticeship, cooperative education, entrepreneurship, field trip, internship, mentorship, school-based enterprise, service learning and shadowing. Topics include preparing vocational teachers to guide and involve students in work-based learning programs to help prepare for entry into the workforce. Upon completion, students should be able to work with students to assist with selection and involvement in work-based learning programs for career development.

EDU 250 Teacher Licensure Preparation (3-0-3)
Prerequisite: ENG 111 and MAT 143, or MAT 152 or MAT 171

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.

EDU 251 Exploration Activities (3-0-3)

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.

EDU 259 Curriculum Planning (3-0-3)

Prerequisite: EDU 119

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.

EDU 261 Early Childhood Administration I (3-0-3)

Corequisites: EDU 119

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.

EDU 262 Early Childhood Administration II (3-0-3)

Prerequisite: EDU 261 and EDU 119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. This course is also available through the Virtual Learning Community (VLC).

EDU 271 Educational Technology (2-2-3)

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 275 Effective Teacher Training (2-0-2)

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 279 Literacy Development and Instruction (3-0-3)

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 Language & Literacy Experiences (3-0-3)

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.

EDU 281 Instruction Strategies/Reading & Writing (2-2-3)

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 284 Early Child Capstone Practicum (1-9-4)
Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151

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. Site visit placement outside of Jackson, Macon or Swain counties must be approved by the program coordinator.

ENGINEERING
EGR 111 Engineer Comp & Careers (2-2-3)
  This course introduces principles, fields of study, computational tools and techniques used in engineering and engineering technology. Topics include use of word processors, spreadsheets, databases, math editors, graphics and CAD packages, simulators, symbolic and numerical math solvers, and other related application software. Upon completion, students should be able to utilize computer applications in their engineering careers.

EGR 150 Introduction to Engineering (1-2-2)
  This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EGR 250 Statics & Strengths of Materials (4-3-5)
Prerequisites: MAT 171, CIS 110
  This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

EGR 285 Design Project (0-4-2)
  This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELECTRICITY
ELC 111 Introduction to Electricity (2-2-3)
  This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity (3-6-5)
  This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 117 Motors and Controls (2-6-4)
Prerequisite: ELC 131
  This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 128 Introduction to PLC (2-3-3)
Prerequisite: <u>ELC 131</u>

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 Circuit Analysis I (3-3-4)

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132 Electrical Drawings (1-3-2)

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings.

ELC 213 Instrumentation (3-2-4)

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 228 PLC Applications (2-6-4)
Prerequisite: <u>ELC 131</u>

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

EMERGENCY MEDICAL SCIENCE
EMS 110 EMT (6-6-9)
Corequisite: <u>ACA 111 or ACA 122</u>

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 120 Advanced EMT (4-6-6)
Prerequisite: EMS 110
Corequisite: EMS 121

This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level

EMS 121 AEMT Clinical Practicum (0-6-2)
Prerequisite: EMS 110
Corequisite: EMS 120
   This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level.

EMS 122 EMS Clinical Practicum I (0-0-3-1)
Prerequisite: EMS 110
   This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS 130 Pharmacology (3-3-0-4)
Prerequisite: EMS 110
Corequisite: MAT 143
   This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Advanced Airway Management (1-2-2)
Prerequisite: EMS 110
   This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 160 Cardiology (2-3-3)
Prerequisite: EMS 110
   This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 210 Advanced Patient Assessment (1-3-2)
Prerequisite: EMS 110
   This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology II (2-3-3)
Prerequisites: EMS 122, EMS 130, and EMS 160
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221 EMS Clinical Practicum II (0-6-2)
Prerequisites: EMS 121 or EMS 122
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Practicum III (0-9-3)
Prerequisite: EMS 221
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management (2-0-2)
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Patients with Special Challenges (1-2-2)
Prerequisites: EMS 122 and EMS 130
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV (0-12-4)
Prerequisite: EMS 231
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 243 Wilderness EMT (1-2-2)
Prerequisite: EMS 110
This course provides an overview of emergency care when separated from definitive care by distance, time, or circumstance. Topics include principles of long-term patient care, wilderness patient assessment system, medical and environmental emergencies, medication administration, modified CPR, and spine management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to gain Wilderness EMT certification.

EMS 250 Medical Emergencies (3-3-4)
Prerequisites: EMS 122 and EMS 130

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies (1-3-2)
Prerequisites: EMS 122 and EMS 130

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies (3-3-4)
Prerequisites: EMS 122 and EMS 130

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 EMS Bridging Course (2-2-3)

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.

EMS 285 EMS Capstone (1-3-2)
Prerequisites: EMS 220, EMS 250, and EMS 260

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH
ENG 002 Transition English (0-6-3)

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 Writing & Inquiry Support (1-2-2)
Corequisite: ENG 111

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 111 Writing and Inquiry (3-0-3)
Prerequisite: College-ready English Placement or
Corequisite: ENG 011

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 112 Writing & Research in the Disciplines (3-0-3)
Prerequisite: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 114 Professional Research & Reporting (3-0-3)
Prerequisite: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 125 Creative Writing I (3-0-3)
Prerequisite: ENG 111
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ENG 126 Creative Writing II (3-0-3)
Prerequisite: ENG 125
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ENG 231 American Literature I (3-0-3)
Prerequisite: ENG 112 or ENG 114
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENG 232 American Literature II (3-0-3)
Prerequisites ENG 112 or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENG 241 British Literature I (3-0-3)
Prerequisite: ENG 112 or ENG 114
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENG 242 British Literature II (3-0-3)
Prerequisite: ENG 112 or ENG 114
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ENTREPRENEURSHIP

ETR 220 Innovation and Creativity (3-0-3)

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 240 Funding for Entrepreneurs (3-0-3)

Prerequisite: ACC 120

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

GRAPHIC ARTS

GRA 121 Graphic Arts I (2-4-4)

This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

GRA 220 Industry Survey (1-2-2)

This course explores various graphic arts businesses and trade associations through tours, guest speakers, and research. Emphasis is placed on presenting a broad industry overview through research of a variety of industry activities and relationships. Upon completion, students should be able to describe local graphic arts businesses and local and national trade and professional associations.

GERMAN

GER 111 Elementary German I (3-0-3)

Prerequisite: College-ready English placement or

Corequisite: ENG 002

This course introduces the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

GER 112 Elementary German II (3-0-3)

Prerequisite: GER 111

This course is a continuation of GER 111 focusing on the fundamental elements of the German 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 German and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

GER 181 German Lab I (0-2-1)

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

GER 182 German Lab II (0-2-1)

Prerequisite: GER 181

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

GRAPHIC DESIGN

GRD 110 Typography I (2-2-3)

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 121 Drawing Fundamentals I (1-3-2)

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 131 Illustration I (1-3-2)

Prerequisites: ART 131, DES 125, or GRD 121

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 141 Graphic Design I (2-4-4)

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II (2-4-4)

Prerequisites: ART 121, DES 135, or GRD 141

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 145 Design Applications I (0-3-1)
Corequisite: GRD 141
   This course introduces visual problem solving. Emphasis is placed on application of design principles. Upon completion, students should be able to produce projects utilizing basic design concepts.

GRD 146 Design Applications II (0-3-1)
Corequisite: GRD 142
   This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing comprehensive projects utilizing concepts and technologies covered in GRD 141 and GRD 142. Upon completion, students should be able to provide solutions to design problems.

GRD 151 Computer Design Basics (1-4-3)
   This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152 Computer Design Technology I (1-4-3)
Prerequisite: GRD 151
   This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 153 Computer Design Technology II (1-4-3)
Prerequisite: GRD 152
   This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

GRD 167 Photographic Imaging I (1-4-3)
   This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 Photographic Imaging II (1-4-3)
Prerequisite: GRD 167
   This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.

GRD 210 Airbrush I (1-2-2)
   This course covers the mechanics of airbrushing. Topics include care and maintenance of equipment, spraying techniques and surfaces, and selection of materials. Upon completion, students should be able to produce work demonstrating competent use of an airbrush.

GRD 230 Technical Illustration (1-3-2)
Prerequisite: GRD 121

This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques.

GRD 241 Graphic Design III (2-4-4)
Prerequisite: DES 136 or GRD 142

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV (2-4-4)
Prerequisite: GRD 241

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 247 Design Applications IV (0-3-1)
Corequisite: GRD 242

This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction.

GRD 280 Portfolio Design (2-4-4)
Prerequisites: GRD 142 and GRD 152 or GRA 152

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 281 Design of Advertising (1-3-2)

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design.

GERONTOLOGY
GRO 120 Gerontology (3-0-0-3)

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEALTH
HEA 110 Personal Health and Wellness (3-0-3)
Prerequisite: <u>College-ready English placement</u> or
Corequisite: <u>Transition English</u>

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HISTORY
HIS 111 World Civilizations I (3-0-3)
Prerequisite: <u>College-ready English Placement</u>

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 112 World Civilizations II (3-0-3)
Prerequisite: <u>College-ready English Placement</u>

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 121 Western Civilization I (3-0-3)
Prerequisite: <u>College-ready English Placement</u>

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 122 Western Civilization II (3-0-3)
Prerequisite: <u>College-ready English Placement</u>

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 131 American History I (3-0-3)
Prerequisite: College-ready English Placement
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HIS 132 American History II (3-0-3)
Prerequisite: College-ready English Placement
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

HEALTH INFORMATION TECHNOLOGY
HIT 110 Intro to Healthcare and HIM (3-0-3)
This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations and accrediting body initiatives; healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, student should be able to demonstrate an understanding of health information management and healthcare organizations,professions and trends.

HIT 112 Health Law and Ethics (3-0-3)
This course covers the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, Confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon Completion, students should be able to apply policies, procedures and ethical standards in compliance with external forces.

HIT 114 Health Data Systems/Standards (2-3-3)
This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

HIT 122 Professional Practice Experience I (0-3-1)
This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices

HIT 211 Diagnosis Coding and Reporting (2-3-0-3)

This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology and disease processes. Upon completion,students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes and reimbursement methodologies.

HIT 213 Inpt Proc Coding and Reporting (1-3-0-2)

This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology, to assign principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 214 OP Procedure Coding/Reporting (1-3-2)
Prerequisite: HIT 211

This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings. Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 215 Revenue Cycle Management (1-3-2)

This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, tudents should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 217 Quality & Data Analysis (2-3-0-3)
Prerequisite: MAT 152

This course covers the principles of quality assessment and improvement, including data anlysis and decision making in healthcare. Topics include healthcare statistics, continuous quality improvement, data analysis and reporting techniques, quality and outcome metric monitoring. Upon completion, students should be able to compute healthcare statistics, abstract, analyze and report clinical data for organization-wide quality and performance improvement programs for compliance purposes.

HIT 218 Management Principles in HIT (3-0-0-3)

This course covers organizational management concepts as applied to healthcare settings. Topics include leadership skills, managing organizational change, best practices, decision-making, financial management, cultural diversity, ethics, consumer engagement, and workforce training. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 Electronic Health Records (1-2-0-2)

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, information governance, health information exchange (HIE), speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 Lifecycle of EHR (2-2-0-3)

This course covers the concepts and features of an electronic health record (EHR) system in integrated delivery networks. Topics include administrative and clinical functions such as patient management, privacy and security aspects, clinical documentation and reporting, coding and billing, data management and analytics, CDSS and quality improvement, and implementation of electronic health record systems. Upon completion, students should be able to understand the principles of an EHR and how to utilize EHR software to improve the quality and efficiency of operations in healthcare.

HIT 222 Professional Practice III (0-0-6-2)

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 225 Healthcare Informatics (2-3-0-2)

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 226 Pathophysiology & Pharmacology (2-3-0-2)
Prerequisite: BIO 163

This course covers principles of disease and the associated pharmacological treatments. Emphasis is placed on physical signs and symptoms, prognoses, common complications and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications and their management.

HIT 227 Informatics Project Management (2-2-0-3)

This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

HIT 280 Seminar in HIT (2-0-0-2)
Prerequisite: HIT 211

This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

HEALTH SCIENCES
HSC 110 Orientation to Health Careers (1-0-0-1)
   This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HSC 120 CPR (0-2-0-1)
   This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

HOTEL AND RESTAURANT MANAGEMENT
HRM 245 Human Resource Management-Hospitality (3-0-3)
   This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry and be able to successfully pass the Manage First competency exam from the NRA.

HUMAN SERVICES
HSE 110 Introduction to Human Services (2-2-0-3)
   This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I (1-2-0-2)
   This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques (2-2-0-3)
   This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling (2-2-0-3)
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 Human Services Issues (2-0-0-2)
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220 Case Management (2-2-0-3)
Prerequisite: HSE 110
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 Crisis Intervention (3-0-0-3)
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227 Children & Adolescents in Crisis (3-0-0-3)
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 240 Issues in Client Services (3-0-0-3)
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

HSE 255 Health Problems and Prevention (2-2-0-3)
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies. Overview of social welfare policies and programs; political, economic and social conditions affecting these disadvantaged populations; policy development and analysis, advocacy, historical perspectives.

HUMANITIES
HUM 110 Technology and Society (3-0-3)
Prerequisite: College-ready English Placement
   This course considers technological change from historical, artistic and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 115 Critical Thinking (3-0-3)
Prerequisite: College-ready English Placement
   This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 121 The Nature of America (3-0-3)
Prerequisite: College-ready English Placement
   This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 122 Southern Culture (3-0-3)
Prerequisite: College-ready English Placement
   This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 130 Myth in Human Culture (3-0-3)
Prerequisite: College-ready English Placement
   This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film (2-2-3)
Prerequisite: College-ready English Placement
   This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 230 Leadership Development (3-0-3)
Prerequisite: ENG 111

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HYDRAULICS
HYD 110 Hydraulics/Pneumatics I (2-3-3)

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, 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.

INDUSTRIAL SCIENCE
ISC 112 Industrial Safety (2-0-2)

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 121 Environmental Health & Safety (3-0-3)

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

LEGAL EDUCATION
LEX 110 Introduction to Paralegal Study (2-0-2)

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120 Legal Research/Writing I (2-2-3)

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries (3-0-3)
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I (3-0-3)
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

LEX 141 Civil Litigation II (2-2-3)
Prerequisite: LEX 140
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150 Commercial Law I (2-2-3)
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 160 Criminal Law & Procedure (2-2-3)
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 210 Real Property I (3-0-3)
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 240 Family Law (3-0-3)
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, & Trusts (2-2-3)
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 270 Law Office Management (1-2-2)

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 271 Law Office Writing (1-2-2)

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

LEX 280 Ethics & Professionalism (2-0-2)

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LEX 288 Elder Law (3-0-3)

This course provides an overview of laws especially relevant to older persons. Topics include health care decision-making, living wills, powers of attorney, financial and estate planning, government benefits, housing issues, elder abuse, and ethical considerations. Upon completion, students should be able to assist an attorney in addressing legal issues pertinent to the elderly.

LIGHT-DUTY DIESEL

LDD 112 Introduction to Light-Duty Diesel (2-2-3)

This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

MATHEMATICS

MAT 003 Transition Math (0-6-3)

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. 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 their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 Math Measurement & Literacy Support (0-2-1)
Corequisite: MAT 110

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.

MAT 043 Quantitative Literacy Support (1-2-2)
Corequisite: MAT 143

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.

MAT 052 Statistical Methods I Support (1-2-2)
Corequisite: MAT 152

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.

MAT 071 Precalculus Algebra Support (0-4-2)
Corequisite: MAT 171

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.

MAT 110 Mathematical Measurement and Literacy (2-2-3)
Prerequisites: DMA 010, DMA 020, DMA 030; MAT 003P2

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 141 Mathematical Concepts I (3-0-3)
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040; and MAT 003P2 and College-ready English Placement
   This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

MAT 142 Mathematical Concepts II (3-0-3)
Prerequisite: MAT 141
   This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

MAT 143 Quantitative Literacy (2-2-3)
Prerequisites: DMA 010, 020, 030, 040, 050; or MAT 003P2; and College-ready English Placement
   This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

MAT 152 Statistical Methods I (3-2-4)
Prerequisites: DMA 010, 020, 030, 040, 050; or MAT 003P2; and College-ready English Placement
   This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

MAT 171 Precalculus Algebra (3-2-4)
Prerequisites: DMA 010 - DMA 080; MAT 003P3; and <u>College-ready English Placement</u>

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 172 Precalculus Trigonometry (3-2-4)
Prerequisite: MAT 171 <u>or satisfactory test scores</u>

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 271 Calculus I (3-2-4)
Prerequisite: MAT 172 <u>or satisfactory test scores</u>

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 272 Calculus II (3-2-4)
Prerequisite: MAT 271

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 273 Calculus III (3-2-4)
Prerequisite: MAT 272

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 280 Linear Algebra (2-2-3)
Prerequisite: MAT 271

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

MECHANISMS
MEC 130 Mechanisms (2-2-3)

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEDICAL ASSISTING/MEDICAL RELATED
MED 110 Orientation to Medical Assisting (1-0-0-1)

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 114 Prof. Interac. in Health Care (1-0-0-1)

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 118 Medical Law and Ethics (2-0-0-2)

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I (3-0-0-3)

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II (3-0-0-3)
Prerequisites: MED 121

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Procedures I (1-2-0-2)

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II (1-2-0-2)

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription (2-2-0-3)
Prerequisite: MED 121

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 Exam Room Procedures I (3-4-0-5)

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I (3-4-0-5)

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 182 CPR First Aid & Emergency I (1-2-0-2)

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care. Note: This course may prepare students to test for Wilderness Advanced First Aid certification.

MED 232 Medical Insurance Coding (1-3-0-2)

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 Exam Room Procedures II (3-4-0-5)
Prerequisite: MED 140
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 250 Laboratory Procedures II (3-4-0-5)
Prerequisite: MED 150
This course is designed to expand and build on skills presented in MED 150. Emphasis is placed on increasing proficiency in laboratory skills used in the medical setting. Upon completion, students should be able to demonstrate enhanced competence in selected medical laboratory procedures.

MED 260 MED Clinical Practicum (0-0-15-5)
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives (1-0-0-1)
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 Med. Assisting Overview (2-0-0-2)
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology (2-2-0-3)
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy (3-0-0-3)
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education (1-2-0-2)
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING AND RETAILING
MKT 120 Principles of Marketing (3-0-3)
    This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 123 Fundamentals of Selling (3-0-3)
    This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 223 Customer Service (3-0-3)
    This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 232 Social Media Marketing (3-2-4)
    This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MEDICAL LABORATORY TECHNOLOGY
MLT 110 Introduction to MLT (2-3-0-3)
    This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

MLT 111 Urinalysis & Body Fluids (1-3-0-2)
    This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

MLT 116 Anatomy & Medical Terminology (5-0-0-5)
    This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology.

MLT 118 Medical Lab Chemistry (3-0-0-3)

This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

MLT 120 Hematology/Hemostasis I (3-3-0-4)

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 126 Immunology and Serology (1-2-0-2)

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

MLT 127 Transfusion Medicine (2-3-0-3)

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

MLT 130 Clinical Chemistry I (3-3-0-4)

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Introduction to Microbiology (2-3-0-3)

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

MLT 215 Professional Issues (1-0-0-1)

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 220 Hematology/Hemostasis II (2-3-0-3)
Prerequisite: <u>MLT 120</u>

This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 240 Special Clinical Microbiology (2-3-0-3)
Prerequisite: MLT 140

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 253 MLT Practicum I (Phlebotomy Clinic) (0-0-9-3)
Corequisite: <u>MLT 110</u>

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 265 MLT Practicum II (0-0-15-5)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 277 MLT Practicum III (0-0-24-8)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

THERAPEUTIC MASSAGE
MTH 110 Fundamentals of Massage (6-9-3-10)

This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 Therapeutic Massage Applications (6-9-3-10)
Prerequisite: MTH 110

This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings.. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

Note: This course also covers physical agents utilized with massage, introduces the student to the additional techniques of acupressure, Amma, Shiatsu, and Jin Shin Do and will focus on the business practices related to this industry.

MTH 121 Clinical Supplement I (0-0-3-1)
Corequisite: Take one: MTH 110, MTH 120, MTH 125, MTH 210, MTH 220

This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.

MTH 125 Ethics of Massage (2-0-0-2)

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion , students should be able to discuss issues relating to the practice of massage therapy, client/ therapist relationships as well as ethical issues.

Note: This course also focuses on the North Carolina Laws, Rules and Regulations specific to the practice of massage and bodywork.

MTH 130 Therapeutic Massage Management (2-0-0-2)
Prerequisite: MTH 110

This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/ lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.

MTH 210 Advanced Skills of Massage (4-9-3-8)
Prerequisite: MTH 120

This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.

MTH 220 Outcome-Based Massage (4-6-3-7)
Prerequisite: MTH 120 or MTH 121

This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.

MUSIC
MUS 110 Music Appreciation (3-0-3)
Prerequisite: College-ready English Placement

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

MUS 112 Introduction to Jazz (3-0-3)
Prerequisite: College-ready English Placement
 This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

MUS 133 Band I (0-2-0-1)
Prerequisite: Student must be in good standing with the WCU Marching Band.
 This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 134 Band II (0-2-0-1)
Prerequisite: MUS 133 and student must be in good standing with the WCU Marching Band.
 This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

NURSE AIDE
NAS 101 Nurse Aide I (3-4-3-6)
 This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II (3-2-6-6)
Prerequisite: NAS 101
 This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NETWORKING TECHNOLOGY
NET 110 Networking Concepts (2-2-3)
 This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router program-ming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125 Networking Basics (1-4-3)

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics (1-4-3)

Prerequisite: NET 125

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 175 Wireless Technology (2-2-3)

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225 Routing and Switching I (1-4-3)

Prerequisite: NET 126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II (1-4-3)

Prerequisite: NET 225

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NETWORKING OPERATING SYSTEMS
NOS 110 Operating System Concepts (2-3-3)

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User (2-2-3)
Prerequisite: <u>NOS 110</u>

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User (2-2-3)
Prerequisite: <u>NOS 110</u>

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I (2-2-3)
Prerequisite: <u>NOS 110</u>

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NOS 231 Windows Administration II (2-2-3)
Prerequisite: NOS 230

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

NURSING
NUR 111 Intro to Health Concepts (4-6-6-8)

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts (3- 0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology (1-3-0-2)

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

NUR 211 Health Care Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts (3-0-6-5)
Prerequisite: NUR 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts (4-3-15-10)
Prerequisite: NUR 111
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUTRITION
NUT 110 Nutrition (3-0-0-3)
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.

OUTDOOR LEADERSHIP
ODL 110 Introduction to Outdoor Leadership (2-2-0-3)
Prerequisite: DRE 098 or satisfactory test scores
This course is an introduction to the field of outdoor leadership, its theories, techniques and educational principles. Topics include the historical and philosophical foundations of leadership, the dynamics of group interaction and team building. Upon completion, students should be able to clearly articulate the evolution of the outdoor leader and build a personal outdoor leadership philosophy.

ODL 115 Methods of Experiential Education (2-2-0-3)
This course is designed to instruct the outdoor leader in the use of experiential educational tools to facilitate the wilderness experience. Emphasis is placed on classroom and lab techniques, including problem solving and communication skills, used in situations relevant to outdoor settings. Upon completion, students should be able to transfer the use of experiential educational skills to the outdoor experience.

ODL 120 Challenge Course Facilitation (1-4-0-3)
This course provides a focus on the approaches to challenge course technical facilitation. Emphasis is placed on the set-up, facilitation and rescue of participants on challenge course high events and climbing towers. Upon completion, students should be able to demonstrate correct risk management and safety techniques in facilitating a challenge course experience.

ODL 125 Wilderness First Responder (3-3-0-4)
This course provides the individual with the skills necessary to handle medical emergencies in situations such as back country extended care and swift water rescue. Emphasis is placed on the safety and sound judgement in medical and life threatening emergencies through the use of lecture and hands-on simulations. Upon completion, students should be able to handle medical emergencies in the back country.

ODL 130 Water-Based Activities I (1-6-0-3)
This course introduces skills associated with all aspects of water activities, focusing on rafts, canoes, and kayaks in rivers, lakes and ocean environments. Emphasis is placed on skill acquisition and safety in all types of water environments and conditions. Upon completion of this course, the students should be proficient in basic boating skills and safety techniques.

ODL 135 Land-Based Activities I (1-6-0-3)
This course is designed to introduce skill development in land based activities including hiking, orienteering, backpacking, camping, etc. Emphasis is placed on skill acquisition, no trace impact, and rescue techniques in various environments and conditions. Upon completion of this course, the student should be proficient in land based technical skills.

ODL 140 Intro to Wilderness Therapy (2-2-0-3)
This Course provides an introduction to the theory and practice of Wilderness Therapy. Topics include the history, philosophy, ethics and risk management of Wilderness Therapy programs. Upon completion, students should be able to describe the process and the anticipated outcomes of Wilderness Therapy.

ODL 210 Water-Based Activities II (1-6-0-3)
Prerequisites: ODL 125 and ODL 130
This course is a continuation of ODL 130 and develops knowledge, techniques, approaches, and experiential methodology for teaching and leading safe water travel. Emphasis is placed on the students developing safe teaching and leading skills in all aspects of water travel using rafts, canoes and kayaks. Upon completion, the students should be able to lead and instruct groups in safe water activities.

ODL 212 Land-Based Activities II (1-6-0-3)
Prerequisites: ODL 125 and ODL 135
This course develops techniques, approaches, and experiential methodology for teaching and leadership skills in all aspects of land-based activities of orienteering, hiking, camping, etc. Emphasis is placed on developing safe teaching and leadership skills in various environments and conditions. Upon completion, students should be able to lead and instruct groups in safe land based programs.

ODL 215 Administration and Policy of Public Lands (3-0-0-3)
This course is designed to introduce the student to agencies which manage public lands and the laws created to protect natural resources. Topics include the history of natural resource management, policies of the US government, and current agencies and laws governing our use or abuse of the environment. Upon completion, the students should be able to acknowledge the roles and policies associated with land management.

ODL 220 Climbing (1-4-0-3)
This course is designed to develop the knowledge, skills and teaching methodology for the leadership of safe rock climbing activities. Emphasis is placed on the students developing safe teaching and leading skills in all aspects of rock climbing. Upon completion, the students should be able to demonstrate sound judgement in leading safe rock climbing programs.

ODL 222 Minimum Impact Outdoor Skills (0-2-0-1)
This course introduces students to the principles of minimum impact outdoor activity skills, ethics, and techniques for reducing human impact in the environment. Emphasis is placed on providing students with comprehensive training in minimum impact outdoor skills and ethics, through practical application in a field-based setting. Upon completion, students should be able to effectively teach minimum impact techniques applicable to outdoor activities.

ODL 228 Outdoor Leadership for Special Populations (2-2-0-3)
This course provides the knowledge and skills necessary to work with special populations. Emphasis is placed on the special skills necessary to work with such populations as age specific groups, and mentally, emotionally and physically challenged individuals. Upon completion, the students should be able to identify the knowledge, judgement, safety and experiential methodology skills appropriate to special populations.

ODL 245 Wilderness Therapy Models (2-2-0-3)

This course provides an overview of Wilderness therapeutic models. Topics include psychological and educational theories, treatment models and methodology utilized by Wilderness Therapy organizations. Upon completion, students should be able to understand the different approaches and techniques used in Wilderness Therapy to facilitate personal growth and change.

ODL 248 Field Techniques in WT (1-6-0-3)

This course is designed to introduce the student to common field techniques used by wilderness therapy providers. Emphasis is placed on developing systems and structures used by Wilderness therapy organizations while in a field setting to implement the treatment model of the organization. Upon completion, students should be able to understand the role of the field instructor in wilderness therapy and the common techniques used to structure naturally occurring challenges and consequences.

ODL 250 Biking (0-2-0-1)

This course provides hands-on experience in skill development and leadership training in all aspects of bicycling. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with bicycling. Upon completion of this course, the students should be able to safely perform and lead a group in this activity.

ODL 260 Challenge Course Management (1-4-0-3)

Prerequisite: ODL 120

This course provides students with the additional skills for the effective management of challenge courses. Emphasis is placed on group management, facility inspection, and advanced rescue techniques. Upon completion, the students should be able to demonstrate the skills necessary to lead and maintain challenge course events and facilities.

ODL 267 Primitive Living Skills (1-4-0-3)

This course introduces the student to the use of primitive living skills in outdoor environment. Topics include a primitive orientation to navigation, fire building, shelters, cooking and camping in the backcountry. Upon Completion, students should be able to travel and establish a campsite using primitive living skills.

ODL 270 Swift Water Rescue (0-2-0-1)

This course provides students with skills needed to perform rescues in a swift water environment. Emphasis is placed on river hydrology, rigging, swimming and rescue techniques focusing and intensive practice drills. Upon completion, students should be able to appropriately respond to a swift water emergency.

ODL 275 Advanced Swift Water Rescue (0-2-0-1)

This course is designed to take the student beyond the emphasis of self-rescue to concentrate on victim rescue in swift water and flood environments. Topics include rope systems, management of litter and patient raising systems, advanced river search concepts and management of complex rescue scenes. Upon completion, students should be able to perform rescues in complex swift water environments.

ODL 277 Technical Rope Rescue (1-2-0-2)

This course is designed to take students from over-the-bank rescues to progressively more vertical rescues. Topics include such skills as pre-planning, size-up and scene management, ascending and descending, belaying, mechanical advantage systems, lowering and raising systems, patient packaging and litter attending, tethers, and high lines. Upon completion, students should be able to effectively perform technical rope rescues.

ODL 286 Issues in Outdoor Leadership (2-2-0-3)

This course is designed to provide a capstone experience in preparation for employment in the outdoor industry. Topics include an examination of professional issues, ethics, and current theoretical perspectives in outdoor leadership and preparation of an outdoor experience portfolio. Upon completion, students should be able to articulate the conceptual knowledge of ethics and professional issues of an emerging outdoor leader.

OPTICIANRY

OPH 111 Ophthalmic Lab I (2-3-0-3)

This course introduces optical laboratory practices and procedures. Emphasis is placed on safety, OSHA and EPA requirements, equipment and instrumentation, and lens fabrication to ANSI standards. Upon completion, students should be able to duplicate lenses, use basic formulas, and identify materials and procedures used to safely fabricate prescription lenses to specifications.

OPH 112 Ophthalmic Lab II (2-3-0-3)

Prerequisite: OPH 111

This course continues the study of optical laboratory procedures introduced in OPH 111. Emphasis is placed on prescription interpretation, focimetry, and finishing techniques. Upon completion, students should be able to duplicate lenses, use intermediate formulas, and identify materials and procedures used to safely fabricate prescription eyewear to specifications.

OPH 121 Anatomy & Physiology of the Eye (3-0-0-3)

This course covers the anatomical and physiological functions of the eye and its associated structures. Emphasis is placed on normal vision and common disorders of the visual system. Upon completion, students should be able to describe the visual process and label and describe the function of each part of the eye.

OPH 131 Optical Dispensing I (3-0-0-3)

This course introduces the historical and modern dispensing practices and the laws governing opticianry. Topics include basic eyeglass choices, measurements, dispensing, adjustments, and record keeping. Upon completion, students should be able to evaluate patient needs and wearing success.

OPH 132 Optical Dispensing II (3-2-0-4)

Prerequisite: OPH 131

This course provides a continuation of the study of optical dispensing. Emphasis is placed on advanced dispensing skills. Upon completion, students should be able to design and dispense appropriate eyewear for a variety of patients.

OPH 141 Optical Theory I (3-0-0-3)
This course introduces the principles of optics and ophthalmic lens design. Topics include basic theory and basic optical formulas. Upon completion, students should be able to use the metric system, define basic optical terms, and perform basic optical calculations.

OPH 142 Optical Theory II (3-0-0-3)
Prerequisite: OPH 141
This course continues the study of optical theory begun in OPH 141. Topics include intermediate and advanced theory and formulas. Upon completion, students should be able to perform intermediate and advanced optical calculations.

OPH 215 Laboratory Proficiency (0-6-0-2)
This course provides preparation for the NC State Board of Opticians Examination. Emphasis is placed on speed and accuracy in all items on the competence list. Upon completion, students should be able to safely and accurately demonstrate proficiency in all items on the laboratory competence list.

OPH 222 Optical Business Management (3-0-0-3)
This course covers basic optical business management and current eyecare trends and practices. Topics include professional ethics, inventory, accounting, personnel, insurance, advertising, litigation, equipment, and future trends. Upon completion, students should be able to apply basic principles of management to the optical business setting.

OPH 233 Advanced Optical Procedures (3-2-0-4)
Prerequisite: OPH 131 and OPH 141
This course introduces special optical procedures. Topics include advanced optical assessments and calculations. Upon completion, students should be able to describe appropriate patient care.

OPH 243 Technical Proficiency (3-0-0-3)
Corequisite: OPH 215 and OPH 262
The course provides preparation for the NC State Board of Opticians Examination. Emphasis is placed on the topics relevant to the written portions of this examination. Upon completion, students should be able to pass each part of a capstone examination with a grade of 70 or better.

OPH 251 Optical Internship I (0-0-3-1)
Prerequisite: OPH 132 and OPH 141
This course provides practical experience under the direct supervision of an opticianry instructor. Emphasis is placed on communication and dispensing skills. Upon completion, students should be able to demonstrate competence in all course objectives.

OPH 261 Contact Lenses I (3-3-0-4)
Prerequisite: OPH 121
This course introduces rigid contact lens fitting. Emphasis is on clinical applications, patient selection, design parameters, instrumentation, and corneal physiology. Upon completion, students should be able to describe patient evaluation and fitting procedures for rigid lenses, recognize problems and determine effective and appropriate solutions.

OPH 262 Contact Lenses II (3-3-0-4)

Prerequisite: OPH 261

This course continues the study of contact lens fitting. Emphasis is placed on soft contact lens and advanced fitting design and techniques. Upon completion, students should be able to demonstrate the competence required for the National Contact Lens Examination and the NC State Board of Opticians Examination.

OPH 282 Optical Externship II (0-6-0-2)

This course provides practical experience in assigned businesses, with emphasis on observation and practical application. Emphasis is placed on working conditions in different production settings and time demands. Upon completion, students should be able to complete eyewear in a safe and timely manner to proper specifications and in conjunction with other employees.

OFFICE ADMINISTRATION

OST 131 Keyboarding (1-2-2)

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. This course is the entry level course for keyboarding.

OST 136 Word Processing (2-2-3)

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 148 Medical Insurance & Billing (3-0-3)

This course introduces fundamentals of medical insurance and billing. 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.

OST 149 Medical Legal Issues (3-0-3)

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is also available through the Virtual Learning Community (VLC).

OST 153 Office Finance Solutions (2-2-3)

Prerequisite: CIS 110

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 164 Office Editing (3-0-3)
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management (2-2-3)
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. This course is also available through the Virtual Learning Community (VLC).

OST 286 Professional Development (3-0-3)
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.

OST 288 Medical Office Administration Capstone (2-2-3)
Prerequisite: OST 148
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.

OST 289 Office Administration Capstone (2-2-3)
Prerequisites: OST 164 and OST 136
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

OCCUPATIONAL THERAPY
OTA 110 Fundamentals of OT (2-3-3)
Corequisite: BIO 168
This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of the domain and practice of occupational therapy, practice settings and professional roles, OT terminology, activity analysis, principles, process, philosophies, and frames of reference.

OTA 120 OTA Media I (1-3-2)
Corequisite: OTA 110
   This course provides training in recognizing the therapeutic value and use of a wide variety of human occupations including basic activities of daily living, instrumental activities of daily living, rest and sleep, education, work, play, leisure, and social participation. Topics include the understanding of different teaching and learning methods and styles, the language of occupational therapy (OT), OT interventions including preparatory methods and tasks, and restorative and compensatory techniques. Upon completion, students should be able to analyze, design, select, and safely perform occupation related activities that would be therapeutic for various populations across the lifespan.

OTA 130 Assessment Skills (2-3-3)
Corequisite: OTA 110
   This course provides training in appropriate and accurate assessment and intervention skills related to sensation, movement, vision, perception, cognition, emotions, and performance of basic activities of daily living and instrumental activities of daily living. Topics include physical and psychosocial factors affecting performance; and sensory, range of motion, strength, coordination, cognitive, visual-perceptual, self-care, and work-related assessments. Upon completion, students should be able to gather and share data for the purpose of screening and evaluation, administer selected assessments using appropriate procedures and protocols, and articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process.

OTA 140 Professional Skills I (0-3-1)
Corequisite: OTA 110
   This course introduces the roles and responsibilities of the occupational therapy assistant (OTA) and the occupational therapist (OT) in occupational therapy practice and facilitates development of professional behaviors and skills. Topics include professional ethics, supervisory roles, responsibilities, and collaborative professional relationships; credentialing, certification, and licensure; documentation, which communicates the need and rationale for occupational therapy services; therapeutic use of self; and professional identity and professional behaviors; and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles and responsibilities of the OTA and OT, and explain acceptable supervision and documentation.

OTA 150 Peds Concepts and Interventions I (2-3-3)
Corequisites: PSY 241 and OTA 170
   This course provides knowledge and skills needed for working with children from birth through adolescence. Topics include review of normal growth and development, habituation of healthy habits/routines, the role of occupational therapy with caregivers/providers, understanding of common conditions and developmental delays; and the role of occupation in assessment, intervention planning and implementation with pediatric populations. Upon completion, students should be able to plan, implement, and modify appropriate interventions with children in their context and environment to promote engagement in occupation.

OTA 161 Fieldwork I – Placement 1 (0-3-1)
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 162 Fieldwork I-Placement 2 (0-3-1)
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 163 Fieldwork I-Placement 3 (0-3-1)
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 170 Physical Conditions (2-3-3)
Corequisite: OTA 130
This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical conditions to help them achieve participation in life through engagement in occupation. Topics include medical terminology, common conditions, body functions that change with disease processes, applicable theories and principles, assessment and intervention priorities for commonly treated conditions. Upon completion, students should be able to recognize common symptoms, prioritize mental, neuromusculoskeletal and movement related functional problems, while providing for patient safety within the patient's context and environment.

OTA 180 Psychosocial Conditions (2-3-3)
Prerequisite: PSY 281
Corequisite: OTA 130
This course is designed to provide knowledge and skills needed for working with individuals experiencing various psychosocial conditions to help them achieve participation in life through engagement in occupation. Topics include mental health conditions, applicable theories and principles, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, therapeutic use of self, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group interventions for client conditions related to psychosocial dysfunction while recognizing contexts and environments that may also impact occupational performance.

OTA 220 OT Media II (1-6-3)
Prerequisites: OTA 120 and OTA 130

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, assistive technology, client mobility, and Americans with Disabilities Act (ADA) issues. Topics include ergonomics seating and positioning, community mobility, use of physical agent modalities, and technology in occupational therapy intervention. Upon completion, students should be able to demonstrate competency fabricating and utilizing orthotic and assistive devices, understanding ADA guidelines, and using technology for engagement in occupation.

OTA 240 Professional Skills II (0-3-1)
Prerequisite: OTA 140

This course covers professional development, supervisory relationships, involvement in the profession, and clinic management skills. Topics include clarification of roles and responsibilities, detailed examination of the supervisory process, participation in professional organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan and implement a professional activity, and perform routine clinic management tasks.

OTA 250 Adult Concepts and Interventions (2-3-3)
Corequisites: PSY 241, OTA 170, and OTA 180

This course provides knowledge and skills needed for working with adults through the lifespan. Emphasis is placed on identification and discussion of common changes associated with aging, disabilities and chronic diseases affecting this population, assessments and intervention, including developing healthy habits and routines, and the impact on participation in occupation in various settings. Upon completion, students should be able to plan, implement, and modify appropriate interventions with adults in their context and environment to promote engagement in occupations.

OTA 260 Level II Fieldwork Placement 1 (0-18-6)

This course provides clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines and regulatory bodies.

OTA 261 Level II Fieldwork Placement 2 (0-18-6)

This course provides the final clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines , and regulatory bodies.

OTA 280 Professional Transitions (0-2-1)
Corequisite: OTA 260 or OTA 261

This course provides closure to the educational program fin conjunction with clinical experience. Emphasis is placed on portfolio development and presentation, program evaluation, analysis and synthesis, and final preparation for the certification examination. Upon completion, students should be able to enter the occupational therapy (OT) workforce with an understanding of themselves as OT professionals, and with supportive documentation demonstrating progress toward meeting competencies set forth by the profession and regulatory bodies.

PHLEBOTOMY
PBT 100 Phlebotomy Technology (5-2-0-6)
Corequisite: PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

PBT 101 Phlebotomy Practicum (0-0-9-3)
Corequisite: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

PHYSICAL EDUCATION
PED 110 Fit and Well for Life (1-2-2)

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 111 Physical Fitness I (0-3-1)

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 117 Weight Training I (0-3-1)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 118 Weight Training II (0-3-1)
Prerequisite: PED 117

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 122 Yoga I (0-2-1)
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 123 Yoga II (0-2-1)
Prerequisite: PED 122
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 125 Self-Defense-Beginning (0-2-1)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 137 Badminton (0-2-1)
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 142 Lifetime Sports (0-2-1)
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 143 Volleyball-Beginning (0-2-1)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 145 Basketball-Beginning (0-2-1)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 162 Angling (0-2-1)
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PED 171 Nature Hiking (0-2-1)

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PHILOSOPHY
PHI 215 Philosophical Issues (3-0-3)
Prerequisite: ENG 111

This course introduces 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 critique the philosophical components of an issue. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

PHI 240 Introduction to Ethics (3-0-3)
Prerequisite: ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

PHOTOGRAPHY
PHO 222 Video Production (2-2-3)
Prerequisites: GRD 152 and GRD167

This course combines photography, light, movement, sound, music, and other elements to produce a video medium that can be informative, entertaining, and productive. Topics include video utilization, techniques and styles, pre-production scripting and planning, camera techniques, lighting, directing talent, and editing techniques. Upon completion, students should be able to create effective video productions, operate video camera equipment, and edit raw source tape to a final product.

PHYSICS
PHY 110 Conceptual Physics (3-0-3)
Prerequisites: College-ready English and math Placement
Corequisite: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 110A Conceptual Physics Lab (0-2-1)
Corequisite: PHY 110
 This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 125 Health Sciences Physics (3-2-4)
Prerequisites: College-ready English and math Placement
 This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131 Physics-Mechanics (3-2-4)
Prerequisite: MAT 121 or MAT 171
 This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I (3-2-4)
Prerequisite: MAT 171 or MAT 271 and College-ready English Placement
 This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 152 College Physics II (3-2-4)
Prerequisite: PHY 151
 This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 251 General Physics I (3-3-4)
Prerequisite: MAT 271 and College-ready English Placement
Corequisite: MAT 272
 This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

PHY 252 General Physics II (3-3-4)
Prerequisites: MAT 272 and PHY 251
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science.

POLITICAL SCIENCE
POL 120 American Government (3-0-3)
Prerequisite: College-ready English Placement
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSYCHOLOGY
PSY 118 Interpersonal Psychology (3-0-3)
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology (3-0-3)
Prerequisite: College-ready English Placement or
Corequisite: Transition English P2
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 215 Positive Psychology (3-0-3)
Prerequisite: PSY 150
This course is an overview of the scientific study of human strengths. Topics include resilience, optimism, vital engagement (flow), positive relationships, creativity, wisdom, happiness, empathy, emotional intelligence, and other relevant topics. Upon completion, students should be able to demonstrate an understanding of the psychological factors relevant to enhancing well being. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PSY 237 Social Psychology (3-0-3)
Prerequisite: PSY 150 or SOC 210
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psychology (3-0-3)
Prerequisite: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 275 Health Psychology (3-0-3)
Prerequisite: PSY 150
This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

PSY 281 Abnormal Psychology (3-0-3)
Prerequisite: PSY 150
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PHYSICAL THERAPY
PTA 110 Introduction to Physical Therapy (2-3-0-3)
This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

PTA 120 Functional Anatomy (1-6-0-3)
Corequisite: PTA 140

This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

PTA 130 Physical Therapy Procedure I (1-6-0-3)
Corequisite: PTA 110

This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.

PTA 140 Therapeutic Exercise (2-6-0-4)
Corequisite: PTA 120

This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.

PTA 150 Physical Therapy Procedure II (1-6-0-3)
Prerequisite: PTA 130

This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

PTA 160 Physical Therapy Procedure III (2-3-0-3)
Prerequisite: PTA 150

This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength; and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities.

PTA 170 Pathophysiology (3-0-0-3)
This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

PTA 180 PTA Clinical Education Introduction (0-0-9-3)

This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors.

PTA 182 PTA Clinical Ed I (0-0-6-2)

This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on basis skills including patient transfers, elementary exercise programs, and other learned skills. Upon completion, students should be able to demonstrate satisfactory performance as an introductory-level physical therapist assistant student.

PTA 212 Health Care/Resources (2-0-0-2)

This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.

PTA 222 Professional Interactions (2-0-0-2)

This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

PTA 240 Physical Therapy Procedure IV (3-6-0-5)

This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.

PTA 250 Advanced Massage for PTA (0-3-0-1)

This course is a survey of advanced massage techniques. Topics include lymphatic drainage and selected soft tissue techniques. Upon completion, students should be able to demonstrate safe and correct application of selected advanced massage techniques.

PTA 252 Geriatrics for the PTA (2-0-0-2)

This course is designed to provide more in-depth knowledge of physical therapy care for the geriatric individual. Topics include health promotion, wellness programs, and medical problems specific to the elderly. Upon completion, students should be able to discuss and describe special problems and programs for the elderly.

PTA 254 Pediatrics for the PTA (0-3-0-1)

This course provides an in-depth study of pediatric dysfunction and rehabilitation techniques. Topics include severe and profound attention deficit disorder, sensory integration, and rehabilitation in the school setting. Upon completion, students should be able to discuss selected pediatric dysfunctions and demonstrate specialized rehabilitation techniques.

PTA 260 Advanced PTA Clinical Education (0-0-30-10)
Prerequisite: PTA 180 or PTA 182
   This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

PTA 270 PTA Topics (1-0-0-1)
   This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competence examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.

PTA 280 PTA Issues I (1-0-0-1)
   This course consists of reports, discussions, and guest lectures on the latest physical therapy techniques, equipment, and health sciences specialties. Topics include reports on extra-departmental experiences, case studies, and literature reviews. Upon completion, students should be able to discuss specialized physical therapy equipment and/or related fields and display competent writing skills.

PTA 282 PTA Issues II (0-3-0-1)
   This course introduces the concept of extremity joint mobilization techniques and encourages attainment of basic competence. Topics include joint mobilization grades and techniques for all peripheral joints and general understanding of basic skill competencies. Upon completion, students should be able to perform safe and effective mobilization techniques.

RADIOGRAPHY
RAD 110 Radiography Introduction & Patient Care (2-3-0-3)
Corequisites: RAD 111 and RAD 151
   This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I (3-3-0-4)
Corequisites: RAD 110 and RAD 151
   This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II (3-3-0-4)
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 121 and RAD 161
   This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Image Production I (2-3-0-3)
Prerequisites: RAD 110, RAD 111, and RAD 151
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

RAD 122 Image Production II (1-3-0-2)
Prerequisites: RAD 112, RAD 121, and RAD 161
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

RAD 141 Radiation Safety (2-0-0-2)
Corequisite: RAD 112, RAD 122 and RAD 161)
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 151 RAD Clinical Education I (0-0-6-2)
Corequisites: RAD 110 and RAD 111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Education II (0-0-15-5)
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Education III (0-0-9-3)
Prerequisites: RAD 112, RAD 121, and RAD 161
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 181 RAD Clinical Elective (0-0-3-1)
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RAD 211 RAD Procedures III (2-3-0-3)
Prerequisites: RAD 122, RAD 131, RAD 171
Corequisites: RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Image Production III (1-3-0-2)
Prerequisites: RAD 122, RAD 141, RAD 171

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

RAD 251 RAD Clinical Education IV (0-0-21-7)
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Education V (0-0-21-7)
Prerequisite: RAD 251
Corequisites: RAD 245, RAD 271

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone (2-3-0-3)
Prerequisites: RAD 211, RAD 231, RAD 251

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RESPIRATORY THERAPY
RCP 110 Introduction to Respiratory Care (3-3-0-4)

This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics (4-3-0-5)
Prerequisite: RCP 110

This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 112 Patient Management (3-3-0-4)
Prerequisite: RCP 111

This course provides entry-level skills in respiratory care procedures in acute and non-acute care settings. Emphasis is placed on therapeutic modalities and physiological effects, monitoring mechanical ventilation, and problem-solving strategies based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 113 RCP Pharmacology (2-0-0-2)

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

RCP 114 C-P Anatomy & Physiology (3-0-0-3)

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115 C-P Pathophysiology (2-0-0-2)

This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations.

RCP 122 Special Practice Lab (0-2-0-1)

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 123 Special Practice Lab (0-3-0-1)

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 132 Clinical Practice I (0-0-6-2)
Corequisite: RCP 110
    This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 143 Clinical Practice II (0-0-9-3)
Prerequisite: RCP 110
Corequisite: RCP 111
    This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 154 Clinical Practice III (0-0-12-4)
Prerequisite: RCP 111
    This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 210 Critical Care Concepts (3-3-0-4)
    This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations.

RCP 211 Advanced Monitoring/Procedures (3-3-0-4)
Prerequisite: RCP 210
    This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations.

RCP 213 Neonatal/Ped's Concepts (2-0-0-2)
Prerequisite: RCP 111
    This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 215 Career Prep - Adv Level (0-3-0-1)
    This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

RCP 222 Special Practice Lab (0-2-0-1)

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 234 RCP Clinical Practice IV (0-0-12-4)

Prerequisite: RCP 111
Corequisite: RCP 210

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 245 Clinical Practice V (0-0-15-5)

Prerequisite: RCP 210
Corequisite: RCP 211

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RELIGION
REL 111 Eastern Religions (3-0-3)

Prerequisite: College-ready English Placement

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

REL 112 Western Religions (3-0-3)

Prerequisite: College-ready English Placement

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SUBSTANCE ABUSE
SAB 110 Substance Abuse Overview (3-0-0-3)

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120 Intake and Assessment (3-0-0-3)

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.

SAB 125 SAB Case Management (2-2-0-3)
Prerequisite: SAB 120

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.

SAB 135 Addictive Process (3-0-0-3)

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210 Substance Abuse Counseling (2-2-0-3)

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. Students will survey and practice various group techniques/therapy utilized in current substance abuse treatment programs. This course includes six hours of specific training in clinical supervision.

SAB 240 SAB Issues in Client Services (3-0-0-3)

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program. This course includes six contact hours in HIV, AIDS, STDS, TB, and Bloodborne Pathogens.

SAB 250 Prevention & Education (2-0-0-2)
Prerequisite: SAB 110 or SAB 140

This course uses various approaches to designing and implementing education programs concerning substance abuse, intervention, and relapse prevention for adolescents and adults. Emphasis is placed on the education of individuals and substance abusers/users and their families. Upon completion, students should be able to present a wide variety of education programs for individuals and substance abusers/users and their families.

INFORMATION SYSTEMS SECURITY
SEC 110 Security Concepts (2-2-3)

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SOCIOLOGY
SOC 210 Introduction to Sociology (3-0-3)
Prerequisite: College-ready English Placement

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 213 Sociology of the Family (3-0-3)
Prerequisite: College-ready English Placement

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 220 Social Problems (3-0-3)
Prerequisite: College-ready English Placement

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity (3-0-3)
Prerequisite: College-ready English placement

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. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

MEDICAL SONOGRAPHY
SON 110 Introduction to Sonography (1-3-3-3)
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111 Sonographic Physics (3-3-0-4)
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120 SON Clinical Education I (0-0-15-5)
Prerequisite: SON 110
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121 SON Clinical Education II (0-0-15-5)
Prerequisite: SON 120
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130 Abdominal Sonography I (2-3-0-3)
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

SON 131 Abdominal Sonography II (1-3-0-2)
Prerequisite: SON 130
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140 Gynecological Sonography (2-0-0-2)
Prerequisite: SON 110
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220 SON Clinical Education III (0-0-24-8)
Prerequisite: SON 121
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221 SON Clinical Education IV (0-0-24-8)
Prerequisite: SON 220
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 222 Selected SON Clinical Education (0-0-6-2)
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations.

SON 225 Case Studies (0-3-0-1)
Prerequisite: SON 110
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241 Obstetrical Sonography I (2-0-0-2)
Prerequisite: SON 110
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242 Obstetrical Sonography II (2-0-0-2)
Prerequisite: SON 241
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250 Vascular Sonography (1-3-0-2)
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 289 Sonographic Topics (2-0-0-2)
Prerequisite: SON 220
Corequisite: SON 221

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH
SPA 111 Elementary Spanish I (3-0-3)
Prerequisite: College-ready English Placement or
Corequisite: ENG 002

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Note: Elementary foreign language courses are secondary humanities courses; they will not count as the sole humanities selection in an AAS degree program.

SPA 112 Elementary Spanish II (3-0-3)
Prerequisite: SPA 111

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Note: Elementary foreign language courses are secondary humanities courses; they will not count as the sole humanities selection in an AAS degree program.

SPA 181 Spanish Lab I (0-2-1)
Prerequisite: College-ready English Placement
Corequisite: SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

SPA 182 Spanish Lab II (0-2-1)
Corequisite: SPA 112
   This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

SPA 211 Intermediate Spanish I (3-0-3)
Prerequisite: SPA 112
   This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 212 Intermediate Spanish II (3-0-3)
Prerequisite: SPA 211
   This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 221 Spanish Conversation (3-0-3)
Prerequisite: SPA 212
   This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

SURVEYING
SRV 110 Surveying I (2-6-4)
Prerequisites: CEG 115
Corequisite: MAT 171
   This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.

SRV 111 Surveying II (2-6-4)
Prerequisites: SRV 110
   This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III (2-6-4)
Prerequisite: SRV 110

This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law (2-2-3)
Prerequisite: SRV 110

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying

SRV 240 Topographic/Site Surveying (2-6-4)
Prerequisite: SRV 110

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

SURGICAL TECHNOLOGY
SUR 110 Intro to Surg Tech (3-0-0-3)
Corequisite: SUR 111

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Periop Patient Care (5-6-0-7)
Corequisite: SUR 110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 Surgical Procedures I (5-3-0-6)
Prerequisite: SUR 110 and SUR 111
Corequisite: SUR 123

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to during the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies and equipment. Upon completion, students should be able to correlate, integrate and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 SUR Clinical Practice I (0-0-21-7)
Prerequisite: SUR 110 and SUR 111
Corequisite: SUR 122
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II (5-0-0-5)
Prerequisite: SUR 123
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 SUR Clinical Practice II (0-0-12-4)
Prerequisite: SUR 123
Corequisite: SUR 134
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Professional Success Prep (1-0-0-1)
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Advanced SUR Clinical Practice (0-0-6-2)
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Advanced Theoretical Concepts (2-0-0-2)
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 212 SUR Clinical Supplement (0-0-12-4)
This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.

SOCIAL WORK
SWK 110 Introduction to Social Work (3-0-3)
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

TRANSPORTATION TECHNOLOGY
TRN 110 Introduction to Automotive (1-2-2)
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120 Basic Transportation Electricity (4-3-5)
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 120A Basic Transportation Electrical Lab (0-3-1)
Corequisite: TRN 120
This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

TRN 130 Introduction to Sustainable Transportation (2-2-3)
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 140 Transportation Climate Control (1-2-2)
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 140A Transportation Climate Control Lab (1-2-2)
Corequisite: TRN 140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 Advanced Transportation Electronics (2-3-3)
Prerequisite: TRN 120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

WORK-BASED LEARNING
Work-based learning courses are available for students in certain programs only. See the program advisor for additional details.

WBL 111 Work-Based Learning I (0-10-1)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 Work-Based Learning I (0-20-2)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 114 Work-Based Learning I (0-40-4)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 Work-Based Learning Seminar I (1-0-1)
Corequisite: Take One: WBL 111, WBL 112, WBL 113 or WBL 114

WBL 121 Work-Based Learning II (0-10-1)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 125 Work-Based Learning Seminar II (1-0-1)
Corequisite: Take One: WBL 121, WBL 122, WBL 123 or WBL 124

WEB TECHNOLOGIES
WEB 110 Internet/Web Fundamentals (2-2-3)
   This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 111 Introduction to Web Graphics (2-2-3)
   This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 115 Web Markup & Scripting (2-2-3)
   This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 Introduction to Internet Multimedia (2-2-3)
   This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools (2-3-3)
   This course provides an introduction to web development tools. Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server.

WEB 210 Web Design (2-2-3)
Prerequisite: WEB 110
   This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 213 Internet Mkt. & Analytics (2-2-3)
   This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

WEB 225 Content Management Systems (2-2-3)
This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WELDING
WLD 110 Cutting Processes (1-3-2)
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 115 SMAW (Stick) Plate (2-9-5)
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe (1-9-4)
Prerequisite: WLD 115
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.

WLD 121 GMAW (MIG) FCAW/Plate (2-6-4)
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122 GMAW (MIG) Plate/Pipe (1-6-3)
Prerequisite: WLD 121
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate (2-6-4)
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 GTAW (TIG) Plate/Pipe (1-6-3)
Prerequisite: WLD 131
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.

WLD 141 Symbols & Specifications (2-2-3)
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.

WLD 151 Fabrication I (2-6-4)
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.

WLD 215 SMAW (stick) Pipe (1-9-4)
Prerequisite: WLD 115 and WLD 116
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.

WLD 231 GTAW (TIG) Pipe (1-6-3)
Prerequisite: WLD 132
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.

WLD 251 Fabrication II (1-6-3)
Prerequisite: WLD 151
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 261 Certification Practices (1-3-2)
Prerequisite: WLD 115, WLD 121 and WLD 131
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.

PERSONNEL

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- Part-time Employees
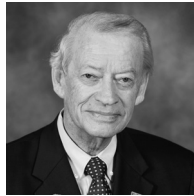
Don Tomas
President
B.S., University of Wisconsin
M.A., Texas Woman's University
Ed.D., Grambling State University
d_tomas@southwesterncc.edu

Thomas R. Brooks
Executive Vice President for Instruction and Student Services
B.S.B.A., Western Carolina University
M.Ed., Ed.S., University of Georgia
Ph.D., Capella University
tbrooks@southwesterncc.edu

William Brothers
Vice President for Financial and Administrative Services
B.S., Southern Wesleyan University
M.B.A., M.E., Western Carolina University
Ed.S., Nova Southeastern University
w_brothers@southwesterncc.edu

Scott Baker
Vice President for Information Technology
B.S., University of North Carolina Charlotte
M.S., East Carolina University
scottb@southwesterncc.edu

Cheryl Contino-Conner
Dean of Students
B.S., M.B.A., M.A.Ed.,
Western Carolina University

Mitch Fischer
Dean of Health Sciences
A.A.S., Brookdale Community
College
B.A., Thomas Edison State
College
J.D., Widener University
School of Law

Cheryl Davids
Dean of Macon Campus
B.A., B.A.Ed., University of
South Carolina
M.A.Ed., Francis Marion
University
Ph.D., Clemson University

Danell Moses
Dean of Career Technologies
B.S.B.A., M.A.Ed.,
Western Carolina University

Curtis Dowdle
Dean of Public Safety
Training
A.A.S., Southwestern
Community College
B.S., Western Carolina
University
M.A., American Public
University System

Barbara Putman
Dean of Arts and Sciences
B.A., Davidson College
M.A., Ph.D., University of
Connecticut

Bethany Emory
Dean of Teaching and
Learning Support
B.A., Central University
of Iowa
M.A., Marymount University

Scott Sutton
Dean of Workforce
Continuing Education
A.A.S., A.A.S., Southwestern
Community College
B.B.A., Montreat College
M.A.Ed., Western Carolina
University

Deb Ackman
Nursing
A.S.N., Florida Community College at Jacksonville, B.A., Franklin Pierce University; M.S.N., University of New Mexico; D.N.P., Rocky Mountains University of Health Professions

Jennifer Barfield
Office Administration/ Medical Office Administration
B.S., Brevard College
M.B.A., East Carolina University

Linda Aiken
Early Childhood
B.S., M.A.Ed., Western Carolina University

Angela Beck
Culinary - LBJ Job Corps
A.A.S., Southwestern Community College

James K. Allen
Buildings and Grounds - LBJ Job Corps

Tony Belcher
Emergency Medical Science
A.A.S., Southwestern Community College
B.S., M.H.S., Western Carolina University

Melissa Allison-Brooks
Medical Assisting
A.A.S., Haywood Community College

Kurt Berger
Computer Information Technology
B.S., The Citadel
M.S., East Carolina University

Kim Argo
Radiography
A.A.S., Southwestern Community College
B.S.R.S., Midwestern State University

Erin Bock
Physical Therapist Assistant
B.S., M.S., Western Carolina University
B.S., University of Tennessee at Chattanooga

Amy Banner
Nursing
B.S.N., Western Carolina University
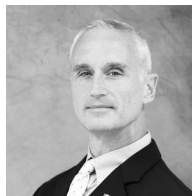
Mitchell Boudrot
Law Enforcement Training Certificate, Southwestern Community College
B.A., Saint Mary's College of Minnesota
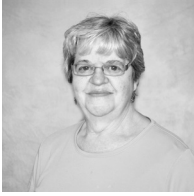
Mary Bradley
Transition Mathematics
B.S., Western Carolina
University

Alison Carter
Mathematics
B.S., M.S., California State
University - East Bay
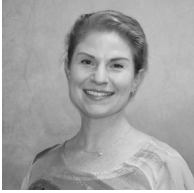
Rebecca Branden
English
B.A., Berry College
M.F.A., University of South
Carolina
Ed. S., Appalachian State
University
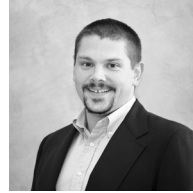
Matthew Cass
Physics/Physical
Science
B.S., M.S., Appalachian
State University

Jennifer Brooks
English
B.A., King College
M.A., Wheaton College

Lori Clancy
Human Services Tech/
Substance Abuse Treat-
ment
B.S., Toccoa Falls College
M.A., Liberty University

Allyson Brown
Nursing
A.A.S., Tidewater
Community College
B.S.N., M.S.N., Liberty
University
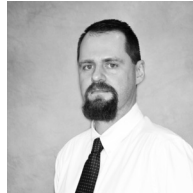
William Clark
Business Administration -
Entrepreneurship
B.S., Wesleyan University
M.B.A., Western Carolina
University

Ashley Burleson
Criminal Justice
A.A.S., Western Piedmont
Community College,
B.S., Gardner-Webb Univ.,
M.A.Ed., WCU
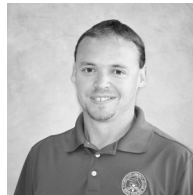
L. Scott Cline
Information Technologies
B.S.B.A., Western Carolina
University
M.S., East Carolina
University

Susan L. Cain
Communications
B.A., University of Tulsa
M.S., University of
Louisiana

Scott Clontz
Advertising & Graphic
Design
A.A.S., Southwestern
Community College
B.S., Appalachian State
University

Tim Coffey
Criminal Justice
A.A.S., Mitchell Community College; B.S., M.B.A., Gardner-Webb University
M.S., Appalachian State University

L. (Bucky) Dann
Sociology
B.A., St. Lawrence University
M.Div., M.Phil., Ph.D., Drew University

Donald Coleman
National Park Service Law Enforcement
B.S., Georgia Southern College
M.S., Clemson University

Ceretta Davis
Culinary Arts
A.A.S., Southwestern Community College

Donna Conner
Nurse Aide
A.A.S., Southwestern Community College
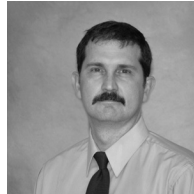
Michael Deaver
Computer and Electronics Engineering Technology
A.A.S., Southwestern Community College
B.S., WCU

Nicole Conner
Human Services Tech/ Substance Abuse Treatment
B.S., Kennesaw State University
M.A.Ed., WCU

Zach Dezarn
NC Law Enforcement
B.S., Milligan College
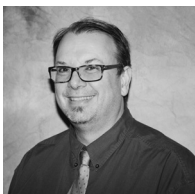
Chris Cox
English
B.A., M.A., Appalachian State University

Debra Eavenson
Medical Sonography
A.A.S., Wallace State College
B.S., Western Carolina University

Melissa Daniels-Dolan
Surgical Technology
A.A.S., Miller Motte College
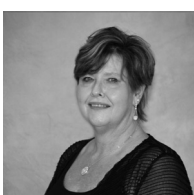
Pam Ensley
Cosmetology
A.A.S., Diploma, Southwestern Community College

Michelle Evans
Nursing
A.A.S., Lewis and Clark Community College
B.S.N., McKendree University
M.S.N., Webster University

Stephen Hesselbirg
Psychology
B.S., M.A., Western Carolina University

Jim Falbo
Mechatronics/
Electronics Engineering
A.A.S., Joliet Junior College
B.S., M.S., University of Saint Francis
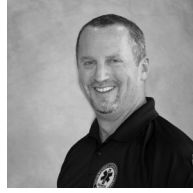
Eric Hester
Emergency Medical Science
B.S., M.H.S., Western Carolina University

Jasmine Free
Medical Sonography
A.A.S., Southwestern Community College

James Hippensteel
History
B.A., M.A., The University of Montana

Gretchen Guelcher
Respiratory Therapy
A.A.S., Indiana University
B.S., M.S.R.C., University of North Carolina at Charlotte
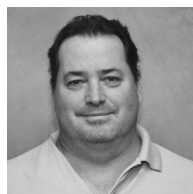
David Ivey
Civil Engineering/Geomatics Technology
A.A.S., A.A.S., A.A.S., Southwestern Community College

Frank Gunter
Welding - LBJ
Job Corps

Aaron Joslin
Forestry - Oconaluftee Job Corps
B.S., Guilford College
M.S., Ph.D., University of Georgia

Dawn Harrison
Computer Information Technology
B.A., University of North Carolina - Greensboro
M.S., University of North Carolina – Pembroke

Brian P. Kane
Fine Arts
B.F.A., Youngstown State University
M.F.A., University of South Carolina

Robert Keeling
Advertising & Graphic
Design
A.A.S., Southwestern
Community College
B.F.A., American
Intercontinental Uni-
versity

Randy McCall
Cosmetology
A.A.S., Southwestern
Community College

Andrea Kennedy
Medical Laboratory
Technology/Phlebotomy
A.A.S., Henderson CC
B.S., Eastern Kentucky
University
M.B.A., Western Carolina
University

Michael McIntosh
Biology
B.S., University of the West
Indies
M.A., Western Governors
University

Susan Kimel
Physical Therapist
Assistant
B.A. Pfeiffer University
B.S., University of North
Carolina at Chapel Hill

Alan McWilliams
Fire/Rescue Program

Sharon Lauffer
Accounting
B.S.B.A., M.Acc., Western
Carolina University

Elaine Merritt
Mathematics
B.S., Mercer University
M.A., Piedmont College
Ed.S., Piedmont College

Allen Lomax
Psychology
B.S.Ed., Lubbock Christian
University, M.A., Adams
State College; Ph.D.,
Saybrook University
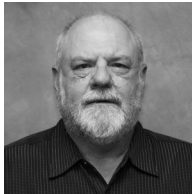
Bruce Moyle
Respiratory Therapy Clinical
Coordinator
A.A.S., Durham Technical
Community College
B.S., University of North
Carolina at Charlotte

B. Eddie Lunsford
Biology
B.S.Ed., M.A.Ed., Ed.S.,
Western Carolina
University
Ed.D., University of
Tennessee
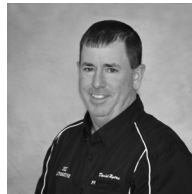
David Myers
Automotive Systems
Technology
A.A.S., Asheville-Buncombe
Technical Community
College

Jacquie Newton
Business Clerical
Program – LBJ Job Corps
B.S., Troy University

Cody Potts
Automotive Systems
Technology - Franklin High
School
A.A.S., Southwestern
Community College
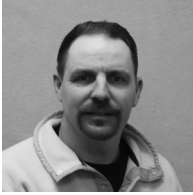
Derek Oetting
Carpentry – Swain High
School
Certificate, Southwestern
Community College
B.S., University of Central
Missouri

Debra Ray
Cosmetology
A.A.S., Southwestern
Community College

Deanne Oppermann
Chemistry
B.S., University of Wisconsin,
Madison
M.S., Stevens Institute of
Technology

Kelly Robinson
Welding
A.A.S., Haywood
Community College

Michael Park
English
A.A., Southwestern
Community College
B.S.Ed., M.A., Western
Carolina University

Marty Rowland
Automotive Systems
Technology
Diploma, Southwestern
Community College

Meg Rollins Petty
Radiography
A.A.S., Southwestern
Community College
B.S., Western Carolina
University
M.S.R.S., Midwestern State
University

Trevor Rundle
Biology
B.A., M.S., Indiana University

Carolyn Porter
Business Administration &
Electronic Commerce
B.A., Gettysburg College
J.D., University of Texas

Amy Russ
Transition English
A.A., Lake Sumter
Community College
B.S., University of Central
Florida
M.A.Ed., Saint Leo University

Hilary Seagle
Mathematics
B.S., M.A., Appalachian
State University

Vicki Todd
Mathematics
B.S., M.S., M.B.A.,
Western Carolina
University

Pamela Wilcox Smith
Paralegal Technology
B.S., High Point University
J.D., Thomas M. Cooley
Law School

Peggy Vos
Occupational Therapy
Assistant
B.S., Wayne State University

Kirk Stephens
Cyber Crime Technology
B.S.B.A., M.B.A., Western
Carolina University

Kimi Walker
Nursing
B.S.N., M.S.N., Western
Carolina University

Todd Sumner
Emergency Medical
Science

Anna Walls
Occupational Therapy
Assistant
B.S., M.S., Brenau
University

Amber Sutton
Health Information
Technology
A.A.S., Southwestern
 Community College
B.S.H.S., University of
Cincinnati

Penny Wells
Health Information
Technology
Certificate, Southwestern
Community College
B.S., M.A., Western
Carolina University

Hannah Sykes
English
B.A., Western Carolina
University
M.A., University of North
Carolina at Greensboro

Paul Wolf
Outdoor Leadership
B.S., Mankato State
University
M.A.Ed., Western
Carolina University

NOT PICTURED
McKinley Jenkins, Welding - Swain High School

Brianna Adams
College Information Center
Coordinator
Certificate, A.A.S., A.G.E.,
Southwestern Community
College
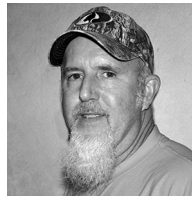
John Ayres
Grounds/Maintenance
Technician II

Tina Adams
Library Director
A.A., Daytona
Community College
B.A., M.A., University of
South Florida

Megan Ayscue
Grants Writer
B.A., Western
Carolina University
M.A., Seton Hall University

Tori Addington-Ellison
Student Success Coach
B.A., Western Carolina
University

Bradley Baines
Cleaning Technician I

Christopher Akers
Instructional Technologist
B.S.Ed., M.A., Western
Carolina University

Dominique Barwatt
Director of Student
Support Services
B.S., M.A.Ed., Western
Carolina University

Amanda Allen
Human Resources
Administrator
B.A., Guilford College

Nathan Beck
Cleaning Technician I
A.G.E., Southwestern
Community College

Jordan Allen
Cleaning Technician I
A.G.E., Southwestern Com-
munity College

Jade Benavides
Administrative Assistant -
Student Support Services
B.S. Western Carolina Uni-
versity

Jennifer Ashlock
Health Sciences Academic
Advisor/Tutor Liaison
B.A., Texas A & M
University; M.A., College of
William & Mary
M.A., M.A., Bangor
Theological Seminary

Kristan Blanton
Student Services Director -
Macon Campus
B.A., North Carolina State
University
M.A., Appalachian State
University

Cory Bowen
Accountant
B.S., University of North
Carolina at Greensboro
M.Acc., Western Carolina
University

Nick Connor
Systems Administrator
B.A., University of
Massachusetts Amherst

Beatrice Buchanan
Cleaning Technician I

John Cooper
Electrician
Certificate, Southwestern
Community College

Tyler Buchanan
Financial Aid Assistant
Director
B.S., Appalachian State
University

Nan Coulter
Executive Assistant to the
President and the Board of
Trustees
B.A., Idaho State
University

Wendy Buchanan
Nursing Program Director
A.A., Gardner-Webb
University
B.S., B.S.N., M.S.N.,
Western Carolina
University

Rick Davis
Facilities Maintenance/
Cleaning Technician
A.A.S., St. Clair County
Community College

Peter Buck
College Counselor
B.A., St. John's College
M.A., Western
Carolina University
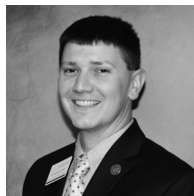
Johnathan Dean
Director of Institutional
Research and Planning
B.S., M.Acc, Western
Carolina University
M.S., The University of
Georgia

Sayward Cabe
Financial Aid Assistant
Director
B.A., McKendree
University
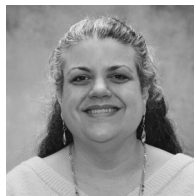
Janina DeHart
Student Disability Services
Coordinator
 B.A., University of North
Carolina at Pembroke
M.S., Western Carolina
University

Betsy Clayton
Administrative Assistant
Instruction and Student
Services
A.A.S., Southwestern
Community College

Savannah DeHart
Librarian
B.A., Western Carolina
University
M.A., East Carolina University
M.L.I.S., University of
Washington
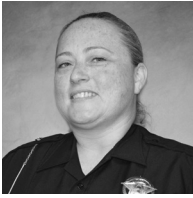
Chrystal Deitz
Campus Resource Officer-Jackson
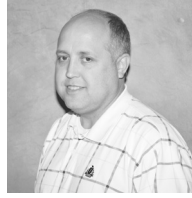
Dwayne Gentry
Systems Administrator
A.A.S., Southwestern
Community College

Michael Despeaux
Director of Career Services
B.A., College of Charleston
M.Ed., University of South
Carolina

Tyler Goode
Director of Public Relations
B.A., Stephen F. Austin State
University

Tara Dillard
Accountant - Payables
B.S.B.A., Western Carolina
University

Lois Greene
Cleaning Technician I

Matthew Edison
Financial Aid Counselor
B.A., University of North
Carolina at Chapel Hill

Benjamin Haines
Administrative Assistant -
Admissions
B.S., Western Carolina
University

Mark Ellison
Director of Enrollment
Management
B.S.B.A., WCU; M.A.Ed.,
University of South
Carolina; Ed.D., North
Carolina State University

Tiffany Henry
Director of Small Business
Center
A.A., Southwestern
Community College
B.S.B.A, Western Carolina
University

Sherry Fox
Library Assistant
B.S., Western Carolina
University

Anthony Henson
Grounds Maintenance
Mechanic
Diploma, Southwestern
Community College
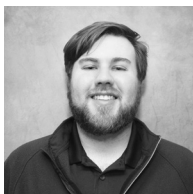
Jacob Frizzell
Administrative Assistant -
Financial Aid
B.S., University of North
Carolina at Asheville

Molly Hill
Administrative Assistant -
Macon Campus
B.S., University of West
Alabama

Toni Holland
Accountant II - Cashier
A.A.S., Southwestern
Community College

Nicholas Jacobs
PC & Network Support
Technician
A.A., Southwestern
Community College

Brian Hollands
Director of Business and
Community Training
B.S., St. Lawrence
University

Tony Johnson
Administrative Assistant -
Career Technologies
B.A., Appalachian State
University

Vickie Holzknecht
Cyber Security Analyst
A.A.S., Southwestern
Community College
B.S., M.S., East Carolina
University

Tom Jones
Career Coach
A.A., Haywood
Community College
B.A., North Greenville
University

Michael Huffman
PC and Network Support
Technician
B.S.B.A., Western
Carolina University

Pamela Judson
Early College
Liaison - Jackson
B.S., Ohio University
M.S., Indiana University

Clyanne Hyde
Director of Student
Records/Registrar
A.A.S., A.G.E., Southwestern
Community College
B.S.B.A., M.B.A., Franklin
University

Beth Kabinoff
Records Technician
A.A.S., A.A.S. Southwestern Community College

Jennie Hyder
Cleaning Technician I

Annette Kesgen
Upward Bound Director
B.A., M.S., University of
North Carolina at
Chapel Hill

Devonne Jimison
Coordinator of High
School Equivalency
Testing
B.S.B.A., Western
Carolina University

Wanda Knight
Institutional Research
and Planning Associate
B.H.S.R., Anderson
University

Toni Knott
Learning Assistance
Center/Online Tutoring
Coordinator
B.A., M.A., Western
Carolina University

Erin McCully
E-Learning Specialist
B.M., M.M., Ithaca
M.Ed., University of North
Carolina at Charlotte

David Kochersberger
Network Administrator
A.A.S., Southwestern
Community College

April McNiff
High School Partnership
Coordinator
B.F.A., University of North
Carolina at Charlotte

Mary Lockey
Intake Coordinator/
College Transfer Advisor -
Student Support Services
B.A., Duke University
M.Ed., UNC Greensboro

Melissa Medlin
Workforce Continuing
Education Registrar
A.A.S., Southwestern
Community College
B.B.A., Montreat College
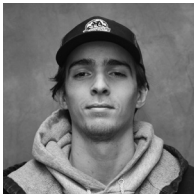
Cody Lovelace
Grounds/Maintenance
Technician I

Sheryl Monroe
Employment and Benefits
Specialist
A.A., Community College of
the Air Force
B.S.B.A., Trident University

Jeff Marley
Heritage Arts
Department Chair
B.F.A., Western
Carolina University
M.F.A., Vermont College of
Fine Arts
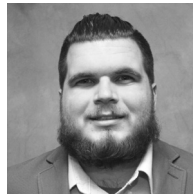
AJ Morris
Educational Technology
Specialist
B.S., B.A., Western Carolina
University
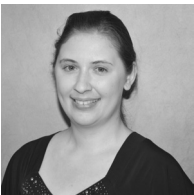
Allie Mathews
Accountant - Receivables
B.A., Brevard College
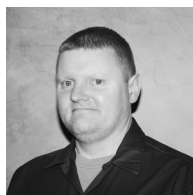
Todd Moses
HVAC Mechanic

Doug McCausland
Maintenance Supervisor
Certificate, Mercer County
Technical School

Erica Muse
Upward Bound
Academic Advisor
B.A., University of North
Carolina Chapel Hill M.Ed.,
Georgia Southern University

Christine Nagy
Accountant - Payroll
A.A., Chabot-Las Positas
Community College
District
B.S., Park University

Kathryn Posey
Institutional
Development Associate
B.S., Western Carolina
University

Vita Nations
Coordinator of
Extension Education
A.A.S., Southwestern
Community College
B.B.A., M.B.A., Montreat
College

Lester Queen
Cleaning Technician I

Deven Neal
Adminstrative Assistant
- Public Safety Training
Center

Mark Ray
Grounds/Maintenance
Technician I
Diploma, Haywood
Community College

Megan Nicholson
Emergency Services/Safety
Coordinator
B.S. Western Carolina
University

Jenny Reisinger
Director of Workforce
Education/Real Estate
Instructor
B.S., Carson Newman
University

Tonya Nifong
Horticulturist
A.A.S., A.A.S., Haywood
Community College

Cheryl Renfro
Upward Bound
Academic Advisor
B.A., Mars Hill College

Melanie Phillips
College and Career
Readiness Coordinator
B.S., M.Ed., Middle
Tennessee State University
M.B.A., University of
Phoenix

Olen Schiffli
PC and Network
Technician
B.S., Western Carolina
University

Karen Polyasko
Comptroller
A.B., Belmont Abbey
College

Cheyenne Shuler
Cleaning Technician I
A.G.E., Southwestern
Community College

Latresa Shuler
Administrative Assistant
- Workforce Continuing
Education
Diploma, Certificate,
A.A.S., A.A.S., Southwest-
ern Community College
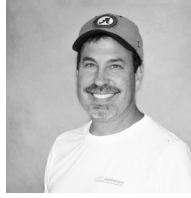
Tony Sutton
Maintenance
Technician
A.A.S., Southwestern
Community College

Jennifer Siweumptewa
Food Service Manager
A.A.S., Southwestern
Community College

Patrick Underwood
Cleaning Technician II -
Floor Care Specialist

Lisa Sizemore
Director of Human
Resources
B.A., Colorado State
University
M.S., Western Carolina
University

Jill VanOrder
College Liaison - Macon
A.A., Central Florida
Community College
B.S.B.A., Saint Leo
University
M.Ed., Western Carolina
University

Crystal Snover
College and Career
Readiness Coordinator
A.A., Cape Fear
Community College
B.S., University of North
Carolina at Wilmington
M.A., University of North
Carolina at Greensboro

Suzanne Vincent
Coordinator of
Procurement
B.A., Iowa State
University
M.S.Ed., Southern
Illinois University
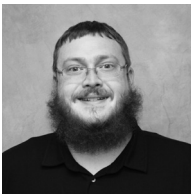
Jarred Starling
Help Desk/PC Technician
A.A.S., Santa Fe College

Jodie Waldroup
Career Coach
A.A., Southwestern
Community College
B.S., Western Carolina
University
M.Ed., University of South
Carolina

Danielle Stevens
Instructional Technologist
A.A., Southwestern
Community College
B.S., Western Carolina
University

Patty Wall
User Support Manager
A.A.S., Southwestern
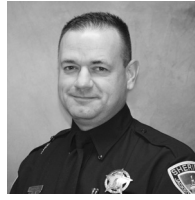Community College
B.S., East Carolina
University

Megan Stiles
Coordinator of Advertising
and Graphic Design
A.A.S., Southwestern
Community College
B.S.B.A., Western Carolina
University

Savannah Wells
Assistant Comptroller
A.A., Southwestern
Community College
B.S.B.A., Western Carolina
University

Donna Wilson
Administrative Assistant - College and Career Readiness
A.A.S., Southwestern Community College

Kenneth Woodring
Campus Resource Officer - Jackson

Steve Wilson
Shipping/Receiving/ Inventory Clerk
A.A.S., Certificate, Southwestern Community College

Brett Woods
Director of SCC Foundation
B.S.B.A., University of Mobile
M.L.A., Spring Hill College

Renea Winchester
Administrative Assistant - Enrollment Services (Swain)
A.G.E., Southwestern Community College

Jennifer Yowell
College and Career Readiness Coordinator
B.A., University of North Carolina at Chapel Hill
M.T.I.D., North Carolina State University

Kay Wolf
College and Career Readiness Director
B.A., Oklahoma Baptist University
M.A.Ed., Western Carolina University

Jill Wolfe
Administrative Assistant - Arts and Sciences
A.A.S., Tri-County Community College

Heather Wood
Director of Business Operations
B.S.B.A., Western Carolina University

Jody Woodring
Testing Coordinator/ Enrollment Counselor
A.A.S., A.A., Southwestern Community College
B.S.B.A., Western Carolina University

Adams, Ken, Biology
B.S., University of Central Florida
M.S., Ph.D., Northern Arizona University

Agner, Pamela, Nurse Aide
A.S.N., Rowan-Cabarrus Community College

Akers, Crystal, Nursing Tutor
B.S.N., Western Carolina University

Allen, David, Cleaning Technician I

Allison, Crystal, Occupational Therapy Assistant
A.A.S., Southwestern Community College

Ange, Allan, Outdoor Leadership
A.A.S., Southwestern Community College
B.S., Southern Illinois University

Barfield, Melissa, College and Career Readiness
B.S., University of Louisville
M.S., Florida Gulf Coast University

Barwatt, Brian, Surveying
A.A.S., Southwestern Community College;
B.S., Virginia Polytechnic Institute and
State University; M.S., University of Tennessee

Beam-Hiatt, Gabrielle, UTAC Advisor, Tutor Level II - Jackson
A.A., Southwestern Community College
B.S.,B.S., B.S.Ed., Western Carolina University

Bell, Pam, Qualified Assistant - NPS PRLEA
A.A.S., Southwestern Community College
B.B.A., Montreat College

Bennett, Julie, Tutor Program Coordinator
B.S.Ed., Florida State University

Berryhill, Price, Mathematics
B.S., M.A.T., Western Carolina University

Bilsky, Brad, Accounting
B.A., University of Pittsburgh
M.A., University of Tennessee
M.B.A., Duqense University

Blanton, Amanda, Public Safety Training
A.A.S., Southwestern Community College

Blanton, Seth, Outdoor Leadership

Boggs, Maggie, Outdoor Leadership Instructional Support Specialist
B.S., University of North Texas

Bradley, Jessica, Medical Assisting
A.A.S., Southwestern Community College

Bradley, Marzena, College and Career Readiness
B.S., M.S., The Upper Silesian Higher School of Commerce

Bryson, Elise, Administrative Assistant - Small Business Center

Burgess, Jennifer, Therapeutic Massage
A.A., A.A.S., Haywood Community College
B.S.Ed., Western Carolina University

Campbell, Drew, Information Technology
B.A., University of North Carolina at Charlotte
M.B.A., Georgia State University

Cass, Megan, College and Career Readiness
B.S., Appalachian State University

Caulkins, Ruhamah, Health, Physical Education
B.S., M.S., Western Carolina University

Chrestman, Matthew, Outdoor Leadership

Clemmons, Kay, College and Career Readiness
B.A., M.A., Western Carolina University

Cloer, Carol, Music
B.A., Charleston Southern University
M.C.M., Southern Baptist Theological Seminary

Coe, Susan, Heritage Arts
B.A., University of Alabama Huntsville
B.S.E.E., California State University Long Beach

Coffey, Leigh Ann, College and Career Readiness
A.A., Southwestern Community College
B.S., B.A., Western Carolina University

Collins, Ward, Political Science
B.A., J.D., University of North Carolina at Chapel Hill

Conley, Savannah, Administrative Assistant - Public Safety Training Center
A.A., Southwestern Community College

Conn, Melissa, Medical Laboratory Technology
A.A.S., Western Piedmont Community College
B.S., Eastern Washington University

Cook, Robert, Public Safety Training
A.A., Los Angeles Community College

Cowan, David, HVAC
Certificate, Tampa Bay Vo-Tech, Hillsborough County Public Schools

Cox, David, Networking
A.A.S., Southwestern Community College

Davis-Apel, Laura, Nurse Aide
B.S., Western Governors University

Deeb, Linda, RIBN Program
A.A., Miami Dade Community College
B.S.N., Florida State University
M.S., University of Saint Francis

Delfield, Elise, Heritage Arts
B.A., University of Florida
M.A., University of South Florida

Dellinger, Brenda, College and Career Readiness
B.S., East Carolina University

Denton, Jeffrey, Chemistry
B.S., Ph.D., North Carolina State University

Dills, Justin, Civil Engineering
A.A.S, Haywood Community College
A.A.S., A.A.S., Southwestern Community College

Driver, Ernestine, Early Childhood Education
A.A.S., Southwestern Community College
B.S., Western Carolina University
M.A., Pacific Oaks College

Dupree, Casey, Therapeutic Massage

Ellis, Cindy, Mathematics
B.S.Ed., Western Carolina University
M.Ed., University of Cincinnati

Fenoglio, Alexandra, Adminstrative Assistant - Public Safety Training Center

Ferrin, Greg, Mathematics
B.S., Western Carolina University
M.S., University of South Carolina

Fierberg, James, Business Law
B.S., University of Massachusetts Boston
J.D., Western New England University

Fitzsimmons, Linda, College and Career Readiness
B.S.W., M.S., Western Carolina University

Frizzell, Nathan, Humanities,
B.A., B.A., M.A., M.S.Ed., Ed.D., Western Carolina University
M.S.Ed., University of North Carolina at Asheville
M.S., North Carolina State University

Germain, Jennifer, Physical Education
A.A., A.A., Cochise College
B.A., University of Arizona
M.S., Capella University

Godsey, Katherine, Transition English/Reading, Macon LAC Consultant
B.A., University of Central Florida
M.Ed., University of North Florida

Grant, Allan, College and Career Readiness
B.A., M.A., Wayne State University
Ph.D., University of London

Grant, Shirley, College and Career Readiness
B.S., M.A., Ed.S., WCU

Griffith, Joseph, Business
B.A., M.A., Ashford University
Psy.D., University of the Rockies

Griswold, Benjamin, Outdoor Leadership
A.A.S., Southwestern Community College
A.A.S., Santa Fe Community College

Hall, Ann, Medical Lab. Tech.
B.S., Western Carolina University

Hanson, Sarah, Computer Information Systems
B.A., M.A., Western Carolina University

Harmon, Nancy, Psychology
B.A., Mars Hill College
M.A.Ed., Western Carolina University

Haskett, Mark, Advertising & Graphic Design
B.S., Western Carolina University

Haynie, Theeresa, Cleaning Technician I

Herter, Serena, Spanish
B.S., Georgetown University
M.A.T., Western Carolina University

Hill, Nichole, Nursing
Diploma, A.A.S., A.G.E., A.A., Southwestern Community College
B.S.N., Western Carolina University

Hill, Tom, Outdoor Leadership
A.A., St. Johns River Community College
B.S., M.S., Western Carolina University

Hocks, Rick, English, LAC Consultant - Macon
B.A., M.A., Ph.D., University of Missouri - Columbia

Hogan, Starr, Events Technician
B.A., Northern Arizona University

Hord, Tracy, Nurse Aide
A.A.S., Haywood Community College
A.A.S., Southwestern Community College

Hubbs, Karl, Heritage Arts

Hughes, David, Tutor Level III - Jackson
B.S.E., University of Central Florida

Hughes, Martha, Early Childhood Education
B.A., M.A., University of North Carolina at Chapel Hill

Huscusson, Tiffany, Civil Engineering
B.S., Western Carolina University

Hyde, Jonathan, Outdoor Leadership
B.S., Brevard College

Irving, Christopher, Outdoor Leadership
B.S., Northern Arizona University

Izquierdo, Esther, College and Career Readiness, Macon LAC Consultant
B.S.B.A., University of Phoenix

Jacobson, Julie, Art
B.F.A., Youngstown State University
M.F.A., University of South Carolina

Johnson, Benji, Fire/Rescue Support

Jolly, Sarah, Public Relations Assistant
B.F.A., Western Carolina University

Keeling, Elizabeth, Early Childhood Education
B.S., University of Akron
M.A., Western Carolina University

Keough, Patrick, Art
B.F.A., New York Institute of Technology
M.F.A., East Carolina University

Kinner, Freya, New Century Scholars Coordinator
B.F.A., Amherst College
M.A., University of Colorado
M.S.W., Western Carolina University

Klann, Jody, Biology
B.S., M.Ed., Arizona State University
M.S., Western Kentucky University

Knowles, Lindsay, English
B.A., M.A.T., Coastal Carolina University
M.A., Simmons College

Kurczewski, Kelli, Administrative Assistant - Macon Campus
A.A., A.S., Broward College
B.A., Florida Atlantic University

Langford, Carole, College and Career Readiness
B.A., University of South Carolina
M.S., Nova Southeastern University

Larch, Mindy, Food Services

LeMay, Wendy, Accounting, Business Adminstration
B.A., B.S., NC State University
M.B.A., Western Carolina University

Lewis, Sherrill, Communications
B.S., M.A., Auburn University

Lohmeyer, Ellen, Physical Therapist Assistant A.A.S., Southwestern Community College
B.S., Western Carolina University

Luker, Jennifer, Nutrition
B.S., Western Carolina University

Lung, Maurie, Outdoor Leadership
B.S., University of Delaware
M.A., John F. Kennedy University
Ph.D., California Coast University

Lyle, James, Advertising & Graphic Design
A.A.S., Southwestern Community College

Manring, Daniel, Civil Engineering
B.S., Western Carolina University

Marconi, Nadia, Physical Therapist Assistant
B.S., Universidade Metodista de Piraciaba
M.S., Ph.D., Universidade Estadual de Campinas

Matthews, Jolynn, Heritage Arts

Mathis, Cassandra, Nurse Aide
A.A.S., Wallace Community College

Maynor, Phil, Culinary Arts Technology
A.A.S., Southwestern Community College

McConnell, Billy, Assistant Instructor – LBJ Job Corps

McDermott, Rosemary, Nurse Aide
A.A.S., Matatuck Community College
A.D.N., Haywood Community College

McFarland, Mark, Assistant Instructor – LBJ Job Corps
A.A., Allegany Community College

McKee, Joe Frank, Heritage Arts
B.F.A., McMurray University
M.F.A., University of North Texas

McLaughlin, Lori, Business Administration
A.A.S., Richmond Community College
B.S., University of North Carolina at Pembroke
M.B.A., Frostburg State University

McLaughlin, Luke, Outdoor Leadership
B.S., Grand Valley State University

Meador, Jason, Biology
B.S., North Carolina State University
M.S., University of Georgia

Meador, Kristen, LAC Consultant - Macon; Tutor Level III - Jackson

Meus, Norrie, English, History, Macon UTAC
B.A., M.A., Western Carolina University
M.A., North Carolina State University

Mingus, Lisa, English
B.A., Western Carolina University
M.A., Wake Forest University

Morgan, Ernest, Econ & Political Science
A.B., M.A., The University of Georgia

Morgan, Jennifer, Physical Education
B.S., M.A.T., Western Carolina University

Neff, Randi, SCC Smoky Mountains STEM Collaborative Project Coordinator
B.S.Ed., M.S., Western Carolina University

Nickles, Kristy, Biology
B.S., Clemson University
M.S., University of Georgia

Ogburn, Blair, College and Career Readiness, Outdoor Leadership
B.S., Louisiana State University
B.S., University of North Carolina at Asheville
M.S., Montreat

Panico, Frank, Macon LAC Consultant
B.E. (Ch.E.), City College of New York
M.Ed., Fordham University

Parker, David, College and Career Readiness, Macon LAC Consultant
B.A., Clemson University
B.S., University of South Carolina

Pickard, Lisa, Office Systems
A.A.S., Certificate, Wayne Community College
A.A.S., Johnston Community College
B.S., Adventist University of Health Sciences

Price, Bobby, Automotive Systems Technology
Certificate, Southwestern Community College

Ray, Clyde, History
M.A., East Tennessee State University

Reynolds, Matthew, LETP Scenario Training Coordinator
B.S., Western Carolina University
M.A., American Public University System

Richards, Stephanie, College and Career Readiness
B.S., San Diego Christian University

Ritter, Brian, Civil Engineering
A.A.S., A.A.S., Haywood Community College
B.S., Oregon State University
M.S., Ph.D., Clemson University

Roman, Joseph, Networking
B.A., M.A., University of Florida

Ruby, Diane, Health and Wellness
B.S., State Univ. of New York at Buffalo
M.S., University of North Florida
M.S., Nova Southeastern University

Russell, Margie, College and Career Readiness
B.A., MA.Ed., Western Carolina University

Satterwhite, Robert, English
B.A., University of North Carolina at Asheville
M.F.A., Warren Wilson College

Satterwhite, Wesley, Psychology
B.A., Meredith College
M.S., University of North Carolina at Chapel Hill

Sawicki, Thomas, Physics
Certificate, University of North Carolina at Asheville
A.A.S., A.A.S., Community College of the Air Force
B.S., Excelsior College

Seals, Marylene, Nurse Aide
A.D.N., Haywood Community College

Shuler, Faye, Cleaning Technician I

Shumway, Tracey, Work-Based Learning Coordinator
B.F.A., Ohio University
M.A.Ed.,Western Carolina University

Sigal, Marvin, Biology
B.S., Ph.D., Ohio State University
M.S., Wright State University

Slocumb, Cyndi: Information Technology
B.S., University of Central Florida
M.S., Old Dominion University

Smith, Deborah, Administrative Assistant - Macon Campus
B.S., University of Florida

Stafford, Amanda, Nursing
A.D.N., Southwestern Community College
B.S.N., Western Carolina University

Stephens, Jack, Information Systems
A.A.S., Southwestern Community College
B.A., University of North Carolina Asheville
M.S., East Carolina University

Stewart, Brooke, Nurse Aide
A.D.N., Tri-County Community College

Stockbridge, Zachariah, Astronomy
B.S. University of Maryland, College Park
M.A., University of Phoenix

Sutton, Jeffrey, Advertising & Graphic Design
A.A.S., Southwestern Community College

Sykes, Carrie, Business Administration
A.A.S, Surry Community College
B.S., Gardner-Webb University
M.B.A., Liberty University

Taylor, Harry, College and Career Readiness
B.A., Emory & Henry College

Towns, Ashley, Cleaning Technician I
A.A., Coastal Carolina Community College

Trawick, Peter, Humanities
B.S., University of Mobile
M.Div., Rockbridge Seminary

Upton, Amber, Administrative Assistant – Teaching and Learning Support, Jackson LAC Consultant
B.A., University of North Carolina at Wilmington

Upton, Jordan, Tutor Level III - Jackson
B.A., Campbell Univeristy

Van Istendal, Pam, Nursing
Diploma, Helene Fund School of Nursing
B.S.N., M.S.N., Grand Canyon University

Weber, Robin, College and Career Readiness
B.S., M.A., University of Central Florida

Whisnant, George, Tutor Level II, Tutor Level III
A.S., Southwestern Community College
B.S., Western Carolina University

Wicker, Angela, College and Career Readiness
A.A., St. Petersburg College
B.A., Western Carolina University

Wikstrom, Madeleine, Outdoor Leadership
A.A.S., Southwestern Community College

Williams, Kimberly, Early Childhood Education
B.S., M.S., Western Carolina University

Williamson, Charles, College and Career Readiness
A.A.S., Southwestern Community College
B.S., East Carolina University

Willis, Joan, Macon LAC Coordinator
B.S.Ed., M.S.Ed., Western Carolina University

Wilson, Nancie, Psychology
B.A., M.A., University of Central Florida

Wilson, Tremaine, Macon LAC Consultant
B.S.A., University of Georgia

Wolfe, Brooks, Outdoor Leadership
B.S.B.A., University of Memphis
M.B.A., University of Mississippi

Woodard, Rebecca, College and Career Readiness
B.S., Western Carolina University

Wright, Noah, Welding

Wynn, David, Outdoor Leadership
B.S., Western Carolina University
B.A., Appalachian State University

Yedinak, Amber, English, Humanities
B.A., M.A.T., Coastal Carolina University

Jackson Campus
447 College Drive • Sylva, N.C. 28779
828.339.4000, 800.447.4091

Macon Campus
44 Siler Farm Road • Franklin, N.C. 28734
828.306.7001

Jerry Sutton Public Safety Training Center
225 Industrial Park Loop • Franklin, N.C. 28734
828.306.7041

Swain Center
60 Almond School Road • Bryson City, N.C. 28713
828.366.2000